



HEALTH AND SAFETY PLAN

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SOUTH DADE TECHNICAL COLLEGE



HEALTH AND SAFETY PLAN

Vision and Mission

To facilitate, promote and provide successful career training opportunities and high academic standards for secondary and post-secondary students designed to meet the challenges of an ever-changing global economy.

The mission of South Dade Technical College is to create a highly qualified future workforce by offering state-of-the-art academic, career and technical education to all generations within our community.

<h3>Vision</h3>							
<p>We are committed to providing quality educational programs and services for adult learners.</p>							
<h3>Mission</h3>							
<p>Our Mission is to guide and prepare learners in attaining their highest academic goals and competency levels to qualify them for initial employment and/or career advancement.</p>							
<h3>Core Values</h3>	<table border="0"> <tr> <td>Commitment</td> <td>Professionalism</td> </tr> <tr> <td>Excellence</td> <td>Integrity</td> </tr> <tr> <td>Honesty</td> <td>Respect</td> </tr> </table>	Commitment	Professionalism	Excellence	Integrity	Honesty	Respect
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Excellence	Integrity						
Honesty	Respect						

Overview

South Dade Technical College is part of the Miami Dade County Public School District, located in Miami, Florida. Our administrators, instructors, and support staff members are dedicated to providing a safe learning environment for our students. SDTC maintains a learning environment which motivates students to acquire marketable skills in safe, structured, positive, and orderly classrooms and laboratories.

The written plan is implemented at all SDTC locations. To fulfill the goal of maintaining a safe and healthy environment on a daily basis, the Miami Dade County Public School District, overseeing all public schools implements policies, processes, and procedures relating to health and safety issues. These safety policies are in place, implemented, and regularly evaluated and revised through thorough reviews of accident reports, Safety Meetings, as well as soliciting input from employees and students through a suggestion box at the front desk and encouragement to express any safety concerns to their instructors or staff members. There is a system for reporting and investigating accidents that is followed by all staff as evidenced in the employee safety manual on the SDTC website.

The Miami Dade County Public School District has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. Goals of preventing or at least minimizing injuries to employees, coworkers, students, as well as patrons and visitors are developed, and maintained to protect everyone. All employees must comply with the following requirements

- Observe all safety rules
- Familiarize yourself with School District critical incident plans/procedures and emergency preparedness protocols
- Keep work areas clean and orderly at all times
- Immediately report all accidents to their supervisor
- Operate only equipment or machines they have been trained and authorized on
- All employees must wear their employee ID card while on school district property per rules of Miami Dade County Public School District

Employees with questions or concerns relating to safety programs and issues should read the Employee Safety Manual, contact their immediate supervisors or the Safety Committee at SDTC. In addition, the Miami Dade County School District has a Risk Management Department to address issues. The Risk Management Department is charged with the responsibility of health and safety, but everyone is involved in the process. Anyone who becomes aware of an unsafe condition or practice or witnesses a near miss accident, should report the circumstances to the Risk Management Department and to the campus facility maintenance personnel. This action may prevent a future accident. We are a diverse and dispersed organization, and the staff at our various locations are more aware of their environment than anyone.

Purpose

Each school principal must develop an internal uniform school health services plan within the framework of (1) Florida Statutes, (2) administrative directives, (3) Miami-Dade County School Board-adopted policies, and (4) the guidelines presented herein to effectively ensure prompt attention to the care of an injured or ill student. It is strongly urged that the uniform plan become a part of the general emergency plan and procedures required of each school.

Reporting and Investigating Accidents

All student accidents, injuries, and illnesses resulting from contact with owned or leased property, while the student is presumed to be under school authority, will be reported immediately to the principal or administrator in charge. Additionally, the supervising teacher will complete a student accident report within 24 hours.

In case of serious injury or illness, the principal or designee will initiate communication for emergency medical systems (EMS) and notify parent/guardian (if high school dual-enrollment student) or emergency contact of adult student immediately.

Employee Injury at Work Site

In the event an employee is involved with an accident or injury, the injury will be reported to Gallagher-Bassett, the School Board's contracted third-party worker's compensation administrator. The principal's secretary has been identified as the person responsible in handling documentation protocol for any employee injury at the worksite. If she is not available, the assistant principal or the evening registrar can perform this duty. The identified designee will:

1. Upon notification of an injury, telephone 305-995-COMP (2667) to complete a Notice of Injury using the employee's description of the injury. This process will be completed over the phone. At the time of the call, the identified designee will need the injured employee's address, phone number, social security number, the employee's rate of pay and location of the accident. In cases of serious injury, the principal or designee will initiate communication for emergency medical systems (EMS), then call at 305-955-COMP (2667).

