



## Health & Safety Plan

**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 employees, students, and guests. The plan outlines the readiness and includes procedures for reporting and investigating incidents affecting the health and safety of the institution’s constituents. 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 Services (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.

<b>Austin:</b>		
Deziree Sierra, Office Coordinator/ Safety Officer	frontdeskaustin@cybertex.edu	(512) 454-6116, Ext. 201
Mudassir (Moody) Shaikh, School Director/ Safety Officer	mudassir.shaikh@cybertex.edu	(512) 454-6116, Ext. 202
<b>Killeen:</b>		
MaKenzie Taylor, Front Office Coordinator/Safety Officer	makenzie.taylor@cybertex.edu	(254) 634-3500 Ext. 301
Matthew Zarling, School Director/ Safety Officer	matthew.zarling@cybertex.edu	(254) 634-3500 Ext. 302

**First Aid Kit Information**

A basic First Aid Kit containing essential first aid supplies is readily available for use in case of emergencies. The kit can be found at the following locations:

- Office Coordinators/Safety Officer’s Station
- Vocational Nursing Program’s Front Desk in Suite 410

These locations are clearly marked to ensure easy identification and quick access in the event of an emergency.

### Reporting and Investigating Accidents

It is essential that all onsite injuries or illnesses, regardless of severity, are reported immediately to the school director or designee. The following guidelines outline the procedures for reporting and investigating accidents:

**Reporting Procedures:**

- All Injuries or Illnesses:
  - All incidents must be reported to the school director or designee immediately after they occur.
- Staff Member Accidents:



- Safety Officers are responsible for reporting any accidents involving staff members or guests.
- Student or Guest Accidents:
  - Instructors or Safety Officers are responsible for reporting accidents involving students or guests.
- Serious Injury:
  - In the event of a serious injury, the reporting obligation may be deferred until circumstances allow for a report to be made.

### **Investigating Accidents:**

- Accident Investigation Procedures
- After an accident has been reported, a detailed investigation is essential to determine the cause and prevent future occurrences. The goal of the investigation is to identify contributing factors and implement corrective actions to ensure a safer environment.

### **Responsibilities:**

- It is the responsibility of the Safety Officers and Instructors to ensure that accidents are promptly reported and investigated.
- The School Director or designee will oversee the reporting and ensure the appropriate follow-up actions are taken.

### **Accident Reporting and Investigation Process**

1. Reporting an Accident:
  - a. Any individual wishing to report an accident must first obtain an Accident Investigation Report from the Office Coordinator.
  - b. The reporting party is required to fill out the report with as much detail as possible, ensuring that all sections are completed thoroughly. The report should capture key information such as:
    - i. Date, time, and location of the accident.
    - ii. Names of individuals involved and any witnesses.
    - iii. A description of the events leading up to the accident.
    - iv. Any injuries or damage sustained.
    - v. Any factors that may have contributed to the incident.
2. Returning the Report:
  - a. After completing the report, the individual must return it promptly to one of the following personnel:
    - i. Office Coordinator
    - ii. Safety Officer
    - iii. Campus Director
    - iv. Designee
3. Timely submission of the report is essential.
4. Accident Investigation:
  - a. Upon receiving the report, the Administration will initiate an investigation to determine the cause of the accident and assess the circumstances surrounding it.
  - b. The investigation process will consider the following factors: safety protocols, environmental conditions, and human factors.
5. Storage and Maintenance of Reports:
  - a. All Accident Investigation Reports will be filed and maintained by the Chief Administrative Officer.
  - b. These reports will be securely stored and accessible for review, analysis, and compliance purposes.
6. Failure to Report an Accident:
  - a. It is critical that all accidents, no matter the severity, be reported promptly. Failure to report an accident may result in disciplinary actions, including the possibility of being placed on probation.
  - b. Adherence to the reporting procedure ensures a timely and effective response to accidents, helping to prevent future incidents and maintain a safe environment.



## **Fire Evacuation and Emergency Evacuation Procedure**

In the event of a fire or emergency requiring evacuation, it is critical for everyone in the building to follow established procedures to ensure their safety. Every individual should be aware of the evacuation plan, which outlines the steps to follow during emergencies. Below are the key steps for responding to a fire or emergency evacuation:

- 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 during an evacuation.

## **Bloodborne Pathogen and Hazardous Material Exposure Incident Procedure**

An exposure incident is defined as a specific incident involving the contact of blood, other potentially infectious materials, or hazardous substances with an employee or student's eyes, mouth, mucous membranes, or non-intact skin during the performance of their duties. If an exposure incident occurs, it is important to follow the proper procedure to minimize risk and ensure safety.

