

## **Health and Safety Plan**

### **Purpose**

NTI Administration established a Health and Safety plan addressing general safety matters or health concerns. This plan requires the cooperation of all instructors and staff. NTI Administration routinely reviews this plan and recommends needed changes. The Administration serves to address issues affecting the safety and health of faculty, staff, students, and campus visitors. NTI encourages positive safety attitudes and performance among faculty, staff, and students and strives to identify and eliminate hazardous conditions. This plan is to remain posted in student and staff break rooms and is available on the NTI website at <https://ntinow.edu/consumer-information/>.

### **Compliance**

NTI will maintain, within reason, facilities and practices that are in compliance with local, state, and federal health and safety regulations. In the absence of appropriate statutes or regulations, standards of nationally recognized, professional health and safety organizations will serve as a guide.

### **Supervisor Responsibility**

Although the President has the ultimate responsibility for the safety of staff, faculty, and students, a great deal of safety responsibility has been delegated to supervisors. A supervisor may be a department head, faculty member, director, manager, administrator or any other staff person who is in charge of one or more employees (or students).

Supervisors are directly responsible and accountable for the welfare of employees and students assigned to them and for the administration of health and safety regulations and NTI safety procedures within their areas of control. One of the criteria for evaluation of administrative personnel shall be their administration of safety procedures and accident prevention efforts.

A supervisor's safety responsibilities relating to their work areas and the employees they oversee should include the following duties:

- Make every reasonable effort to ensure the safety of employees and students under your control and make their workplace free of recognized hazards. For those hazards that are not within your ability to correct, notify your supervisor about the condition(s).
- Discuss with potential new employees their capability to perform the required physical tasks in accordance with the posted job description.
- Provide job training in work area safety procedures for all your employees, especially for new and reassigned employees with new job activities.
- Conduct regular work area safety inspections to discover and correct unsafe conditions and work practices.

- Investigate injury accidents to determine cause and to pursue the correction of any safety deficiencies.
- Report all injuries on a Report of Accident Form and send it to Human Resources.
- Contact injured employees early and frequently, especially where lost work time is involved, to pursue avenues for early return to work.
- Promote safe practices and attitudes among employees and students. If protective equipment must be used, promote its use by example.
- Consider safe work habits and attitude toward the job as a part of all performance ratings.
- Respond to employees' concerns for safety in a positive manner and take appropriate corrective action.

The acceptance of these duties, devotion to this task, and the safety attitude of supervisors will determine the success of NTI's safety program.

### **Employee Responsibility**

Employees of NTI must have a common goal of keeping accidents to a minimum. Most accidental injuries in the work environment are caused by unsafe work habits. Therefore, all employees should continuously strive to develop habits and procedures that will reduce exposure to potential injury. Employees are urged to make safe performance an essential element of every task.

An employee's safety responsibilities related to their work area include:

- Conduct their work safely and try to maintain their work areas hazard-free.
- Wear personal protective equipment as prescribed by their supervisors; the School will provide this equipment.
- Report hazards or unsafe work practices to supervisors.
- Cooperate fully with supervisors in conducting investigations of accidents so that unsafe conditions or work procedures may be corrected.

### **Removal/Disposal of Hazardous Waste Policy**

- NTI is committed to the removal and disposal of hazardous waste in accordance with federal, state and local laws and regulations.
- NTI maintains a Hazardous Waste Policy that outlines procedures for various hazardous waste materials.
- Area supervisors shall ensure appropriate waste disposal procedures are followed and they shall keep all employees informed of any changes in procedures or waste produced in the area.
- Employees shall stay informed of all possible sources of hazardous waste, standard spill response procedures, and any information obtained from Material Safety Data Sheets (MSDS) which is relevant to their work area.
- Compliance with waste removal will be monitored by NTI's Administration, and retraining will occur for any areas of non-compliance.

## **Accident Reporting and Investigation Procedure**

NTI will promptly investigate any accident, injury and/or illness that is of a serious nature or could lead to a serious incident. Our purpose for investigating is to determine the root cause so that future occurrences are prevented.

