

HEALTH AND SAFETY PLAN

COE Standard 6



GOODWILL
TECHNICAL
COLLEGE

I. PURPOSE

The purpose of the health and safety plan is to assure the health and safety of the college's employees, students, and visitors. The plan also provides guidelines on reporting and investigating incidents affecting the health and safety of the college's students, staff, and visitors. Administrators, instructors, and support staff are committed to providing a safe and healthy learning environment for our students. In this regard, prompt reporting of all incidents is critical to ensure employees and students receive the best care possible and so that future incidents can be prevented. This plan establishes a systematic process to ensure that accidents/incidents are properly reported and documented in a timely manner.

II. ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Health and Safety Council: HR/Safety Manager, Vice President of Contracts and Facilities Management Services, Chief Academic Officer, Director of Student Affairs, Facilities Manager, and College Counselor	<ul style="list-style-type: none">▪ Identify, address, and/or resolve health and safety issues.▪ Communicate and evaluate college health and safety issues.▪ Review accident and incident reports, facilitate and coordinate the inspection of the campus building and work to resolve or correct any unsafe conditions.▪ Address all components of the college's health and safety plan and makes policy and procedural recommendations for improvement on an ongoing basis.▪ Review campus safety concerns regarding safety matters to ensure that all employees and students have a safe place to work and attend classes.▪ Ensure that employees are trained to work in a safe manner.▪ Assure campus implementation and compliance with the college's Health and Safety Plan.
HR/Safety Manager	<ul style="list-style-type: none">▪ Receive reports and maintain a record of all accidents and incidents.▪ Conduct accident and incident investigations.▪ Respond to questions and concerns regarding accidents and incidents.▪ Provide safety training.
Faculty, Staff & Students	<ul style="list-style-type: none">▪ Observe and comply with all health and safety rules and policies.▪ Familiarize yourself with incident plans/procedures and emergency preparedness protocols.▪ Immediately report all incidents.▪ Operate only equipment or machines you have been authorized and trained to operate.▪ Wear employee or student ID badge while on campus.
Visitors	<ul style="list-style-type: none">▪ Comply with all health and safety rules and policies.

Director of Student Affairs	<ul style="list-style-type: none"> ▪ Complete and submit incident reports that involve students or visitors to the HR/Safety Manager
Chief Academic Officer	<ul style="list-style-type: none"> ▪ Complete and submit incident reports that involve faculty or staff to the HR/Safety Manager

III. PLAN INFORMATION

A. Organizational Polices

All Goodwill Industries of Southeastern Louisiana, Inc. (Goodwill) and Goodwill Technical College employees attend a mandatory orientation where the Employee Handbook is reviewed. Employees must sign an acknowledgement form stating the Employee Handbook, which includes policies on workplace safety and security, harassment and discrimination, workplace bullying, and violence in the workplace have been reviewed with them. Policies referenced here are included in the Appendix.

B. Health and Safety Committee

The Health and Safety Committee provides support to enhance and implement the College's Health and Safety Plan through developing and disseminating policies, practices, and procedures that assure the health and safety of all Goodwill Technical College employees, students, and visitors. The personal health and safety of all Goodwill Technical College faculty, staff, and students as well as the prevention of occupationally induced injuries and illnesses is the primary purpose of the Health and Safety Committee.

C. Employee Accidents/Incidents

Goodwill Technical College takes the safety of every member of the college community seriously. All Goodwill Technical College employees, including administrators, faculty, and staff are responsible for reporting all accidents which occur at work. This includes any accident or injury related to employment.

1. Employee Reporting – Accidents/Incidents

- Employee is to immediately report all incidents/accidents that occur on the job to your supervisor or manager.
- If medical attention is required, manager/supervisor contacts 911. For non-life threatening/non-critical injuries, contact HR/Safety Manager; authorization for treatment at designated medical facility provided.
- Obtain all medical care from authorized provider.
- Follow physician's instructions regarding treatment.
- Keep all scheduled appointments.
- Return to work as directed by physician.

2. Employee Emergency Care

- For life threatening or critical care emergency, call 911.
- Goodwill Technical College supervisor or manager reports incident to the HR/Safety Manager.
- Additional medical care needed will be coordinated through the HR/Safety Manager.

Information about the accident/incident is to be provided by the employee's supervisor using the Employee Accident/Incident Report (Attachment A) and submitting it to the HR/ Safety

Manager immediately after incident and after medical care provided if needed. The Employee Accident/Incident Report should be signed by the employee and supervisor. If the employee is unable or refuses to sign the form, the supervisor submits the report to the HR/Safety Manager without the employee's signature.

