



Health & Safety Plan 2017

Purpose

The Health and Safety Policy of CyberTex Institute of Technology (CIT) is designed to maintain a safe, healthy and injury/illness free institution for students, employees, visitors and guests. This plan complies with Standards of the Occupational Safety and Health Administration (OSHA) standards. This Health and Safety Plan is available to all students, employees, visitors and guests. A copy of the plan is kept at the Office Coordinator’s station. A copy of the plan is also posted on the CIT website.

CIT strives to provide its students, employees, visitors and guests with a safe and healthy learning environment. To accomplish this goal, both employees and students must diligently undertake efforts to promote safety. All employees, students, visitors and guests are urged to make every effort to protect themselves, co-workers, their personal belongings, and CIT’s property.

Applicability

This Health and Safety Plan applies to all employees, students, visitors and guests of CIT. Every staff member is expected to comply with the Health and Safety Plan, as well as Occupational Safety and Health Administration (OSHA) standards. A copy of the OSHA standards is available at the Office Coordinator’s station.

Emergency

911: When an emergency arises, that may require immediate intervention by Emergency Medical Staff (EMS) or intervention by law enforcement authorities, DIAL 911 immediately. Contact Office Coordinators/Safety Officers, School Director or Designee as soon as time permits for support and investigation.

Austin:		
Jennifer Busby, Office Coordinator/Safety Officer	Jennifer.Busby@cybertex.edu	(512) 454-6116, Ext. 101
Mudassir (Moody) Shaikh, School Director	Mudassir.shaikh@cybertex.edu	(512) 454-6116, Ext. 103
Killeen:		
Andrew Woodward, Front Office Coordinator/Safety Officer	Andrew.Woodward@cybertex.edu	(254) 634-3500
Matthew Zarling, School Director	Matthew.zarling@cybertex.edu	(254) 634-3500



First Aid Kit A First Aid Kit that contains basic first aid supplies is available at the Office Coordinators/Safety Officer's station and at the Vocational Nursing Program's Front Desk in Suite 410. The location of each First Aid Kit is clearly marked.

Reporting

All onsite injuries or illnesses are to be reported to the school director or designee immediately, regardless of severity. Office Coordinators are responsible for reporting accidents involving staff members and guests. Instructors or office coordinators are responsible for reporting any accidents involving students or guests. In the case of serious injury, staff's reporting obligation will be deferred until circumstances reasonably permit a report to be made.

Anyone wishing to report an accident will be given an Accident Investigation Report by the Office Coordinator. The reporting party is to fill out the report as completely as possible and should return it to the Office Coordinator/Safety Officer, Campus Director or Designee as soon as they are able to. All accident investigation reports will be investigated by the Administration. Accident investigation reports are housed and maintained by the Chief Administrative Officer. Failure to report an accident may lead to the staff member being placed on probation.

Fire Evacuation and Emergency Evacuation Procedure

All personnel on each campus should know what procedures to follow in case of a fire or an emergency evacuation in their immediate area and/or when a fire alarm or general siren/alarm sounds. Personnel should also know how to evacuate their building and should practice this evacuation. The Evacuation Plan for each campus is posted in all classrooms and common areas. All personnel should make themselves familiar with emergency exits in the plans. The procedures to follow when a fire occurs in a room or office include:

- Leave immediately and close the door behind you.
- Pull the nearest fire alarm to alert others of the problem.
- Call 911 and report the fire if possible, without endangering your life or health.
- Evacuate the building by using the nearest exit.
- Do not use elevators when present in a building.

Blood Borne Pathogen and Hazardous Material Exposure Incident

An exposure incident is defined as a specific eye, mouth, or other mucous membrane, or non-intact skin contact with blood and/or other potentially infectious materials and/or hazardous substances, agents or materials. The exposure incident must occur during the performance of an employee's duties to be applicable under this Health and Safety Plan.

In case of an exposure incident:



- Direct employee to wash/flush contaminated area IMMEDIATELY;
- Refer employee IMMEDIATELY to the nearest hospital;
- Contain/isolate the material/agent/area as much as possible and within proper guidelines to reduce exposure to others;
- Contact the Office Coordinator/Safety Officer regarding the incident as soon as possible; and
- Complete all required paperwork as requested by company management for proper reporting of the exposure incident.

Contagious Illness

The following guidelines apply when a contagious illness is suspected:

- If an employee or guest is sick and believes that he/she is contagious, the individual is encouraged to stay home and inform their supervisor/manager of the reason.
- If a student is sick and may be contagious, the student is encouraged to stay home and inform the student's instructor. Student Services staff will be notified regarding the student's absence.

Clean and Safe Work Areas

All employees, students and guests are required to keep each work area clean and safe, including classrooms and lab areas. Cleaning staff will regularly clean surfaces in common areas with anti-bacterial solutions.

Occupational Safety and Health Administration (OSHA)

The OSHA Act of 1970 establishes the following responsibilities:

Employers: The OSHA Act 1970 requires that each employer furnish a place of employment free from hazards that might cause serious injury/illness or death. The OSHA Act of 1970 further requires employers to comply with specific safety and health standards issued by the Department of Labor.

Staff, Students & Guests: The OSHA Act 1970 requires that all staff, students and guests comply with safety and health standards, rules, regulations, and orders issued under the OSHA Act of 1970 and is applicable to the their conduct.

This Health and Safety Plan is in use; has been distributed to employees; is available to students; and is regularly evaluated/revised annually in a Staff Meeting based on appropriate input from employees and students.



Staff and Student Evaluation of Health & Safety Plan - (2017)

Please put your comments in the section below.

PRINT YOUR NAME: _____

Staff Member Student

Comments

1: _____

2: _____

3: _____

4: _____

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7: _____

Signature: _____