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HEALTH AND SAFETY OF EMPLOYEES, STUDENTS, AND GUESTS PLAN | STANDARD 6

**Last Evaluation**

4/8/2024

**Employee Evaluation**

5/2/2024

**Executive Staff Approval**

4/15/2024

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## 1. Plan Purpose

This plan outlines Mountainland Technical College's (MTECH) routines for promoting the health and safety of students, employees, and guests.

## 2. Plan Statement

MTECH promotes the health and safety of students, employees and guests by following routines for cleaning and maintaining campuses, providing routine and emergency communication channels, and employing a team of professional security officers.

## 3. Definitions

**BoardDocs** - A public-facing board meeting management and policy distribution software.

## 4. Plan Objectives

### 4.1 2023 Objectives

- 4.1.1 Create and implement an MTECH App to readily connect students and employees to College information, including easy access to emergency procedures and contacts, emergency plans, and student resources.

- 4.1.1.1 Timeline: This app is to be fully reviewed and functioning by April 1, 2023.
- 4.1.1.2 Responsibility: This task will be completed by the College Relations Department.
- 4.1.1.3 Financial Resources: Funds have been allocated through the College Relations Department.
- 4.1.1.4 This objective has been completed.
- 4.1.2 Create a lettering system for MTECH buildings to assist with consistent wayfinding.
  - 4.1.2.1 Timeline: This objective is expected to be completed by December 31, 2024.
  - 4.1.2.2 Responsibility: This task will be completed by the facilities department.
  - 4.1.2.3 Financial Resources: Funds have been allocated through the facilities department.
  - 4.1.2.4 This objective has been completed.

#### 4.2 2024 Objectives

- 4.2.1 Provide campus maps to local police and fire departments.
  - 4.2.1.1 Timeline: Maps will be provided to local police and fire departments by January 31, 2024.
  - 4.2.1.2 Responsibility: This task will be completed by the facilities department.
  - 4.2.1.3 Financial Resources: Funds have been allocated through the facilities department.
  - 4.2.1.4 Research options to replace TimelyCare, which is not being adequately utilized.

### 5. Scope of Services

- 5.1 The College President establishes a safety policy that supports the administration's commitment to employee and student safety and assigns responsibility for its implementation and oversight to the Vice Presidents, Associate Vice Presidents, Security Department, Senior Directors, Program Directors and Program Coordinators.
- 5.2 MTECH takes reasonable precautions to provide a safe and secure environment for people, facilities, equipment, and property. The College also complies with relevant institutional, industrial, and government agency regulations, including federal law regarding campus safety. This

plan is intended to promote a safe, secure, and healthy learning and work environment. This plan outlines the protocol for the management of the safety and health of employees, students, and visitors in cases of accident, illness, emergencies, evacuation, fire, natural disasters, and threats to safety and security. MTECH strives continuously to reduce risk and prevent injury, and the spreading of illness in all work environments. Employees at every level are required to fully cooperate with College safety guidelines, and to fully follow all procedures relating to safety in their area of control.

- 5.3 This plan is shared with employees and basic information is available to students. It is updated at least annually and new objectives are set.

## **6. Major Activities**

- 6.1 A focus for the coming year is providing more hands-on table top exercises to practice emergency operations.
  - 6.1.1 Preparedness drills will be reinforced by providing campus maps to local fire and police departments and orienting them to each campus' buildings.

## **7. Budgetary Resources**

- 7.1 MTECH is provided annual funding by the Utah State Legislature to cover salaries of Safety and Security Officers. A yearly budget request process allows department directors to request needed funding for software, equipment, and supplies to maintain safety in each department. Programmatic funds cover health and safety equipment for labs and classrooms. Institutional funds are budgeted for Healthy Utah, the Rave emergency alert software, etc.
- 7.2 Spending levels are determined by the MTECH President, Vice Presidents, and Associate Vice Presidents, according to legislated funds. Budgets are released for spending on July 1 of each year, and spending is tracked and compared to budgets on a quarterly basis.

## **8. Evaluations of the Plan**

- 8.1 This plan is evaluated annually by the Facilities Department and college employees.
- 8.2 After evaluation and necessary revision, the plan is approved by the Executive Staff and published to BoardDocs.