3. Employee Accident Procedure

- 1) Employee reports work related accident/incident to administrator/supervisory immediately after it occurs.
- 2) The administrator/supervisor assesses the situation.
- 3) For minor injuries that do not require medical attention, first aid may be administered.
First Aid Kit locations: 1st Floor – Janitor's supply closet
 2nd Floor – Staff Lounge and Administrative Office Supply Room
 3rd Floor – College Counselor's Office and Faculty Office
- 4) For injuries requiring more than first aid and that are not life threatening/critical, administrator/supervisor contacts HR/Safety Manager for authorization and location of medical treatment.
- 5) If the employee injury is life threatening or critical and requires emergency medical treatment, 911 is to be called for Emergency Medical Services (EMS).
 - A staff member will stay with the injured employee until EMS arrives.
 - Administrative Assistant will copy emergency contact information from employee's file and have it available for EMS.
- 6) Employee Accident/Incident Report is filled out by the administrator or employee's supervisor. Report must be filled out completely giving as much information as possible using additional pages if necessary.
- 7) Submit copy of report to HR/Safety Manager for immediate action. Send original to HR/Safety Manager. A copy of the report is to be kept on file at the college.
- 8) HR/Safety Manager submits Employee Accident/Incident Report to Workers Comp insurance company.
- 9) HR/Safety Manager will follow up on all medical treatment and keep employee's supervisor advised on employee's status.

D. Student and Visitor Accidents/Incidents

If a student suffers an injury or illness, an Accident/Incident Report must be completed by the Director of Student Affairs (or designee in their absence) the same day of the incident and submitted to the HR/Safety Manager (or within 24 hours of occurrence if the student or visitor is taken out of the school for medical attention).

Student and Visitor Accident Procedure

- 1) Student has an accident or is injured on school property.
- 2) A college administrator, faculty or staff member assesses the situation.
- 3) Parent/guardian is contacted if the visitor is a minor.
- 4) First aid administered as needed.
- 5) If a student injury requires emergency medical treatment, a college administrator or staff member calls 911 for Emergency Medical Services (EMS).
 - A staff member will stay with the student until EMS arrives.
 - Administrative Assistant will print or copy emergency contact information from the student's record and will have it available for EMS.
- 6) Accident/Incident Report is filled out by a staff member. Report must be filled out completely giving as much information as possible using additional pages if necessary.
 - Staff member(s) that witnessed accident/incident may provide details for report.
 - Collect other witness(es) such as students, visitors, etc. names and contact information.

- 7) Completed Accident/Incident Report is submitted to the HR/Safety Manager.
- 8) HR/Safety Manager submits report to insurance company.
- 9) HR/Safety Manager investigates accident/incident as appropriate.

E. Investigating Incidents

Health and safety incident investigations are conducted to evaluate the incident, review how it happened, and determine if a potential hazard exists which can be reduced or eliminated so the incident is not repeated in the future. Staff immediately removes and safety hazards that remains after the accident/incident, investigates further as needed, and makes recommendations to prevent future incidents.

Investigation Procedures

- 1) Accident/Incident Report is submitted to and received by the HR/Safety Manager.
- 2) HR/Safety Manager to evaluates incident.
- 3) HR/Safety Manager investigates as appropriate using security video and/or physical site inspection.
- 4) Recommendations to avoid future incident/accidents submitted to college administrator and/or Facilities Management as appropriate.
- 5) Further investigation may be conducted by insurance carrier.

F. Campus Security

1. Security Officer

Security for the Goodwill Technical College campus is contracted through the Facilities Maintenance Services department and provided by GardaWorld. The Campus Security Officer (CSO) is stationed in the Goodwill Technical College lobby on the first floor and wears a uniform in order to be more visible to visitors and the campus community. The CSO monitors surveillance equipment, permits entry, and patrols the campus. The CSO has contact via land line and radio (walkie-talkie) to administrators at all times. The CSO is not a fully certified law enforcement officer and therefore does not carry a weapon.

Additionally, in response to COVID-19, the CSO performs temperature screenings for all Goodwill Technical College employees, students, and visitors upon entering the lobby. The CSO does not permit access to those whose temperature reading does not meet the Center for Disease Control (CDC) and Louisiana Board of Regents guidelines for safe entrance.

