

PLAN FOR THE HEALTH AND SAFETY
of Employees, Students, and Guests

This plan shall include the following procedures: emergency medical care plan; plan for assisting students in the case of sickness, accidents, or emergencies; and the plan for safety and security.

EMERGENCY MEDICAL CARE PLAN

GENERAL

1. Emphasis on safety should be an integrated part of every day instruction. Daily attention should be given to safety through instructional procedures.
2. Students will not be permitted to operate hazardous machines before or after school when the instructor is not present.
3. No guards or safety device shall be removed from any machine without the approval of the instructor in charge.
4. The use of defective tools, machines, or other equipment is prohibited.
5. Any defective tools, machines, or equipment must be reported to the shop instructor for repair or approval of repair.
6. Personnel other than instructors or students will not be permitted to operate machines without prior approval from the Director or Assistant Director.
7. Students will not be permitted to operate machines unless authorized.
8. Precautions must be taken wearing goggles, glasses, respirators or facemask whenever there is any danger of flying or falling particles, chips, radiation, glass, harmful dust, or fumes.
9. Operators of hazardous equipment must observe prescribed rules with regard to the wearing of protective clothing and devices for their own safety.
10. Floors must be kept free of oil, water, and other similar materials.
11. All electrical apparatus must be considered "hot" and treated as such until checked.
12. Horseplay and practical jokes have no place and will not be permitted.
13. All accidents must be reported to the instructor in charge regardless of the nature or severity.
14. Physical defects and limitations of a student must be considered when assigning tasks.

15. Each instructor is responsible for carrying out a well-organized safety program pertaining to his/her area, giving periodic instruction to individual students as needed to insure a well-developed safety program.

PROCEDURES

If sickness, accidents or emergencies should occur during the school day, the instructor in charge should be prepared to deal intelligently with the situation and follow the proper procedures. The following statements provide guidelines for school personnel in dealing with any situation, which might occur:

1. All injuries, no matter how minor, should be treated with great concern. The slightest scratch, if not treated properly, could result in an infection, which might become a serious matter later.
2. At the time of the injury, first aid should be given to the degree that it is required and can be administered at the site of the injury. In the event of a serious injury, extreme care should be exercised in the handling of the injured party.
3. If there is a doubt as the gravity of the injury, the administrative office should be notified and a decision made as to how to proceed.
4. The student's medical record should be checked to decide what doctor to notify, if one designated, and an attempt should be made to contact one of the persons listed by the student for assistance in case of an emergency.
5. A student who has been seriously injured should be taken immediately to the designated doctor or to the hospital depending on the gravity of the situation or the doctor's instructions. In less serious cases, the person notified from the medical record should assume the responsibility of deciding whether medical attention is necessary. In the latter, the student and the person contacted should understand that they are accepting this responsibility.
6. In all cases, a complete report of the accident should be undertaken as soon as possible and filed in the administrative office.
7. First aid kits should be checked regularly, especially after use, to determine that necessary supplies of materials are available.

FORMS

Standard forms for reporting and recording accidents, medical information, and for safety inspection are to be used by instructors and administration.

PLAN FOR ASSISTING STUDENTS IN CASE OF SICKNESS, ACCIDENTS, or EMERGENCIES

INTRODUCTION

In order to assure that the Emergency Care Plan is followed, all cases of sickness, accident, and emergencies should be recorded. Just as accurate time records and reports are necessary to the successful operation of the school; adequate reporting and recording of accidents are essential to a first-rate emergency care program. Forms for this purpose are available to instructors and should be used as required.

The following statements explain why instructors should report and record accidents:

1. When adequate records are available, instructors and school administrators have an opportunity to study accident causes and improve methods to reduce them.
2. Accidents should be reported to keep authorities informed and to provide a record in the event of later litigation. Medical attention should be recommended to the student's family when it is believed desirable and a notation should be made of this action.