2. Immediately after an accident occurs, the administrator or designee must investigate the accident by:

- a. Obtaining a clear description of the accident;*
- b. Obtaining names and addresses of witnesses; and*
- c. Examining the area where the alleged accident occurred*

3. Complete a Worker's Compensation Medical Request and give it to the employee to take with him/her to the authorized health center. Inform the employee that if additional treatment is required, he/she must call 305-995-COMP (2667).

The administrator or designee will have maintenance check any furniture or equipment that is said to have not been in proper working order. Furniture/equipment that breaks should be tagged and placed in a safe area to prevent any other accident or injury. The worksite administrator should be prepared to voice any objections as to circumstances surrounding the accident, if there is not total agreement concerning the alleged accident and how it occurred.

Employees who have been released to return to work from their authorized physician should report immediately to their administrator. Gallagher-Bassett will follow up in writing to the worksite administrator of their employee's release.

Emergency Procedures for Seriously Ill or Injured Students It is imperative that every student have a completed Student Data Information Sheet on file in the attendance office. Emergency procedures of any kind must be simple in nature and clearly understood by all personnel. All members of the school staff are expected to study the following procedures that will be used in case of an emergency. When a classroom teacher, or person in charge, believes a child is seriously ill or injured, the following procedures/steps will be taken:

1. The instructor will immediately send a reliable student to the office or use an emergency call button to notify administration. Administration will initiate communication for emergency medical systems. (If life or limb is in danger, teachers should use sound judgment and initiate emergency medical systems communication.)

2. *In case of a serious injury, make the student as comfortable as possible. DO NOT attempt to move the student.*
3. *Office personnel will notify the parent and/or relative, physician, or any individual listed on the Student Emergency Contact Data Card.*
4. *In cases where the parent and others listed on the Student Data Information Sheet cannot be reached and immediate professional help is needed, the administrator in charge shall contact the police for summoning assistance.*
5. *Teachers must complete an accident report as soon as possible after the incident occurs. All accidents are to be reported in writing on Miami-Dade County Public Schools Accident System in Integrated Student Information System (ISIS) by the teacher in charge of the group or activity with the attendance office within 24 hours of the accident.*
6. *Students with minor ailments, (i.e., headaches, muscle aches, etc.) can be sent to the attendance office to determine if parent/guardian contact should be initiated.*

School Board of Miami-Dade County directive is as follows:

Guideline #5: Illnesses and Injuries to Students

Current Law and/or Practice

“All employees responsible for supervision of student and student activities are to take precautions to protect the life, health, and safety of every student in an effort to reduce or eliminate accidents, injuries, and illnesses. In certain school activity assignments, students are to be furnished with and required to wear safety devices and protective clothing; and shall employ safeguards necessary to reduce or eliminate accident and injuries. Refusal of failure by students to use or wear such devices, protective clothing, and/or equipment shall be grounds for appropriate disciplinary action, including prohibiting them from participating in classroom activity.”

Only as a last resort should students who are experiencing an extreme emergency (serious injury or illness) be transported via private vehicle owned and operated by a Miami-Dade County Public Schools employee. If there is an automobile accident during transportation of the student in a private vehicle, Florida’s “No Fault”

automobile laws, personal vehicle insurance will be called upon to pay its benefits before the Miami-Dade County School Board's insurance is invoked. All serious injuries to students that require emergency medical treatment must be reported to the Miami-Dade Schools Police Department, including those resulting from assault, battery, and child abuse.

A complete written accident report shall be made of all school accidents and injuries and filed with the Office of Risk and Benefits Management.

- *School Board policy #(s): 6Gx13-4A-1.03, 6Fx13-4E-1.13*
- *Contract Provision #s: UTD Article XXI, Section J3*
- *Administrative Directive(s)/Other: Procedures for Promoting and Maintaining a Safe*
- *Learning Environment-Guideline #5/M-DCPS B*
- *Workers Compensation Program/Student Accident Insurance*
- *Critical Incident Response Plan, Section II*
- *Cross References: Emergency Contact Information*

Minor Injuries

In the case of minor injuries, teachers must complete an accident report with the appropriate school personnel. Principal's designee will make an assessment of injury. If the injury requires minimal first aid, assistance will be offered to the student. If deemed necessary, parents will be contacted.

Site Emergency Plan

South Dade Technical College has a specific Site Emergency Plan. Emergency procedures are in every program including administrative and common areas.

