



NUMBER: 337

SUBJECT: HEALTH AND SAFETY PLAN

EFFECTIVE DATE: FEBRUARY 27, 2017

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015, FEBRUARY 27, 2017

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337.1 — POLICY

Bridgerland Applied Technology College (BATC) takes reasonable precautions to ensure the safety and health of people, facilities, equipment, and other property. BATC accepts the responsibility for leadership in safety and health issues, for effectiveness and improvement, and for providing the necessary safeguards to ensure a safe and healthy work environment.

BATC subscribes to recognized standards for health, safety, and fire protection. It is the responsibility of employees, supervisors, administrators, and all other persons in authority to provide for safety in the environment and operations under their control.

BATC shall maintain the right to require physical examinations and testing of employees when questions of health and safety arise which are directly job related. Examinations and diagnostic tests required by BATC will be at no expense to the employee.

337.2 — PROCEDURES

337.2.1 — BATC PROGRAMS

BATC develops and implements safety and health programs consistent with the best practices for activities and institutions of this type through BATC's Risk Management Committee in conjunction with the advice and recommendations of State Risk Management. These programs strive to continuously reduce risks to employees, students, and guests, and to improve the prevention of illnesses and injuries. To accomplish these tasks, BATC shall require the full cooperation of all faculty, staff, students, and guests.

337.2.2 — EMPLOYEE ILLNESS

BATC recognizes that employees with life threatening illnesses, including but not limited to, cancer, heart disease, and autoimmune diseases, including AIDS, may wish to continue in as many of their normal pursuits as their conditions allow, including employment. As long as these employees are able to meet performance standards and medical evidence indicates that their conditions are not a significant current risk of substantial harm to themselves, others, or property, they will be allowed to continue working.

An employee's medical condition is confidential, and information regarding an employee's health is to be provided only to supervisors and managers of the employee to the extent that work restrictions or other accommodations are necessary, and only in compliance with the Americans with Disabilities Act (ADA).

This policy is meant to be an implementation of the ADA. *It is not the intent of this policy or BATC to give employees any rights or protections in addition to those described by the ADA.*

337.2.3 — FACULTY, STAFF, AND STUDENT HEALTH CLINIC

Because of the short-term nature of the training at BATC, student health insurance and clinic are not available. Students are referred to local hospitals, clinics, and health care providers.

337.2.4 — FOOD SERVICE

Employees within the Food Services Departments are required to obtain a food handler's permit from the Bear River Health Department within 14 days of entering or engaging in the manufacturing, preparation, or handling of food or drink. This permit must be renewed every three years from the date of issue.



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337.2.5 — PLANT OPERATIONS

Applicants, who have received offers of employment for positions entailing potential exposure to hazardous chemicals or materials, or requiring heavy physical exertion, may be required to obtain a physical examination prior to beginning employment. Employees may be required to obtain and keep a current Commercial Driver License (CDL), if necessary, as a condition of employment.

337.2.6 — HAZARDOUS AREAS

The Occupational Safety and Health Administration (OSHA) was established in 1972 to protect people's health and safety while at work. Standards are split into various categories of work, including construction, general industry. Since a state-run OSHA program covers BATC, there are additional regulations above and beyond the federal OSHA rules. These regulations may be found at the Utah Labor Commission's Web site. The purpose of all these standards is to provide the minimum requirements for the workplace that will provide a reasonably safe and healthy work environment. Our goal is to work with BATC faculty, students, and staff to ensure they have a healthy and safe work environment that allows them to perform their work and do so in compliance with the applicable safety and health regulations.

337.2.7 — WORKPLACE VIOLENCE

Threats or acts of violence, bodily harm, or physical intimidation by employees, students, or visitors will not be tolerated and may be grounds for immediate dismissal or removal (either temporary or permanent) from the premises. When this type of behavior is exhibited, BATC reserves the right to request an evaluation by a health care/mental health professional to determine fitness for duty. Likewise, threats or intimidation of employees in the workplace by individuals outside BATC will not be tolerated.

337.2.8 — REPORTING/INVESTIGATING PROCEDURE

Any potentially dangerous situations must be reported immediately to the Campus President, any Vice President, any department head, or the Payroll/Controller's office. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. BATC will actively intervene at any indication of a possibly hostile or violent situation.

337.2.9 — EMERGENCY RESPONSE

Employees are oriented on the Emergency Response procedures during orientation. The Emergency Response booklets are available in each department and contain detailed information on how to respond in various emergency situations. A digital copy of the Emergency Response booklet is also available to employees on the Internet portal. Topics include Emergency Responsibilities, Critical Injury/Illness, Emergency Lockdown Procedures, etc.

337.2.10 — EMERGENCY NOTIFICATION

BATC utilizes a safety alert system that combines mass notification and building lockdown (if required). Administration and the Risk Management Committee Chair are responsible for the distribution of mass notification alerts. Notifications can be delivered through text, e-mail, and/or voice.



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337.3 — RESPONSIBILITY

Everyone has responsibility to provide assistance and notification in any emergency situation. Emergency Response booklets are available in each department and contain specific steps for targeted emergencies. If necessary, campus lockdown will be initiated, and the emergency notification system will be utilized to provide information regarding the emergency. Notification is not automatic.

337.3.1 — SUPERVISORS AND DEPARTMENT HEADS

Supervisors and department heads are responsible for being continuously cognizant of the health and safety needs of their employees and initiate necessary prevention measures to control safety hazards associated with activities under their direction.

337.3.2 — RISK MANAGEMENT COMMITTEE

The Risk Management Committee is responsible for monitoring working conditions, evaluating potential health hazards, and investigating accidents and injuries, in conjunction with State Risk Management. The Critical Incident committee annually reviews all accidents.

337.3.3 — EMPLOYEES

Employees have primary responsibility for their own personal safety and health. In addition, employees are required to participate in all safety, health, and accident prevention programs directly related to their job responsibilities and work environment. Employees are required to immediately report any work-related accident, injury, or illness to their supervisors and the Controller's Office. The Controller's Office requires employees, or their department head or immediate supervisor, to complete an Employee's First Report of Injury Form for any and all work-related accidents or injuries within a reasonable time (generally within 24 hours) after the accident.