MOUNTAINLAND TECHNICAL COLLEGE

PLAN

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

Last Evaluation

03/24/2026

Last Employee Evaluation

05/04/2026

1. Plan Purpose

Mountainland Technical College (MTECH) is committed to 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.

This document satisfies the requirements for health and safety plans as set forth by the Council on Occupational Education (COE) in Standard 6.B. This plan is used across all campuses.

2. Definitions

Council on Occupational Education (COE) - Mountainland Technical College's (MTECH's) accrediting body.

Incident Management Report - A detailed document that records information about an unplanned event or disruption, including its impact, response, and resolution. It serves as a central record for analyzing incidents, identifying trends, and implementing preventative measures.

Personal Protective Equipment (PPE) - Clothing and equipment that is worn or used in order to provide protection against hazardous substances or environments.

Sanctions - Penalties or consequences imposed for violating school policies or the code of conduct. These sanctions can range from minor to serious, depending on the severity of the violation.

Student Information System (SIS) - A software system used to manage student data and processes.

1. References

American National Standards Institute

Council on Occupational Education Handbook of Accreditation (2026 Edition), Standard 6

Environment Protection Agency

Federal Emergency Management Agency (FEMA)

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f); 34 C.F.R. § 668.46

National Fire Protection Association

Occupational Safety and Health Administration (OSHA), 1970

Occupational Safety and Health Act of 1970 (OSHA), 29 U.S.C. § 651 et seq.

Office of Civil Rights

Uniform Building Code

Utah Department of Public Safety, Utah State Fire Marshal Division

Utah Division of Risk Management

Utah Eye Safety Law, Utah Code § 53G-9-206

MTECH *Emergency Operations Plan*

MTECH *Hazard Communications Plan*

MTECH *Safety Equipment Inspection Plan*

MTECH 500.545 *Threat Management and Behavioral Intervention Team Procedure*

MTECH 500.550 *Campus Access Policy*

MTECH 500.575 *Auditing and Budgeting Policy*

MTECH 500.757 *Auditing and Budgeting Procedure*

Scope of Services

3. Responsibility and Stakeholders

3.1 Oversight and implementation of this plan is assigned to administrative personnel and the Safety and Security Department.

3.2 Students, employees, and guests are stakeholders in this plan.

4. Budget

4.1 Funding Sources

- 4.1.1 Salaries for Safety and Security Officers are covered by the Utah State Legislature.
- 4.1.2 Safety supplies and equipment throughout the buildings, including those found in classrooms and labs, are funded by state appropriations as part of the MTECH general budget
- 4.1.3 Institutional funds cover initiatives such as Healthy Utah and emergency alert software.

4.2 Allocation and Procedures
Spending levels are determined annually by the President, Vice Presidents, and Associate Vice Presidents in accordance with legislated funds and MTECH 500.575 *Auditing and Budgeting Policy and Procedure*. Departments may request additional funding for software, equipment, and supplies needed to maintain safety.

5. Evaluation and Publication

5.1 The plan is evaluated annually by the Facilities Department, Safety and Security Department, and any other applicable employees and revised as necessary.

5.2 The approved plan is published on the college website, accessible to students, employees, and guests.

6. Compliance and Governing Bodies

6.1 Annual Security Report (ASR)

All crimes subject to the Clery Act and the Violence Against Women Reauthorization Act of 2013 are reported in the ASR. Statistics are collected and submitted annually to the Department of Education and published at https://mtec.edu/safety/.

- 6.1.1 The ASR includes:

- Crime statistics for the last four calendar years;
- Policies and procedures designed to prevent crime and strengthen security;
- Procedures for reporting crimes and available campus safety resources.

6.2 Law Enforcement Relationships

Campus personnel work closely with local, state, and federal law enforcement agencies. Off-campus and remote sites receive police services from the local jurisdictions in which they are located.

6.3 Regulatory Compliance

MTECH complies with institutional, industrial, and government regulations, including OSHA, EPA, NFPA, ADA, Uniform Building Code, Utah Eye Safety Law, DFCM Standards, and other recognized safety standards. Employees follow OSHA procedures when handling hazardous materials, and Safety Data Sheets (SDS) are maintained physically and/or electronically in each location where these materials are used. The College is evaluated regularly by the Utah State Division of Risk Management.

6.4 Safety Inspections

Warning labels and biohazard signs must be displayed where appropriate. Equipment, facilities, and instructional supplies are regularly inspected for safety. Unsafe items must be promptly removed, repaired, or replaced.

Major Activities

7. Training and Education

7.1 General Safety Training

All employees complete a training course titled, "General Safety for All Employees". This course provides new and existing employees with an overview of basic safety rules and reinforces their responsibility for safety, and is designed to deliver effective and consistent safety orientation training. Records of training are maintained by the Human Resources Department.

7.2 Prevention of Violence and Harassment

Training covers domestic violence, dating violence, sexual assault, and stalking.

7.2.1 Programs include:

- Identification of prohibited conduct;
- Definitions of offenses under federal and state law;
- Consent as defined in Utah Code 76-5-406;
- Bystander intervention strategies;
- Risk reduction guidance;
- Overview of the Annual Security Report.

7.3 Bloodborne Pathogen Training

Employees whose duties involve occupational exposure to blood or other potentially infectious materials (OPIM) must complete bloodborne pathogen training at initial assignment and at least annually thereafter. This course teaches how bloodborne pathogens are spread, how to avoid exposure and what to do if exposed to infectious material. Training is updated whenever workplace or procedural changes occur.