Facilities Maintenance personnel monitor campus security 24 hours a day, 7 days a week. Intruder alarm systems are maintained and inspected for by a contracted security company, Sonitrol.

2. Photo Identification Badges

To properly identify those persons who are authorized to be on campus, Goodwill Technical College's alarm system provider, Sonitrol provides micro-chipped photo ID badges for students and employees. These badges allow students and employees to use entrances that are secured by a Radio Frequency Identification (RFID) reader. When the ID badge is scanned, the RFID reader unlocks the door or gate. Goodwill Technical College employees and students must show their ID badge upon entering the building. Students and employees must always wear their ID badge in a visible location, above the waist to ensure campus safety. While student badges provide access into the campus at most doors, some areas are restricted by RFID to employees only.

3. Visitors

Any person not on an official class roster is considered a visitor. To properly monitor the safety of students and staff, all visitors must check in with the CSO where they will sign the Visitor Log, present a photo ID and receive a Visitor's Pass. Visitors are not allowed in classrooms unless authorized by college administration staff. Visitors are not to stand in hallways, visit classrooms, or other areas of the building without the approval from college administration staff. Employees should notify the Administration Office and CSO if expecting any visitors or presenters. Those visitors should report to the Administration Office upon arriving at the college after checking in with Campus Security. Anyone in violation of this policy may be reported to the appropriate police department or to emergency services.

4. Student Code of Conduct

All students are expected to know, understand, and adhere to the Goodwill Technical College Student Code of Conduct found in the College Catalog and Student Handbook. The Student Code of Conduct is reviewed during the mandatory student orientation session.

Proof of completion of student orientation is kept on file by Student Affairs staff. The Student Code of Conduct was implemented to help ensure a safe and healthy learning environment for both students and staff.

G. Emergency Plans

1. Emergency Flipbooks

Emergency flipbooks containing emergency procedures are posted in every classroom and common areas. On the first day of class, instructors review the plans with students. The plans are also reviewed at the first faculty/staff meeting of every academic year. The flip book is designed as a quick reference resource for the classroom and common areas. It provides essential information to assist staff in responding to a wide range of threats and hazards that may affect the health and safety of students and employees.

2. Emergency Procedures Guidelines

The Goodwill Technical College Emergency Procedures Guidelines were developed to provide an effective response to critical incidents. The plan includes weather events, bomb threats, active shooter, and other emergency situations. Emergency Procedures Guidelines are posted on the college's share drive and are not available for public distribution for safety reasons. Roles and responsibilities are outlined to aid in the organization of preparation, response and recovery from a threatened or actual emergency. Emergency response procedures are reviewed annually by the Health and Safety Committee and updated as needed.

3. College Crisis Team

The College Crisis Team is the group of individuals who work together to manage the emergency response of a critical incident at the college campus. The College Safety Team is comprised of both on site staff and administration. College Crisis Team members are made aware of the responsibilities entailed in being a member of the team. A College Crisis Team is established at the start of each academic year.

H. Safety Drills

Safety drills are conducted annually, and all occupants of the college must participate. During the drills, administrators and selected staff members check students and staff leaving the building according to the Emergency Procedures Guidelines. Safety drills are scheduled by the HR/Safety Manager and documentation of drills is kept on file in the college administration office.

I. Insurance Coverage

1. Employees

Goodwill and Goodwill Technical College extends all applicable statutory benefits to all employees in accordance with the law. Workers Compensation insurance is carried on every employee of Goodwill and Goodwill Technical College. All individuals receiving wages from Goodwill or Goodwill Technical College are insured, as required by law, under Worker's Compensation insurance. It is the intent of Goodwill and Goodwill Technical College to reduce the risk of industrial injury and accidents and employee injury throughout the organization. The Worker's Compensation program is administered through the Human Resources Department. Louisiana state law governs the extent of benefits.

2. Students

Goodwill and Goodwill Technical College carries general liability insurance for all non-employee incidents/accidents.

IV. PLAN REVIEW AND EVALUATION

A. Evaluation and Revision

The Health and Safety Plan is evaluated annually by the Health and Safety Committee. The committee also solicits input from students and employees through the Student Exit survey and faculty/staff meetings.

B. Distribution

This plan is available to students and employees via the college's website.

