

	<p style="text-align: center;">WRITTEN PLAN</p> <p style="text-align: center;">Health and Safety</p>		
<p>VERSION NO: 2 APPROVAL DATE: October 10, 2022 EFFECTIVE DATE: October 10, 2022</p>	<p>DEPARTMENT: Facilities/Human Resources DRAFTED BY: Safety Committee APPROVED BY: President's Cabinet</p>		
<p>EVALUATION DATE: April 4, 2023 EVALUATION DATE: April 10, 2024 EVALUATION DATE: April 10, 2025</p>	<p>EVALUATED BY: President's Cabinet EVALUATED BY: Steering Committee EVALUATED BY: Steering Committee</p>		

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 Primary Emergency Plan posted throughout the campus in classrooms, offices, and shops. These plans 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:

- Threatening Situation
- Medical Emergency
- Active Shooter
- Evacuation

2.1.2. 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.

2.1.3. 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

2.1.4. 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 appropriate Safety Committee member for further action.

2.1.5. Investigating Incidents/Accidents

All reports of 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.