7.4 Universal Precautions

Employees and students are required to practice Universal Precautions, treating all human blood and certain body fluids as if they are infectious.

8. Health and Safety Requirements

8.1 Personal Protective Equipment (PPE)

The College provides appropriate PPE at no cost to employees. PPE must be used when there is risk of exposure, unless an employee documents that use would prevent delivery of essential services or pose an increased hazard. PPE includes gloves, masks, face shields, gowns, aprons, lab coats, shoe covers, and other necessary items. Employees must remove PPE prior to leaving the work area and properly store, decontaminate, or dispose of it.

8.2 Handling Biohazardous Materials

Biohazardous waste is stored appropriately in labs until it is disposed of by a qualified contractor in compliance with EPA regulations.

8.3 Hepatitis B Vaccination

The College offers resources for the Hepatitis B vaccine series at no cost for employees with occupational exposure. Employees may decline vaccination after training and signing the OSHA-required declination form (29 CFR 1910.1030). Full-time employees may receive vaccination via the College health plan; part-time employees receive a voucher to use at the Utah

County Health Department. Vaccination records and declinations are maintained confidentially.

9. Incident Management and Reporting

9.1 Accidents and Injuries

All accidents must be reported to the Security Department and, if necessary, local law enforcement. First Responders assess injuries, provide first aid, and determine if emergency services are needed. Sharps injury logs must include, date, location, and description of the incident.

9.2 Reporting Procedures

Incident Management Reports must document the date, time, location, record of person reporting the incident including all contact information; involved parties including witnesses; and a description of the incident and actions that were taken. The Incident Management reporting link is found on the MTECH website under Safety and Security.

9.3 False Reporting

Individuals who knowingly provide false information regarding criminal activity are subject to disciplinary and legal action.

10. Communicable Disease and Illness Protocols

10.1 Symptom Guidance

Students and employees experiencing symptoms such as fever, sore throat, nausea, vomiting, or diarrhea should remain at home until they are well enough to return.

11. Campus Safety Operations

11.1 First Responders and Emergency Contacts

First Responders are available on every campus. The MTECH Alert Line (801-753-4199) is the primary contact for immediate assistance.

11.2 Safety Equipment Inspection

The Facilities Department is responsible for inspecting or scheduling inspections of safety equipment, including eyewash stations and fire extinguishers. Sign-off sheets must be completed monthly. Students should participate in inspections, where possible, for instructional purposes.

11.3 Safety Resources

Sharps disposal containers, Safety Data Sheets (SDS), eyewash stations, first aid kits, Stop the Bleed kits, and AEDs are located throughout each campus. The Facilities Department ensures employees have access to all required resources.

All program labs and classrooms have first aid kits, which are checked quarterly. If required, some labs have an eye wash station.

11.4 Drills

Regular fire, earthquake, and active threat drills are conducted, and employees and students must participate.

11.5 Reporting Unsafe Situations

Unsafe conditions, hazards, security issues, or suspicious behavior must be reported to supervisors or the Safety and Security Department.

12. Emergency Procedures and Notifications

12.1 Emergency Operations Plan

Emergency Procedure Reference Guides and Evacuation Maps are provided in all classrooms, labs, meeting rooms, and joint office spaces to guide emergency responses.

Incident-specific emergency procedures are included in the MTECH Emergency Operations Plan (mtec.edu).

12.2 Mass Notification System (ENS)

The College uses a third-party mass notification system to alert students and employees of emergencies via text, voice, and email. Employees and students are responsible for keeping their contact information current.

12.3 Mental Health and Suicide Prevention

MTECH is committed to promoting mental health and preventing suicide among students, employees, and guests. Suicide prevention is a shared responsibility across the College community, and faculty, staff, and students are encouraged to recognize warning signs, respond appropriately, and refer individuals to professional resources.

12.3.1 Awareness and Training

- Suicide prevention training is provided periodically to faculty, staff, and First Responders.
- Training covers recognizing warning signs, communicating with individuals at risk, and referring them to appropriate resources.
- Faculty and staff are encouraged to complete additional professional development on mental health awareness.

12.3.2 Immediate Response

- Any individual who becomes aware of a suicide threat, attempt, or ideation should remain with the person if safe to do so and immediately contact the MTECH Alert line for Security, First Responder's, counselor or supervisor response.
- Emergency services (911) should be contacted if the individual or others are in imminent danger.
- The MTECH Alert Line (801-753-4199) may be used to request urgent assistance from campus personnel.

12.3.3 Referral and Support

- Students may be referred to SafeUT, Wasatch Mental Health, or other community mental health resources.
- Employees may be referred to the Employee Assistance Program (EAP) or community-based services.
- With consent, family members may be contacted to provide additional support.

12.3.4 Follow-Up and Documentation

- All incidents involving suicide threats, attempts, or related crises must be documented using incident management forms.
- Supervisors and campus leadership ensure that follow-up support is offered to the individual and, if necessary, to classmates or coworkers affected by the incident.
- The College will work to maintain confidentiality while ensuring safety and compliance with applicable law.

12.4 SafeUT and Trula Resources

MTECH employees and students have access to Trula counseling and SafeUT. SafeUT is a statewide service providing real-time crisis intervention through chat or confidential tip programs. Resources include counseling for mental health issues, suicide prevention, bullying, substance abuse, self-harm, relationship issues, and other challenges. SafeUT can be accessed at https://healthcare.utah.edu/uni/safe-ut/ or via the app. Phone: 833-372-3388.

13. Evaluation History

Last Evaluation	Employee Evaluation
10/22/2025	11/03/2025
03/24/2026	05/04/2026