

# Davis Applied Technology College Employee Health and Safety Plan

Effective Date: July 6, 2012  
Updated: October 19, 2015

## Health, Safety and Safety Contact Information

Emergency (Day): Call extension 2650 or 911

Emergency (Evening): Call 801-593-2494 or 911

Security Concerns: 801-593-2430([andrew.fresh@datc.edu](mailto:andrew.fresh@datc.edu)) / 801-593-2327 ([maria.artis@datc.edu](mailto:maria.artis@datc.edu))

## Health and Safety Statement

Health and Safety at the Davis Applied Technology College (College) is undertaken in accordance with relevant institutional, industrial, governmental agency regulations and policies and procedures contained in the Campus Safety Policy. This plan is intended to promote a safe, secure, healthful learning and work environment. The Plan outlines the protocol for the management of the health and safety of employees and students in cases of sickness, accidents, fire safety, emergency and evacuation, security and safety on campus.

## Employee Health Resources

The Health and Safety Committee reviews the components of the Health and Safety Plan, which includes but is not limited to the following items:

- Access to the exercise facility (refer to the Exercise and Health Activity Policy and Procedures).
- Health briefs are sent to employees on a continual basis from the Human Resources Office.
- Healthy Utah Resources includes on site and off site services and incentives.
- The Campus Health and Safety Committee reviews the Health and Safety Plan at least annually.

## Emergency Notification

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 messaging, voice messages, and/or email. College administration regularly tests the system to verify that it meets our needs. Employees and students are responsible to insure that their contact information is up-to-date and accurate.

## Campus Access

The Davis Applied Technology College hours of operation and event calendar are available to employees and the public on the College web site. Students and employees will be notified of emergency campus closures and reopening through the Emergency Notification System and the College web site. Closures are also announced on KSL Radio 1160 AM and 102.7 FM.

## Annual Crime Report

An Annual Crime Report is available to the public on the College web page under *Consumer Information*. The plan is developed by the Campus Safety Director based on information provided by the Kaysville City Police Department. The Annual Crime Report will be published by November each year.

## Smoking

In accordance with the Davis County Board of Health Regulations, Davis Applied Technology College is a smoke free campus. Smoking is allowed only in designated areas and violators may be cited under Utah Code 26A-1-123. Students under the age of 19 years old are prohibited from possessing any e-cigarettes or tobacco in any form as per Utah Criminal Code 76-10-105.

### **Procedures for Investigating Incidents**

All incidents on campus are followed-up with an Incident Report, which allows the College Health and Safety Committee to document the incident, evaluate the response and determine if further action is needed. Incident

Reports are filled out by instructors, supervisors or students.

### **Instructor Responsibility**

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 practice.

### **Student Responsibility**

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. Safety instruction is an integral part of College programs and it is the student's responsibility to adhere to institutional policy and procedures relating to student conduct and campus health and safety. Students 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 concerns to their instructor. Violation of these standards may result in the imposition of sanctions or discipline. The following protocols define what to do in case of emergency.

### **Employee Responsibility**

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. Safety instruction is an integral part of College programs and it is the student's responsibility to adhere to institutional policy and procedures relating to student 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 instructor. Violation of these standards may result in the imposition of sanctions or discipline. The following protocols define what to do in case of emergency.

### **Safety Resources**

Program specific safety resources such as sharps disposal, Material Safety Data Sheets and eye wash stations are located in Safety Resource Centers. Evacuation maps are posted and first aid kits available in each classroom and office area.

### **Fire**

Pull a fire alarm and announce the fire out loud. Vacate the building immediately according to the Evacuation Plan for your area. If quickly accessible, you may take personal items. Do not return to the building until an "all clear" has been given and the alarm ceases. To report a fire:

- To report a fire during the day, call extension **2650** (the operator will call the fire department).
- During the evening, call **911** and then **801-593-2494**.

### **Behavioral Disturbance**

A behavioral disturbance can be either verbal or physical. If you observe any type of behavioral disturbance or suspicious behavior on campus, report your specific observations:

- During the day, call extension **2650** and request that the operator call a **Code Blue**.
- During the evening, call **911** and then **801-593-2494**.

### **Medical Emergencies**

Report minor medical emergencies to your instructor or another College employee:

- During the day, call extension **2650** and request that the operator call a **Code Red**.
- During the evening, call **911** and then **801-593-2494**.

### **Internal Threat Situation**

If you observe someone appearing to be threatening with a weapon or other dangerous device or hear a possible gunshot:

- **GET OUT** and call **911**.
- If you cannot get out, then **LOCK/HIDE OUT**. Move to a classroom or office, make sure the lights are turned off and stay clear of doors and windows. Remain inside the room and await further directions.
- If the assailant attempts to enter your area then **TAKE OUT** the individual by using any means available (as stated in Utah Code 76-2-402).
- If the police arrive, follow all instructions and keep your hands visible.
- When evacuating the building, if possible, take all necessary items including keys.
- The campus building may be sealed as a crime scene and no one will be allowed to enter the building for several hours.

### **Earthquake**

Take cover under a desk, table or in a doorway; or stand close to the wall in a hallway. Stay away from windows. Remember to wait for **TWO MINUTES** after tremors stop and then evacuate as per fire drill instructions. In the meantime; **DUCK, COVER, HOLD, and DON'T PANIC**.

- During the day, call extension **2650** to report injuries.
- During the evening, call **911** and then **801-593-2494**.

### **Bomb Threat**

If you find a suspicious package:

- Do not touch or use cell phones near the package.
- During the day, call extension **2650**.
- During the evening, call **911** and then **801-593-2494**.
- The fire alarm will be activated and the facility evacuated as per fire drill procedure. If readily available, take personal items with you.

### **Environmental Hazards**

#### **Blood Spills**

If you see blood that has been spilled onto the floor or other surfaces, notify your instructor or another College employee. Do not attempt to clean up the blood yourself or allow others to do so. If you are exposed to another person's blood or other bodily fluids:

- For a skin exposure or blood that comes in contact with an open wound, wash the area thoroughly with soap and water.
- For a blood splash to the eyes, nose or mouth rinse copiously with tap water.
- Report any blood exposures to your instructor or another College employee.

#### **Anthrax**

If you come upon a suspicious envelope or package containing a message indicating that Anthrax is included (a crystalline or powdery substance may not be seen or noticed), remain calm and immediately close all doors and windows in the room and remain in the room. Move away from the package.

- During the day, call extension **2650**.
- During the evening, call **911** and then **801-593-2494**.

Note: If you have been exposed to a powder or other substance, do not touch your face or attempt to clean

up the desk or counter top. If a sink is available in your work area, wash your hands, arms and face with soap and water.

### **Other Hazardous Materials**

Other hazardous materials or substances can be in the form of chemical spills, natural gas leaks or other materials. If you smell or see a substance that you feel may be hazardous, stay away from the substance and direct others away from the immediate area. Do not touch or attempt to clean up an unidentified substance. If evacuation is necessary, the fire alarm will be activated. Evacuate the facility per fire drill instructions.

- During the day, call extension **2650**.
- During the evening, call **911** and then **801-593-2494**.