## 9. Stakeholders

Students, employees, and guests are stakeholders in this plan, and oversight is provided by administrative personnel.

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## 10. Health Plan

- 10.1 MTECH values the health of employees and supports them with a philosophy of putting personal health first, family second, and work third. Employees work best when they are healthy and know they are able to support their family and significant others.
- 10.2 Prevention: MTECH promotes health with Healthy Utah. This program encourages and rewards positive health habits and beneficial changes. Wellness is emphasized for employees, with access to biometric testing, classes and challenges to improve daily habits in the areas of exercise, financial wellness, smoking cessation, diabetes management, stress reduction, healthy diet, and others.
- 10.3 Mountainland Technical College is a smoke free campus in all indoor areas. Smoking is not allowed within 25 feet of any building, and violators may be cited under Utah Code 26A-1-123. Students under the age of 21 years old are prohibited from possessing any e-cigarettes or tobacco in any form as per Utah Criminal Code 76-10-105. Please see [MTECH's Smoking Policy 300.341](#).
- 10.4 Full-time employees are provided medical coverage through PEHP, including health maintenance, checkups and preventative care. They also have dental and vision insurance, short and long-term disability, and Life insurance. Sick pay, vacation pay, and personal days are given to encourage work/life balance.
- 10.5 The SafeUT app is available to provide help for all students or employees who are experiencing a mental health crisis, sexual abuse, physical abuse, etc. SafeUT connects users to community resources and notifies the College of potential situations needing attention.
- 10.6 MTECH follows Utah County Health Department protocols to stop the spread of communicable illnesses such as COVID, Flu, Strep, etc. Those experiencing symptoms of sore throat, fever, nausea, vomiting, diarrhea,

etc., should stay home. Risk may be reduced by careful handwashing and wearing of a mask.

- 10.7 Utah County Health Department guidelines are followed to notify students and employees of communicable disease outbreaks, such as COVID or Flu, and to govern the return to school or work.
- 10.8 MTECH strives to keep facilities clean and sanitary with daily custodial routines. Supplies such as antibacterial soaps, hand sanitizer, face masks, and period products are readily available to students, employees and visitors.
- 10.9 MTECH has dedicated First Responders assigned at every campus. They can assess injuries or illness, provide basic first aid, provide immediate life saving procedures and determine if emergency help (911) or further physician consultation is required. All employees are provided a phone list of first responders. In addition, they can get help through the Safety & Security Department by contacting the MTECH Alert Line at 801-753-4199.
- 10.10 If a student, employee, or visitor is injured on campus, the severity of the injury should be determined. If injuries may be life threatening, 911 should be called immediately. A First Responder should then be notified. An Incident Management Report shall be filed with the Security Department by the First Responder, a supervisor, or administrator immediately following an incident. Care should be taken to secure statements from any involved persons, including witnesses, to the accident. The site of the accident should be documented and photographed, if possible, and notes should be made of any potential causes of the accident or injury. The site should then be cleaned and secured to prevent further injury, if applicable. The Security Department will investigate the accident, as deemed necessary, and will recommend preventative steps to reduce further risk.
- 10.11 If a student or employee is at risk of committing suicide, the [Suicide Prevention Procedure 600.637B](#) should be followed. Suicide awareness training is provided periodically in faculty and staff meetings.

## **11. Safety Plan**

- 11.1 Prevention is of first importance in MTECH's safety plan. Students, employees and guests are expected to act with safety in mind. The occupational program or job area will determine requirements for safety glasses, steel-toed shoes, and other personal protective equipment (PPE).

PPE is also required for guests visiting these areas. Guests must check in with the faculty or staff member hosting them, and may not interfere with classroom instruction or use equipment. Children may not be left unattended in any MTECH building.