### **Steps to Follow:**

#### **1. Immediate Action and First Aid:**

- Eye Exposure: If blood or other potentially infectious material comes into contact with the eyes:
  - Flush the eyes immediately with water or an eye wash station for at least 15 minutes.
- Mouth or Mucous Membranes Exposure: If exposure occurs to the mouth or other mucous membranes:
  - Rinse the mouth with water immediately and spit.
  - If exposure involves other mucous membranes, rinse the area with water or an antiseptic solution.
  - Skin Exposure: If there is contact with non-intact skin wash the affected area with soap and water immediately.
- Needle Stick or Sharp Injury:
  - If a needle stick or sharp object causes the exposure, immediately clean the area with soap and water.
  - Do not squeeze the wound, this may increase the potential for the spread of the infectious material.

#### **2. Report the Incident:**

- Report Immediately: Notify your supervisor, Safety Officer, or designated contact as soon as possible after the exposure incident occurs.
- Accident Report: Fill out the Accident Investigation Report as accurately and completely as possible.
- Document the Exposure: Ensure the incident is documented, including the nature of the exposure, the material involved, and the response actions taken.

#### **3. Seek Medical Evaluation:**

- Post-Exposure Evaluation and Follow-Up:
  - Seek medical evaluation immediately following the incident. This may include testing for bloodborne pathogens.
- The healthcare provider will assess the need for post-exposure prophylaxis and offer appropriate treatments.

#### **4. Testing and Prophylaxis:**

- Blood Tests: The exposed employee may undergo baseline blood tests for bloodborne pathogens, and follow-up testing may be necessary as part of post-exposure monitoring.
- Preventive Medications: Depending on the type of exposure, the healthcare provider may prescribe prophylactic medications to prevent infection.



## 5. Confidentiality:

- The exposed employee's medical information, including test results, should be kept confidential in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and other relevant privacy laws.

## 6. Decontamination and Cleanup:

- Disinfect Area: The area of exposure (work surface, equipment, or environment) should be disinfected according to bloodborne pathogen standards or relevant hazardous materials protocols.
- Proper Disposal: Any materials contaminated with blood or infectious substances (e.g., sharps, gauze, gloves) should be disposed of in a biohazardous waste container.

## 7. Follow-Up and Monitoring:

- Continual Monitoring: The exposed employee should undergo periodic medical follow-ups, as recommended by a healthcare provider.
- Workplace Investigation: An investigation may be conducted to assess the cause of the exposure and identify any corrective actions to prevent future incidents.

## 8. Reporting to Regulatory Agencies:

- OSHA Reporting: If applicable, the exposure incident must be reported to the Occupational Safety and Health Administration (OSHA) or the relevant state/local regulatory agency, especially if it results in a significant injury or a high-risk exposure.

## 9. Prevention:

- Evaluation of Procedures: The institution will review and update its exposure control plan regularly to ensure it complies with the latest safety standards and regulations.

## Contagious Illness Guidelines

The following guidelines should be followed when a contagious illness is suspected:

**Employee Protocol:** If an employee is feeling sick and suspects they may be contagious, they are encouraged to stay home to prevent the spread of illness to others. The employee should inform their supervisor or manager of their symptoms as soon as possible. The employee is advised to seek medical attention if necessary.

**Student Protocol:** If a student feels sick and may be contagious, the student should also stay home and not attend class. The student should inform their instructor about their illness and absence as soon as possible. Student Services staff should be notified regarding the student's absence to ensure appropriate records are kept. The student is advised to follow medical advice on when it is safe to return to campus.

To ensure a safe and healthy environment for all employees, students, and guests, the following guidelines must be followed:

### Work Area Cleanliness:

- Employees, students, and guests are responsible for maintaining clean and organized work areas, including classrooms, labs, and any other designated workspaces.
- Personal workspaces should be regularly cleaned with disinfecting wipes daily.

### Equipment and Tools:

- Shared equipment and tools should be cleaned and disinfected after use. This includes lab equipment, computers, and any other devices or tools used by multiple individuals.



- Proper cleaning supplies (such as disinfecting wipes or sprays) will be made available to ensure that individuals can clean surfaces as needed.

### **Health and Safety Standards:**

- Employees and students should follow proper hygiene practices, including regular hand washing and the use of hand sanitizers.
- Trash and waste should be disposed of in designated areas to maintain a clean environment.
- Any safety hazards, such as spills or damaged equipment, should be reported immediately to the appropriate personnel to ensure prompt cleanup or repairs.