In the event of an accident/incident, staff will obtain assistance from medically trained employees or emergency personnel to assess the situation. Incident reports and accident forms found on the NTI Employee Portal will be completed by employees and submitted to HR. Students and visitors will be referred to their personal physician or 911 called based on degree of severity.

NTI recognizes there may be an instance when an employee/student is not following procedure and causes an accident. The purpose for investigating is to learn from our mistakes, not to place blame. The procedures for investigating a workplace accident include the following:

1. NTI will interview injured workers, students and witnesses.
2. NTI will examine the workplace for factors associated with the accident/exposure.
3. NTI will determine the cause of the accident/exposure.
4. NTI will take corrective action to prevent the accidents/exposure from reoccurring.
5. NTI will record the findings and corrective actions.

## **The Correction**

Unsafe or unhealthy working conditions, practices or procedures in the workplace will be corrected in an efficient manner. NTI will follow these procedures to ensure the appropriate actions are taken to correct issues that contradict the health and safety plan:

1. Whenever feasible, corrections will be made at the time a safety or health issue is observed or discovered.
2. When immediate corrections cannot be made, interim protections will be provided.
3. If an imminent hazard is detected that cannot be immediately abated without endangering employees, students, and/or property, NTI will remove all exposed employees/students from the area except for personnel necessary for the correction. Employees who are required to correct the hazardous conditions will have the necessary training and skills and will be provided with the necessary protection. If NTI cannot provide the appropriate protection, all employees and students will be evacuated and will wait for outside assistance.

## Health and Safety

In case of sickness, accidents, or emergency healthcare needs on campus, this policy applies to students, staff, faculty, and visitors.

- First Aid Kits are available at the following locations:
  - Reception Area
  - Clinical Classroom
  - HVAC Lab
  - CDL Yard
  - CDL Trucks
- An AED device is located at Reception at the Scarborough Campus.
- In the event of an incident, staff will obtain assistance from medically trained employees or emergency personnel to assess the situation. Incident reports and accident forms found on the NTI Employee Portal will be completed by employees and submitted to HR. Students and visitors will be referred to their personal physician or 911 called based on degree of severity.
- The Campus Operations Director will review health/safety issues and report findings to the Steering Committee for follow-up action as needed.

Northeast technical institute provides information to employees about safety and health issues through regular internal communication channels such as supervisor/employee meetings, bulletin board postings, email, memos, or other written communications. Current health and safety protocols and alerts are posted in staff and student break rooms.

## Plan Feedback

Employees should provide feedback to their supervisor, another supervisor, or a manager.

Students should bring provide feedback to their instructor or staff member who will then share with the Campus Director. Students may also share feedback through surveys that are sent by Student Services.

## **Physical Resources - Safety**

### **Equipment:**

- NTI maintains its physical resources to ensure safety for all students, employees and guests.
- Equipment needs and quality are reviewed periodically by faculty and/or Campus Management to ensure proper operation and safety.
- NTI will upgrade equipment on an as need basis within budget constraints.
- NTI maintains maintenance agreements on leased equipment. These agreements are reviewed regularly to ensure optimal use and minimum downtime if the machine is out of use due to repair.
- NTI utilizes student surveys to gather feedback on equipment and future needs.

### **Facilities:**

- NTI leases all locations. Each location has a specific lease agreement which outlines the fees and landlord responsibilities for Common Area Maintenance, physical plant maintenance, operational plan and improvements of each location. NTI ensures each location is compliant with federal guidelines and state and local codes.
- NTI maintains the facilities by use of outside vendors. This includes regular cleanings, maintenance, and repair.
- NTI maintains insurance policies required by state and federal guidelines.
- Safety inspections are conducted periodically to ensure the locations are appropriately maintained and a safe environment is provided for students and staff.
- NTI utilizes student surveys to gather feedback on facilities and future needs.

## **Facility and Campus Improvements**

- NTI will improve facilities on an as needed basis or as safety concerns arise.
- NTI follows all federal and state guidelines to ensure the campuses meet ADA requirements and state or local code ordinances.
- Supervisors will bring any safety discrepancies or possible concerns to the President for review and possible action.