- 11.2 MTECH subscribes to recognized standards of safety and fire protection. Such standards are published by the Environment 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.
- 11.3 MTECH is regularly evaluated by the Utah State Division of Risk Management, and follows their directives for safety improvements.
- 11.4 Instructors oversee safety training for students, and enforcement of safety in the classroom, lab, and shop areas. Instructors record student safety training in the student information system, to be included in the student record. Students must comply with safety training and practices.
- 11.5 As defined in the Occupational Safety and Health Act, P.L. 91-596 of 1970, all persons are required to understand the safety and health requirements of their specific area of training and employment.
- 11.6 It is the responsibility of the student to adhere to institutional policies and procedures relating to student conduct and campus health and safety. Students are also responsible for personal safety and the safety of others in their area of training, as well as reporting and/or resolving any health, safety, or security concerns through their instructor. Violation of these standards may result in discipline or the imposition of sanctions.
- 11.7 Safety instruction is an integral part of College programs and is each person's responsibility to adhere to institutional policy and procedures relating to conduct and campus health and safety. Employees are responsible for personal safety and the safety of others in their area of training and for immediately reporting and/or resolving any health, safety, or security concern to their supervisor. Violation of these standards may result in an imposition of sanctions or discipline.
- 11.8 Employees will inspect instructional equipment and supplies regularly to ensure they meet appropriate and required safety standards. Unsafe

equipment or supplies will be promptly shut down or removed, reported, repaired, or replaced as needed.

- 11.9 Safety Resource Centers identify the location of program specific safety resources such as sharps disposal, Safety Data Sheets (SDS), and eye wash stations. First aid kits are located in each program. First aid kits, Stop the Bleed control kits, and AEDs are also located in designated areas in each building on campus. Directors, managers, and supervising staff members will ensure departmental employees have required safety resources.
- 11.10 Students and employees participate in regular fire, earthquake and active threat drills.
- 11.11 An Annual Security Report is available to the public on the College web page under Utility: Safety and Security. The report is developed by the Campus Security and Risk Management Manager based on information provided by the City Police Departments in the Mountainland Region. The Annual Security Report is published in November.
- 11.12 All classrooms and offices are provided with a red Emergency Procedures flip chart. Employees and students should be aware of their locations and contents. Instructions are provided there for handling all types of emergencies.

## **12. Incident Specific Emergency Plans**

- 12.1 For Incident Specific Emergency Plans, please refer to MTECH's Emergency Operations Plan, located on MTECH's website (mtec.edu).
  - 12.1.1 This plan outlines procedures for responding to emergencies and meets Federal Emergency Management Agency (FEMA) requirements. It assigns roles and responsibilities of the Emergency Operations Team, including crisis intervention, emergency action, emergency guidelines, threat assessment, and fire safety.
- 12.2 Watch for Emergency Alerts
  - 12.2.1 The College uses a third-party mass notification system, which is regularly updated with student and faculty contact information. The system is used to notify students and employees of campus-wide emergencies or closures via text message, voice message, and/or email. The College administration regularly tests the system to verify

that it meets our needs. Employees and students are responsible to ensure that their contact information is up-to-date and accurate. Employees, students, or parents of students can opt-in or out of the Emergency Notifications System.

### 13. Behavioral Incidents, Including Harassment or Violence Against Women

- 13.1 A behavioral disturbance, or any other issue that requires security, can be either verbal or physical. If you observe a behavioral disturbance, suspicious behavior, or any other issue on campus that requires urgent security assistance on campus, report your specific observations to the MTECH Alert Line at 801-753-4199. If the situation appears life threatening, call 911 first.
- 13.2 A behavioral disturbance off campus should be reported to the local police department.
- 13.3 Institutional and community resources for a victim of a covered offense can be found within the Title IX Policy and Procedures, The Office of Diversity, Equity and Inclusion, and through the Counseling Office. The rights of a victim of a covered offense, including the measures the institution takes to ensure, unless otherwise provided by law, victim confidentiality throughout all steps in the reporting, and response to a covered offense can be found within the MTECH Title IX Policy and Procedures.

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### 14. Evaluation History

Last Evaluation	Employee Evaluation	Executive Staff Approval
9/24/2015	10/8/2015	10/5/2015
1/23/2017	3/2/2017	1/23/2017
8/7/2017   no changes		
5/2/2018	5/3/2018	6/11/2018
8/2/2018	9/6/2018	9/4/2018
8/7/2019   no changes	8/9/2019	
4/10/2020	5/7/2020	4/13/2020
4/12/2021	5/6/2021	4/19/2021
12/7/2021		
	3/31/2022   staff	1/17/2022
4/11/2023	5/4/2023	4/17/2023
1/2/2024	2/6/2024	1/8/2024
4/8/2024	5/2/2024	4/15/2024