Health and Safety Plan

Mission Statement:

The mission of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce.

Vision Statement:

The vision of Manatee Technical College is to be recognized as a leader in transforming people's lives through quality education.

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Overview

Manatee Technical College (MTC) is part of the School District of Manatee County (SDMC), located in Bradenton, Florida. Our administrators, instructors, and support staff members provide a safe learning environment for our students. MTC maintains a learning environment which motivates students to acquire marketable skills in safe, structured, positive, and orderly classrooms and laboratories. Safety Policies and Compliance can be accessed via the internet at:
https://files-backend.assets.thrillshare.com/documents/asset/uploaded_file/5192/Sdmc/9a44f403-ae9c-4876-9436-c65a6eb3b699/EmployeeStudentSafetyProgram_121319.pdf?disposition=inline

The written plan is implemented at all MTC locations. To fulfill the goal of maintaining a safe and healthy environment on a daily basis, the School District of Manatee County, overseeing all public schools including MTC, 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 SDMC website.

The School District of Manatee County 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 machinery they have been trained and authorized to use

- All employees must wear their employee ID card while on school district property per rules of the School District of Manatee County.

Employees with questions or concerns relating to safety programs and issues should read the Faculty and Staff handbook, School Emergency Plan, or contact their immediate supervisors or the Safety Committee at MTC. In addition, the School District of Manatee County 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 future accidents. We are a diverse and dispersed organization, and the staff at various locations are more aware of their environment than anyone.

Accident Reporting System

The Accident Reporting System procedure is performed online through the Davies North America Student/Visitor Accident Report (SVAR) online system. All student and visitor accidents or "near misses" must be reported immediately using the Davies North America Student/Visitor Accident Report (SVAR) online system. SDMC employees do not get entered in the online database, but they will immediately notify their supervisor. The information reported to their supervisor will be used to review how it happened and determine if a potential hazard exists which can be reduced or eliminated so future incidents are not repeated.

All of our employees are expected to complete basic safety training, follow all safety policies, and use common sense in their daily activities.

Employees

As an employee, you are responsible to:

- Immediately report any injury received on the job to your supervisor or manager.
- Contact, or have your supervisor contact, the case manager prior to seeking medical care for an occupational injury that does not require emergency treatment.
- Obtain all medical care from providers authorized by the claim's administrator.

- Follow your provider's instructions regarding your treatment.
- Keep all scheduled appointments.
- Return to active employment when released by your physician.

Claim Reporting System: In the case of injury or illness requiring services that are not an emergency (back pain, sprained ankle, etc.), the employee must notify his/her supervisor immediately and then call the Workers' Compensation (WC) Nurse to report the work-related injury/illness. The WC Nurse will file a claim and direct the injured employee to an authorized medical provider. The injured employee must be available by telephone to discuss his/her injury status with the Triage Nurse Case Manager. ALL INJURIES SHOULD BE REPORTED THE SAME DAY THEY OCCUR WHEN POSSIBLE.

Emergency Care

- If there is a true emergency, call 911 or go to the nearest emergency room
- MTC supervisor will report the incident by contacting the School District of Manatee County
- Additional medical care that is needed should be coordinated through the WC Nurse

After hours medical care is available 24 hours a day, seven (7) days a week (including holidays). If for some reason the employee should go to the Emergency Room or Urgent Care facility, the employee must notify supervisor no later than the next business day. Traveling employees, except in emergency situations, who are injured outside of the service area must report injury immediately to the School District of Manatee County to obtain prior authorization for the treatment. Unless prior authorization is received for non-emergency care outside of the service area, the employee could be held responsible for payment.

Student-Injury Reporting Procedures

If a student is injured in an accident during school time, the instructor should notify their administrator and senior school secretary immediately. The Senior Secretary is responsible for reporting all student accidental injuries through the Davies North America Student/Visitor Accident Report (SVAR) online system. In addition, instructors must promptly report any student injury to the District's Critical Incident Response Team by calling 941-708-8670. An incident report must be completed by the instructor on the same day of the incident and submitted to the Senior Secretary, who will ensure the information is entered into the Davies system. A copy of the completed incident report, along with instructions for filing a claim, will be provided to the student at their request. The adult student or a dual enrollment student's parents/guardians will be informed that it is their responsibility to file a claim with their personal insurance first and then follow up with KidGuard, student accident insurance contact@kidguardinsurance.com.

