
	<p style="text-align: center;">WRITTEN PLAN</p> <p style="text-align: center;">Health and Safety</p>		
VERSION NO: 2 APPROVAL DATE: October 10, 2022 EFFECTIVE DATE: October 10, 2022	DEPARTMENT: Facilities/Human Resources DRAFTED BY: Safety Committee APPROVED BY: President's Cabinet		
EVALUATION DATE: April 4, 2023 EVALUATION DATE: EVALUATION DATE:	EVALUATED BY: President's Cabinet EVALUATED BY: EVALUATED BY:		

1. PURPOSE

The Health and Safety Plan is in place to assure the health and safety of UBTech's employees, students, and guests.

2. SCOPE OF SERVICES

The scope of services of the Health and Safety Plan includes:

2.1.1. Emergency Procedures

Each campus at UBTech has a Guide to Emergency Procedures booklets distributed throughout the campus in classrooms, offices, and shops. These booklets direct employees, students, and guests in emergency situations and outline the critical coordination between UBTech, emergency service providers, and community partners. The following emergencies and procedures are addressed:

- Lockdown
- Utility Emergency
- Bomb Threat
- Gas Leaks
- Earthquake
- Evacuation
- Severe Weather
- Fire
- Accidents/Medical Emergencies
- Suspicious Mail Packages
- Chemical/Biochemical/Radiological/Nuclear Attacks

2.1.2. Risk Management

UBTech complies with guidance provided by the Utah State Division of Risk Management (Risk) that incorporates relevant state and federal safety standards for facilities, equipment, supplies, and personnel. The role of Risk is to ensure and protect state assets, promote safety, and prevent losses through proactive and collaborative loss control and claims management.

In conjunction with Risk, UBTech administers the following:

- An annual self-inspection survey that is designed to identify risk in specific areas such as instructional shop programs, organizational practices, building maintenance, and physical security.
- An annual mock OSHA inspection by a loss control specialist, complete with a management report.

The findings and resolutions arising from the self-inspections are reported to the Safety Committee as well as the Board of Trustees Audit Committee in regularly scheduled meetings.

2.1.3. Safety training

UBTech requires employees to be trained in safety practices relevant to their specific duties and assignments as required by OSHA. Training may include but is not limited to hazardous materials, ladder use, lockout-tagout, confined space, respirator, forklift, scissor lift, bloodborne pathogens, fire extinguisher, global harmonization, and driver safety.

The Human Resource Office will collaborate with administrators, directors, and supervisors to determine the appropriate safety training required. UBTech retains a training record for each employee through its learning management system.

2.1.4. Safety Committee

UBTech has established a safety committee that meets regularly for the purpose of enhancing safety for the institution, employees, students, and guests. The agenda may include the following:

- Review of accidents, reports, and discussion of future prevention
- A review of safety surveys and inspections
- Coordination and planning of safety training
- Annual review of the Health and Safety Plan
- Other safety concerns.

2.1.5. Reporting

Employees, students, and guests should immediately report incidents and accidents on campus (regardless of severity), as well as concerns about unsafe health, safety, or environmental conditions, to their supervisor, instructor, Human Resource Manager, or VP of Student Affairs. All reports of an incident, accident, or unsafe conditions will be followed up with an incident/accident report located on the College's HRIS or UBTech's website: UBTech.edu and submitted to the Human Resource Manager.

2.1.6. Investigating Incidents/Accidents

All reports of an incidents, accidents, or unsafe conditions will be followed up by the Human Resource Manager and forwarded to the appropriate committee to determine the causes and recommend corrective actions to eliminate or minimize the event occurring again.

3. BUDGETARY RESOURCES

The budgetary resources for the Health and Safety Plan for UBTech are provided for in annual budgets.

4. MAJOR ACTIVITIES

Safety Committee meetings, annual self-inspections, annual Risk inspections.

5. EVALUATIONS OF PLAN

The Health and Safety Plan is evaluated annually and revised as necessary by the Safety Committee.

6. STAKEHOLDERS WITH WHOM THE PLAN IS SHARED

The Health and Safety Plan is available to all stakeholders via UBTech's website: ubtech.edu, Campus Info, Campus Services & Information, Campus Health & Safety Plan.