The OSHA Act of 1970 was established to ensure a safe and healthy working environment for all employees by enforcing specific standards and regulations. Below are the responsibilities outlined in the act:

### **Responsibilities of Employers:**

- **Provide a Safe Workplace:** The OSHA Act of 1970 mandates that employers provide a workplace that is free from recognized hazards that may cause serious injury, illness, or death.
- **Compliance with Safety Standards:** Employers are required to comply with the specific safety and health standards set by the Department of Labor. This includes providing necessary equipment, training, and protocols to mitigate risks and prevent accidents or illnesses.
- **Hazard Communication:** Employers must inform employees about the potential hazards present in the workplace. This includes providing appropriate labels, data sheets, and training related to hazardous materials or chemicals.
- **Recordkeeping and Reporting:** Employers are also required to maintain records of workplace injuries, illnesses, and accidents, and to report any serious incidents to OSHA.

### **Responsibilities of Staff, Students, and Guests:**

- **Compliance with Safety Standards:** Under the OSHA Act, all staff, students, and guests must follow safety and health standards, as well as any rules, regulations, and orders issued under the Act.
- **Conduct in the Workplace:** This includes following the procedures set by the employer to maintain safety, using safety equipment properly, and reporting any safety hazards or unsafe conditions to the appropriate authorities.
- **Cooperation with Employers:** Staff, students, and guests must cooperate with efforts made by the employer to ensure a safe and healthy environment. This could include attending safety training, using protective equipment, and following guidelines for safe work practices.

## **COVID-19 / Airborne Illness Amendment**

### **Policy & Procedure for Return of Staff and Students:**

Since the onset of the COVID-19 pandemic, CyberTex administration has actively monitored the situation and taken steps to protect the health and safety of our students, staff, and visitors. This outlines the policy, procedures, and steps taken to ensure a safe environment for staff and students on campus, with special consideration to airborne illnesses, including COVID-19.

The mission for CIT is to make sure that our facilities are not the cause of the spread of COVID-19 or any other airborne illnesses. Also, that our students and staff have a safe and sanitary working environment.

Any staff or students that present the following symptoms must be immediately sent home until they are well:

- Cough
- Shortness of breath or difficulty breathing
- Chills or Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who has been lab confirmed within the past 10 days to have COVID-19



Students or staff who present with respiratory symptoms not diagnosed and not associated with known airborne illnesses, must wear a mask while in the facility.

Steps Students or Staff can return after:

1. At least 5 days have passed since recovery (fever-free for 24 hours without the use of fever-reducing medications); and,
2. The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and,

Isolation Guidelines for COVID-19:

- Isolation Duration: Isolate for 5 days from the onset of symptoms or from the date of a positive test if asymptomatic, regardless of vaccination status.
- Ending Isolation: You may leave isolation after 5 days only if:
  - You have no symptoms or your symptoms are improving, and
  - You have been fever-free for at least 24 hours without the use of fever-reducing medications.
- Masking: After isolation, continue to wear a mask around others until at least day 10 to reduce the risk of spreading the virus.

In the case of a faculty member, staff member, student, or campus visitor who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to the classroom or laboratory until the individual has completed the same criteria listed above; or

If the faculty member, staff member, student, or campus visitor has symptoms that could be COVID-19 and wants to return to the classroom or laboratory before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

All Staff should:

- Sanitize their workspace, furniture, computer peripherals, telephones, light switches and door handles regularly.
- Required to wash their hands for 20 sec with soap every time they use restroom.
- Required to NOT show up at work if they present with the symptoms of COVID-19. Contact your supervisor to cover your shift immediately. Afterwards show a doctor's note.
- Should be aware of students that display symptoms; to send them home and inform students services about them.

All students are:

Required to NOT come to class if they display symptoms and inform their instructor and student services of their absence.

- That have cough but no fever will have to wear a mask to class.
- Required to wash their hands for 20 sec with soap:
  - Before and after using restroom
  - Before and after eating
  - Before and after smoking
  - As required by OSHA during clinical lab practicum
  - Anytime the hands are visibly soiled
- Able to disinfect their surfaces with antibacterial wipes daily. These are available in each classroom.

General Advice: we also encourage all to practice and share these everyday actions to help prevent the spread of respiratory illnesses:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Don't share food, beverages, or smoking devices with others.



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- Avoid close contact with people who are sick.
- Stay home when sick.
- Cover coughs or sneezes with a tissue and throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- If you have not received this year's flu vaccine, it is recommended that you do so, as seasonal flu continues to be a much greater risk to our campus than coronavirus.

We continue to monitor the situation and follow recommendations from the Centers for Disease Control and Prevention, World Health Organization, Austin Public Health and other official sources. This is a rapidly evolving situation and information and guidance changes frequently.

Our number one priority is to provide a safe and as close to sterile environment for our students and staff. We will update staff and students as our policy and procedures change. If you have any questions and concerns, please contact your Campus Director.

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.



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## **Staff and Student Evaluation of Health & Safety Plan - (2024-2025)**

Please put your comments in the section below.

PRINT YOUR NAME: \_\_\_\_\_

Staff Member

Student

### **Comments**

- 1) \_\_\_\_\_
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Signature: \_\_\_\_\_