Every SDTC classroom and lab area has evacuation plan posted as well as a Hard Corner delineated by Miami Dade County School Police. Every year at the first staff meeting of the school year, the plan is reviewed with staff. The plan is designed as a quick reference resource for the classroom and is part of the

Miami Dade County Public School District Emergency Operations Plan. It provides essential information to assist staff in responding to a wide range of threats and hazards that may affect the school. The school district's Emergency Operations Plan considers lessons learned from prior school incidents to highlight the importance of preparing for any hazard or emergency. The school district's Emergency Operations Plan is aligned with the emergency planning practices incorporating national, state, and local level safety practices and includes the five phases of emergency preparedness: Prevention, Protection, Mitigation, Response, and Recovery.

Part of the Miami Dade County Public School District Emergency Operations Plan requires each school site to conduct regular drills for various scenarios (fire drills are required monthly implementing primary and secondary means of egress, severe weather such as tornado drills, lockdowns, shelter-in-place etc.) in order for staff, students, and visitors to be prepared during critical incidents. Each MTC Site's Emergency Plan has easy-to-follow directions, scripts, and staff responsibilities for each critical incident.

Drills are announced on the intercom system and conducted so that students and personnel can react quickly and appropriately to an actual incident. All occupants of the school must participate. During the drills, administrators and selected staff members check students and staff leaving the buildings according to the plan. The plan is reviewed and revised annually or more frequently if needed.

Crisis Response Plan

The SDTC Crisis Response Plan is aligned with the Miami Dade County Public School District Emergency Operations Plan, providing SDTC school sites with a guide for effective response to a critical incident. The plan is divided into five sections including Hazard Analysis, Method of Operations, Emergency Management Goals and Objectives, Appendices and Annexes. The plan utilizes the National Incident Management System (NIMS) and establishes the Incident Command System (ICS) in crisis response to ensure School District of Manatee County sites will be adequately prepared to deal with an emergency. Roles and responsibilities will be outlined to aid in the organization of preparation, response and recovery from a threatened or actual emergency.

This emergency response plan is developed according to the Miami Dade County Public School District policy. All district schools have developed and implemented a school security program meeting the Florida

State Statute 100.7 district school board duties relating to student school safety, including section (4) (a) which states that “the district board shall establish model emergency management and preparedness procedures.”

A Crisis Response Team (CRT) is the group of individuals who work together to manage the emergency response of a critical incident at the school site. The CRT is comprised of both on site staff and administration. There will be one CRT at each school site. CRT members are made aware of the responsibilities entailed in being a member of the CRT. A CRT is established every August for each school site and is posted for the Miami Dade County Public School District review.

The Crisis Response Plan is distributed to each school site. Local law enforcement, fire, and emergency management agencies will receive updated copies each August. Up-to-date USB devices will be forwarded to local first responders for emergency planning/response purposes through the school district’s Safety and Security/Emergency Management office.

Photo Identification – Badges

To properly identify those persons who are authorized to be on campus, SDTC has developed a system of color-coded photo identification badges that are issued to secondary and postsecondary students in technical programs students upon registration, and to staff each year. All visitors must visit the front desk upon entry on the campus, the visitor needs to show a valid Florida Identification in order to process through the RAPTOR System to receive a visitor's identification name tag. Students, staff, and guests must wear their badge in a visible location at all times, above the waist to ensure campus safety. Employee badges also provide access into the campus at most doors.

Jessica Lunsford Act

On June 20, 2007, Governor Charlie Crist signed into law Senate Bill 988, Relating to High Risk Offenders. The bill, effective on July 1, 2007, requires specific notations on the driver's licenses of sexual predators, and established standards and procedures related to the background screening of individuals who provide contracted non-instructional services to Florida public schools or districts. All persons who will have direct contact with students must have completed level 2 screening requirements as described in Florida Statute 1012.32.

This pertains to school district employees, volunteers, interns, mentors, contractors, vendors, coaches, and sports officials. Guests to the campus must report to the front desk upon arrival and present a valid driver's license to be registered and are issued a temporary visitor's badge after being checked through RAPTOR, a rapid check system that identifies sex offenders listed in the State of Florida database.

Review and Evaluation

The faculty is notified of these procedures through faculty meetings and the Faculty and Staff Handbook. Students are notified at a student orientation session, through their teachers, and the Student Handbook. The plan for assuring the health and safety of the employees, students, and guests is reviewed and revised on a regular basis. The safety committee conducts annual safety surveys. This facilitates the discussion and revision of the Health and Safety Plan.