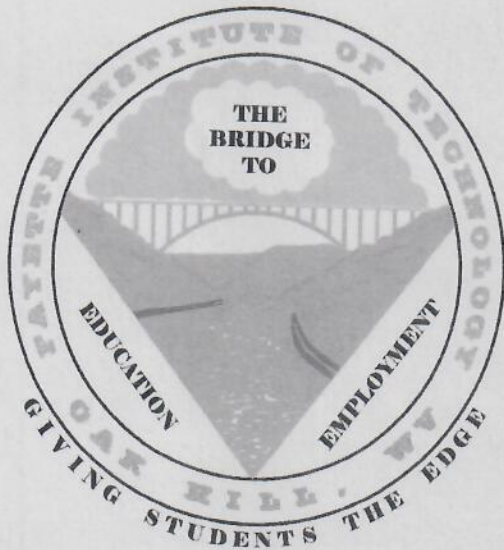


# 2019

## Fayette Institute of Technology (FIT) Health and Safety Plan



Fayette Institute of Technology

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# Fayette Institute of Technology

## Health and Safety Plan

### **Purpose:**

Providing a safe and healthy environment for all students is the responsibility of all staff members of Fayette Institute of Technology. This plan outlines the procedures to follow in case of sickness, accidents, or emergency health care needs that arise while at the institution. However, there are four Registered Nurses on staff and both New River Elementary and Oak Hill High School, adjacent to the institute have health centers that are operational during the institute's hours of operation. The local hospital is less than two miles from the institute and other clinics and physicians are located nearby.

Students with communicable diseases may be prohibited from registering for classes when health records indicate that his/her attendance would be detrimental to the health and safety of staff and other students with whom the student may come in contact. Students who have significant health problems or limitations may be required to submit a report of medical examination prior to initial registration. The institution seeks to assist students with special health problems or limitations in accordance with Section 504 of the Rehabilitation Act of 1973.

### **Basic First Aid:**

Basic first aid supplies are available for student use in the front office and classrooms. First aid kits are equipped with supplies such as Band-aids and minor wound care materials.

### **Accident & Health/Safety Emergencies:**

Steps to follow:

1. Sickness, accidents, and emergencies should be reported immediately to the instructor and/or Principal/Assistant Principal.
2. The Principal/Assistant Principal will assess the situation and determine the appropriate course of action.
3. If necessary, the instructor or Principal/Assistant Principal will call 911 for further assistance.



4. If the student is conscious and refuses treatment, the Principal/Assistant Principal will notify an emergency contact noted in the student's file.
5. After the emergency is over, the Principal/Assistant Principal will be responsible for investigating the incident and completing an incident report.
6. Upon calling 911, information on the accident victim, type and location of injury, location of accident, and phone number would be provided.
7. If the student needing assistance cannot walk and needs assistance, the area where the student is located would be cleared until emergency responders arrive.
8. Only trained personnel should provide medical assistance to the student on the institute's property.
9. If needed, the Principal/Assistant Principal or the Adult Coordinator will contact the parent, guardian, or spouse/partner of the student.

**Weather Conditions:**

In the case of a weather-related emergencies while school is in session, the Principal/Assistant Principal has the authority to assess the situation and act accordingly. For emergencies occurring when the institute is closed, the Superintendent of Fayette County Schools will assess the situation and determine whether classes will be held. If classes are cancelled, the Superintendent will notify the media to make the announcement.

**Student Campus Security Policies:**

Adequate classrooms, laboratories/labs, offices, restrooms, conference room, student break room, and all parking areas are supervised and inspected regularly for safety and campus security. Fayette Institute of Technology maintains a full array of security cameras that monitor the interior and exterior of the building. These cameras are monitored by the Principal/Assistant Principal and via the Internet from any computer or mobile device.

For added security in screening visitors, the institute has a state-of-the-art security sign-in system, Lobbyguard® that tracks visitors entering the institute, scans the driver's license for a quick background check, and prints a visitor's pass. Instructors/administrators are notified of visitors via e-mail that a visitor is in the building.



### Safety Rules:

Safety must be given primary importance in every aspect of planning and performing school activities. All injuries, regardless of how minor, are reported to the Principal/Assistant Principal. Accidents generally occur because individuals fail to follow the proper safety rules. The safety rules listed below are outlined to minimize the chance of having an accident while at the institute.

1. Avoid overloading electrical circuits with too many machines.
2. Use flammable items with caution. Always follow the printed procedures on the product.
3. Walk—don't run.
4. Report sickness, accidents and emergencies of fellow students to the Instructor/Principal/Assistant Principal.
5. Ask for assistance when lifting heavy furniture or objects.
6. Keep cabinet doors and file and desk drawers closed when not in use.
7. Keep work areas clean or orderly.
8. Stack materials only to safe heights.
9. Use the right tool for the job, and use it correctly.
10. Avoid practical jokes.
11. Do not operate any equipment unless properly trained to do so.
12. Wear eye protection when indicated.
13. Use the proper safety equipment required for the job.
14. Watch out for the safety of fellow students.

Bi-annual fire drills are conducted under the direction of the Assistant Principal. Evacuation routes are posted in each classroom and throughout the facility. The institute is also protected by adequate fire and smoke alarm systems.

The West Virginia State Fire Marshall inspects the institute at least annually, as well as the Fayette County Health Department Fire extinguishers are maintained and inspected throughout the year as needed. Inspection tags are placed on all fire extinguishers at the time of inspection. Exit routes are posted throughout the facility. Emergency evacuation drills are conducted bi-annually.

The physical plant complies with Americans with Disabilities Act, Equal Employment Opportunities Commission (EEOC), and Occupational Safety and Health Administration (OSHA) requirements to meet the needs of students and staff. All entrances have wheelchair ramps, and handicap parking places are well marked.



Fayette Institute of Technology conforms to all relevant building codes, and the buildings are inspected by the West Virginia State Fire Marshall's Office at least annually to ensure compliance. All fire marshal inspections are kept on file in the Principal's office and at the Fayette County Board of Education office. The Fayette County Health Department regularly inspects the institute. Any deficiencies are brought to the attention of the Principal or Assistant Principal, in charge of Safety, for immediate correction.

Procedures are in place to ensure that all incidents regarding the health and safety of staff, students, and guests are reported and documented. An accident report is filled out by the instructor or staff member witnessing the incident. The report is signed by the Principal and faxed to the Board of Education office within 24 hours of the accident.

Emergency procedures are in place and information is available to staff, students, and the public in general. Safety information is shared with staff during the new hire orientation process and during staff meetings at the beginning of each new school year.

Students receive information on safety procedures during new student orientation for the institute and program-specific safety information the first week of school. All students must pass a safety exam with 100% accuracy before beginning classroom/lab activities. Student-led program Safety Committees present information and student concerns during their meetings, which are then communicated to the Principal.

Updates relating to new health and safety policies are provided to faculty, students, and guests. Specialized, mandatory training is conducted annually for all employees. This training includes First Aid, Suicide Prevention, Slips Trips & Falls, and HIV/AIDS Awareness.

**Evaluation:**

The effectiveness of this plan is evaluated based upon information that is provided by students through formal and informal means. Incident reports are reviewed to determine if preventive measures can minimize or eliminate health and safety issues involving students. Changes are made if indicated.