Public/Visitor Reporting Procedures

In the event a visitor experiences an injury or illness while on campus, the Senior School Secretary will complete and submit an incident report through the Davies North America Student/Visitor Accident Report (SVAR) online system as soon as practicable following notification of the incident.

Accident Investigation System

The MTC Director will provide any additional information requested from the School District of Manatee County Risk Management office.

Site Emergency Plan

Each MTC Campus site has a specific Site Emergency Plan. Emergency procedures are in every program including administrative and common areas.

Every MTC classroom and lab area has a copy of the Manatee County Schools Emergency Plan (red flip book). Every year at the first staff meeting of the school year, the plan is reviewed by staff. The plan is designed as a quick reference resource for the classroom and is

part of the School District of Manatee County's 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 School District of Manatee County's 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 scheduled and logged into the Raptor system.

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 MTC Crisis Response Plan is aligned with the School District of Manatee County's Emergency Operations Plan, providing MTC 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 School District of Manatee County's policy. All district schools have developed and implemented a school security program meeting the Florida State Statute 1006.07 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 a 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 of being a member. A CRT is established every August for each school site and is posted for the School District of Manatee County's 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.

Safety Data Sheets

All school site Safety Data Sheets (SDS) are maintained and available in each laboratory in a visible "Right to Know" station, as well as the warehouse, and all areas where chemical

storage is located. In addition, MTC has posted the National Fire Protection Association (NFPA) diamond shaped Chemical Hazard Sign on the outside of labs. Access to MTC's SDS is also accessible through the School District of Manatee County's intranet. The SDS sheets contain information on the composition of chemical substances and provide guidance on the use, storage, spill clean-up and first aid requirements, as well as the proper disposal of substances.

Photo Identification – Badges

To properly identify those persons who are authorized to be on campus, MTC has developed a system of color-coded photo identification badges that are issued to secondary and postsecondary students in technical programs, students in ESOL and GED classes upon registration, and to staff each year. Students enrolled in short-term or continuing education classes are issued a temporary student identification badge. All visitors must visit the front desk upon entry on the campus to receive a visitor's identification name tag. Students, staff, and guests must always wear their badge in a visible location, 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 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 people 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.

Campus Security

Clearly visible on the Main campus is a School Guardian. The Guardian always has contact via radio, cell phone and landline to administrators. Guardians are working as an extension of the director's office. Guardians wear uniforms to be visible to staff, students, parents, and the community. There is a Guardian on rotation for the day and one for the evening programs. If there is an event where extra security is needed, more guardians are brought in, and the district's weapon detection system is used. There are multiple security monitoring cameras used to enhance security and record events. The East Campus has security monitoring cameras in place and has access to the School Resource officer at Lakewood Ranch High School if a need arises.

School district personnel monitor campus security 24 hours a day, 7 days a week. Intruder alarm systems are maintained and inspected for all buildings by a contracted security company. District security is available after hours by calling 941-713-5490.

Maintenance of all fire extinguishers and the fire alarm system is contracted to a licensed service company.

Evaluation and Revision

MTC's health and safety written plan is reviewed annually by MTC's Board of Governors. SDMC also oversees all requirements for each school to ensure that mandates concerning health and safety policies and procedures are adhered to.

Reviewed and Approved by Board of Governors – 01.26.2017
Reviewed and Approved by Board of Governors – 01.25.2018
Reviewed and Approved by Board of Governors – 01.31.2019
Reviewed and Approved by Board of Governors – 01.23.2020
Reviewed and Approved by Board of Governors – 01.21.2021
Reviewed and Approved by Board of Governors – 01.27.2022
Reviewed and Approved by Board of Governors – 01.26.2023
Reviewed and Approved by Board of Governors – 01.18.2024
Reviewed and Approved by Board of Governors – 11.06.2024
Reviewed and Approved by Board of Governors – 10.16.2025

Reviewed and Approved by Board of Governors – 11.04.2026