APPENDIX

Attachment A – Accident/Incident Report Form

Attachment B – Employee Accident/Incident Report Form

Attachment C – Student Code of Conduct (College Catalog and Student Handbook)

Attachment D – Drug Free Workplace policy (Employee Handbook, pg. 6-7)

Attachment E – Smoke Free Workplace policy (Employee Handbook, pg. 8)

Attachment F – Harassment and Discrimination policy (Employee Handbook, pg. 14-15)

Attachment G – Workplace Bullying policy (Employee Handbook, pg. 26)

Attachment H – Workplace Safety policy (Employee Safety Handbook)

ACCIDENT/INCIDENT REPORT

(For all non-employee related accidents/incidents)

Location Name: _____ Location #: _____

Location Address: _____ Phone: _____

Dept Manager: _____ Manager/Supv on Duty: _____

1. Date occurred: _____ Time Occurred: _____

2. Did this occur at your location site? Yes No If no, where? _____

3. Was a vehicle(s) involved? Yes No If no, skip to #4. If yes, continue:

Vehicle Accident (parking lot/street) Location occurred: _____

Vehicle Damage (by groundskeeping equipment, etc.) Location of vehicle at time of incident: _____

Description of vehicles involved:

#1	Make:	_____	Model:	_____	Year:	_____	Color:	_____
#2	Make:	_____	Model:	_____	Year:	_____	Color:	_____
#3	Make:	_____	Model:	_____	Year:	_____	Color:	_____

4. Name of person(s) involved in Accident/Incident: _____

Minor Yes No If yes, name of parent/guardian: _____

Address: _____

Phone: Cell _____ Home _____ Other _____

Date of Birth: _____ Age: _____ Male Female

Driver's License #/Other ID # _____ Issued by (State/Country): _____

Occupation: _____

Employer: _____

What was individual wearing at the time of the incident?

Attire: _____

Shoes: _____

Based on observation, what physical impairments did customer have prior to accident?
(i.e. limp, used walker, in wheelchair, cast on hand): _____

Has person been on premises before? Yes No Do not know

Why was person on premises at the time of the accident? _____

5. Accident Information: (Describe the accident/incident)

How did accident happen? _____

What was injured person doing at time of incident? _____

Describe injury in detail: _____

Lighting conditions: _____

Floor/Road conditions: _____

Area conditions: _____

Weather conditions: _____

Other conditions/factors: _____

Witness Information:

Take statement from witnesses. Ask each witness what they saw and heard. Makes notes on separate paper. **DO NOT ASK for written statement unless witness is an employee.**

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Name of person who reported the accident: _____

What did this person see/hear? _____

What was this person told? By who? _____

Additional information and observations: _____

6. Person completing this report:

Name: _____ Position: _____
Cell Phone: _____ Home Phone: _____
Signature: _____ Date: _____

To Do Check list. (Send all to HR)	<u>Completed by</u> <u>(Initial)</u>	<u>Date Completed</u>
1. Take photographs immediately	_____	_____
2. Collect statements, receipts, reports, other documents	_____	_____
3. Move items involved to office and secure	_____	_____
4. Save video of incident and other related recordings	_____	_____

Email/fax Report plus other items to:

Gina Bivalacqua, HR Manager gbivalacqua@goodwillno.org
Human Resources Fax **504-456-2694**

PARTS OF BODY INJURED/TREATMENT TAKEN. (Be specific; upper, lower, right, left, etc.)

Empty rectangular box for reporting body injuries and treatments.

WHICH OF THE FOLLOWING FACTORS PLAYED A ROLE IN THE ACCIDENT/INCIDENT?

(Check all that apply)

Equipment:

- Improper equipment selected, Equipment needs maintenance, Improper use of equipment, Equipment not properly placed

Materials:

- Improper handling, Improperly processed, Improperly placed, Other

People:

- Need additional training, Horseplay, Not in appropriate area, Other

Procedures:

- Revise, Enforce, Replace, Train

SUGGESTIONS/ACTIONS TAKEN/ACTIONS TO BE TAKEN TO PREVENT IN FUTURE:

Empty rectangular box for suggestions and actions to prevent future incidents.

Supervisor on Duty/Completed Report (Print Name) _____

Supervisor on Duty/Completed Report (Signature) _____ Date: _____

Employee (Signature): _____ Date: _____

Table with 3 columns: To Do Check list, Completed by (Initial), Date Completed. Lists 5 tasks like 'Take photographs immediately'.

Fax/email completed report to HR immediately
Fax: 504-456-2694 Email: gbivalacqua@goodwillno.org
Include photos and witness statements as available.