



HEALTHCARE AND SAFETY OF EMPLOYEES, STUDENTS AND GUESTS PLAN

STANDARD: #6

LAST REVIEWED: SEPTEMBER 24, 2015; JANUARY 23, 2017, AUGUST 7, 2017 (NO CHANGES); MAY 2, 2018, AUGUST 28, 2018; AUGUST 7, 2019 (NO CHANGES)

EXECUTIVE COMMITTEE APPROVAL: OCTOBER 5, 2015; 1/23/2017; JUNE 11, 2018, SEPT 4, 2018

FACULTY REVIEW: OCTOBER 8, 2015; MARCH 2, 2017; MAY 3, 2018, SEPT 6, 2018

STUDENT REVIEW: MAY 3, 2018, OCT 15, 2018

This plan provides direction for the healthcare and safety of Employees, Students and Guests. MTECH develops and implements safety and health programs consistent with those of other colleges and institutions with the advice and recommendations of Utah State Risk Management. These programs strive to continuously reduce risk and improve the prevention of illness and injury. To accomplish these purposes, the full cooperation of all students, faculty, and staff is necessary.

EMPLOYEES

1. Employee Healthcare

- A. All employees have access to a wellness program that encourages and rewards positive health habits and beneficial changes. Full-time Employees have access to sick pay, vacation pay, personal days, and competitive health benefits which include:
 - i. Medical, Dental and Vision Insurance.
 - a. Employees may choose a medical plan based on their preferred care facilities and providers.
 - b. Preventative care is available and its use is encouraged.
 - ii. Short and long-term disability
 - iii. Life insurance

2. Employee Illness

- A. Minor illness; Employees are encouraged to stay home from work if they are ill.
- B. Reports of illness requiring absence should be made in a timely manner to allow for adequate substitute coverage of the position.

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- C. Arrangements for planned absences for surgeries, procedures, physician or dental visits should be made in advance, with approval of supervisor.
 - D. Faculty members should call a substitute, if needed, and inform their Program Director.
 - i. Instructors are encouraged to have a pool of qualified substitute candidates in their area which they can access for substitutes.
 - ii. If the instructor cannot find a substitute, the Program Director will assist. MTECH Directors may call an assigned Temp Agency to fill the position for the absent employee.
 - iii. Instructors are expected to have an emergency lesson packet on hand for unexpected absences. A copy of the roll should be included.
 - E. Staff members should notify their immediate supervisor for instructions.
 - F. Employees missing work for three or more consecutive days must return with a note from their physician.
 - G. Major Illness or Surgery: Employees are encouraged to contact Human Resources and their Supervisor if they have a major illness that requires extended absence.
 - i. Family Medical Leave (FMLA) is available for those who qualify.
 - ii. Medical information is confidential and will be kept private.

3. Employee Accident

A. Employee Injury

- i. If an employee is injured while performing job duties, participating in MTECH classes, or attending work activities:

Call 911 if the employee is in a possible life threatening situation. For less serious injuries, the campus First Responder should be called. They will evaluate the situation and perform any necessary first aid. They may call an ambulance, if they determine it is needed.

- ii. As soon as possible, an Incident Management Report should be filled out by the first responder, a supervisor, or administrator. Care should be taken to secure statements from witnesses to the accident. The site of the

accident should be cleaned and secured to prevent further injury, if applicable. In cases of serious accident, a member of administration should be notified. The Incident Management Report should be turned into the Human Resources Director within 24 hours of the accident

Human Resources will investigate the accident, as deemed necessary. Any needed changes to facilities, equipment, training, procedures, etc. will be made to prevent further accidents.

4. Employee Safety

- A. MTECH subscribes to recognized standards for health, safety, and fire protection. Such standards are published by the Environmental Protection Agency, the National Fire Protection Association, the Uniform Building Code, the American National Standards Institute, the Office of Civil Rights, the Occupational Safety and Health Administration, and the Utah Eye Safety Law. MTECH is regularly evaluated by the Utah State Division of Risk Management and follows their directives.
- B. Employees participate in regular fire, earthquake and active shooter drills. MTECH has an active Safety/Emergency Preparedness Committee, which is responsible for monitoring classroom and working conditions, evaluating potential health hazards, and investigating accidents and injuries, in conjunction with State Risk Management.
- C. To insure the safety of students, all employees are given a criminal background check and must be cleared for employment.

STUDENTS

1. Student Illness

- A. Minor illness:
 - i. Students are encouraged to stay home from school if they are ill. A student who becomes ill while participating in MTECH classes or activities is advised to leave class and seek medical attention, if necessary.
 - ii. In order to avoid being charged tuition for classes not attended and face a mandatory drop, students who will miss 10 days or more of class due to an illness, surgery or medical treatment are encouraged to drop their class and re-enroll when they are ready to return to school.

B. Serious Illness or Health Condition:

- i. MTECH is supportive of students with life-threatening or other illnesses who wish to continue their education. Students may continue to attend classes if they meet performance standards, and have medical documentation assuring college administrators that the condition does not present a significant risk of harm to the student, property, or to others.

- C. A student's medical condition is confidential, and information regarding a student's health is to be provided only in compliance with the Americans with Disabilities Act (ADA).

2. Student Injury

- A. If a student is injured while participating in MTECH classes or activities, 911 will be called if the student is in a possible life threatening situation. If less serious, the campus First Responder will be called, who will evaluate the situation and perform any necessary first aid, or call an ambulance if they determine it's needed. The student is advised to see his/her personal physician to follow up.
- B. As soon as possible, an Incident Management Report should be filled out by the first responder, a supervisor, or administrator. Care should be taken to secure statements from witnesses to the accident. The site of the accident should be cleaned and secured to prevent further injury, if applicable. In cases of serious accident, a member of administration should be notified. The Incident Management report should be turned into the Human Resources Director within 24 hours of the acid
- C. Human Resources will investigate the accident, as deemed necessary. Any needed changes to facilities, equipment, training, procedures, etc. will be made to prevent further accidents.
- D. Every student is responsible to carry personal health and accident insurance; the College does not provide insurance coverage for students. Students and/or parents sign a waiver (Risks and Hazards Statement) acknowledging understanding of the school's policy on health insurance. All medical expenses, including ambulance charges are the responsibility of the student.

3. Student Safety

- A. MTECH subscribes to recognized standards for health, safety, and fire protection. Such standards are published by the Environmental Protection

Agency, the National Fire Protection Association, the Uniform Building Code, the American National Standards Institute, the Office of Civil Rights, the Occupational Safety and Health Administration, the Utah Eye Safety Law, and other recognized safety standard-making bodies. MTECH is regularly evaluated by the Utah State Division of Risk Management, and follows their directives.

- B. Students participate in regular fire, earthquake and active shooter drills. MTECH has an active Safety/Emergency Preparedness Committee which is responsible for monitoring classroom and working conditions, evaluating potential health hazards, and investigating accidents and injuries, in conjunction with State Risk Management.
- C. To insure the safety of students, all employees are given a criminal background check and must be cleared for employment.

GUESTS

1. Guest Conduct

- A. All guests of the College are expected to check in with the faculty or staff member hosting them immediately upon arrival of any of the school campus locations.
- B. Guests are expected to follow all necessary dress standards and codes of conduct while visiting.
- C. Guests will be expected to wear all appropriate Personal Protective Equipment (PPE) while visiting any of the school classrooms, labs, or shops.
- D. Guests may not interfere with classroom instruction.
- E. Children may not be left unattended in any MTECH building.
- E. Failure to abide by any of the previous items may result in guests being asked to leave, police notification, etc.

2. Guest Accident/Injury

- A. If a guest is injured while at MTECH, 911 will be called if it is a possible life threatening situation. If less serious, the campus First Responder will be called, who will evaluate the situation and perform any necessary first aid, or call an ambulance if they determine it's needed.

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- B. The guest is advised to see his/her personal physician to follow up.
 - C. As soon as possible, an Incident Management Report should be filled out by the first responder, a supervisor, or administrator. Care should be taken to secure statements from witnesses to the accident. The site of the accident should be cleaned and secured to prevent further injury, if applicable. In cases of serious accident, a member of administration should be notified. The Incident Management report should be turned into the Human Resources Director within 24 hours of the accident.
 - D. Human Resources will investigate the accident, as deemed necessary. Any needed changes to facilities, equipment, training, procedures, etc. will be made to prevent further accidents.
 - E. Any medical expenses, including ambulance charges, are the responsibility of the guest.

CAMPUS VIOLENCE

Threats or acts of violence, bodily harm, or physical intimidation by students, employees, or guests will not be tolerated and may be grounds for immediate dismissal or removal (either temporary or permanent) from the premises. This prohibition includes all acts of harassment that are based on any characteristic protected under federal, state or local law.

1. Procedure:

- A. All suspicious individuals or activities, or acts of direct or indirect violence, including threats of suicide or self-harm, should be reported as soon as possible to an instructor or campus personnel. This includes threats by students, employees, vendors, solicitors, or other members of the public. When making a report, details should be as specific as possible.
- B. In emergency situations, contact the local authorities by dialing 911 from a nearby phone.
- C. In a non-emergency situation, where there is a slight security risk, contact the Campus Coordinator in Student Services or one of the College administrators or instructors.
- D. MTECH administration will investigate reports of potentially violent activity as well as threats or acts of violence. The identity of the individual making the report will be

protected and revealed only as law and policy requires.

- E. In order to maintain campus safety and the integrity of its investigation, MTECH may suspend students, employees or others from the campus during such investigations. Such temporary suspension of employees may be with or without pay, at the discretion of the Campus President or his/her designee and subject to MTECH policies regarding suspensions.
- F. Anyone determined to be responsible for threats or acts of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including permanent suspension (for students), termination of employment (for MTECH employees), and prosecution for criminal acts. (see 300.311)

PLAN REVIEW AND UPDATE

This plan will reviewed by faculty, staff and students on a regular basis, at least yearly. Updates will be made by the instructional department, with approval from the Executive Staff.