Instructors should report all school or shop accidents, however slight. This would include those occurring while students are on school property, in school buildings, and in some cases, on the way to and from school. This means that all accidents, whether minor or major, should be reported so that no liability may be claimed should the injury develop into a serious situation at a later date.

PROCEDURES

If an accident should occur during the school day, the instructor in charge should be prepared to deal intelligently with the situation and follow the proper procedures. The following statements provide guidelines for school personnel in dealing with any situation, which might occur:

1. All injuries, no matter how minor, should be treated with great concern. The slightest scratch, if not treated properly, could result in an infection, which might become a serious matter later.

2. At the time of the injury, first aid should be given to the degree that it is required and can be administered at the site of the injury. In the event of a serious injury, extreme care should be exercised in the handling of the injured party.
3. If there is a doubt as to the gravity of the injury, the administrative office should be notified and a decision made as to how to proceed.
4. The student's medical record should be checked to decide what doctor to notify, if one designated, and an attempt should be made to contact one of the persons listed by the student for assistance in case of an emergency.
5. A student who has been seriously injured should be taken immediately to the designated doctor or to the hospital depending on the gravity of the situation or the doctor's instructions. In less serious cases, the person notified from the medical record should assume the responsibility of deciding whether medical attention is necessary. In the latter, the student and the person contacted should understand that they are accepting this responsibility.
6. In all cases, a complete report of the accident should be undertaken as soon as possible and filed in the administrative office.
7. First aid kits should be checked regularly, especially after use, to determine that necessary supplies of materials are available.

FORMS

Standard forms for reporting and recording accidents, medical information, and for safety inspection are to be used by instructors and administration. These include:

1. TCAT LIVINGSTON SAFETY – 1 (MEDICAL RECORD): This form is completed by the student at enrollment and includes as much medical information as the student is willing to report. There are two copies of this form, one for the student's file in the shop, and one in the Student Services office file.
2. TCAT LIVINGSTON SAFETY – 2 (RECORD OF INSTRUCTION IN SAFETY): The student completes this form and the instructor after safety instruction is complete, usually within the first week of enrollment.
3. TCAT LIVINGSTON SAFETY – 3 (PRELIMINARY ACCIDENT REPORT): To be completed as soon as possible after any accident, whether minor or major, regardless of the degree of injury. This form is turned in to the Student Services office and placed in the student's file.

In case of an accident, every effort should be made to record all available and essential data. Litigation might develop two or three years after the accident occurred and the details of an accident might well have become hazy in the minds of any witnesses. When filling out an accident report, the following suggestions should be followed.

1. Write so that the report is neat, legible, and complete.
2. Explain how the accident happened, in detail. Be as accurate and explicit as possible in describing the accident, where it happened, how it happened, the conditions under which it happened, etc.
3. Report any safety instruction that the student has received which might be related to the accident.
4. Record accurately any statements made at the time of the accident by the injured person and or witnesses. Use their own words as much as possible and get their signatures, if possible.

As previously suggested, properly completed accident report is useful to all concerned because:

1. It can serve as a reminder of the need to make a follow-up examination of an injury.
2. It provides opportunity to study the causes of accidents. Similar accidents should be reduced or eliminated in future situations after the study.
3. It shows that the instructor was apprised of the accident and that first aid and or emergency procedures were rendered thereby providing essential evidence in the event of litigations.

EVALUATION COMPONENT

The Director and Assistant Director will periodically evaluate the effectiveness and reliability of the Emergency Medical Care Plan and make adjustments and revisions whenever necessary.

MEDICAL RECORD

Tennessee College of Applied Technology - Livingston

DATE _____

1. Student Name _____ Class _____

2. Date of last physical examination, if known _____ Blood type, if known _____

3. Do you have any physical handicaps, chronic illness, mental or nervous disorders, or any other disabilities of which the school and your instructor should be made aware?

YES _____ NO _____ If yes, list: _____

4. Do you have any conditions concerning your feet, eyes, ears, throat, heart, allergies, arthritis, etc. of which the school and your instructor should be made aware:

YES _____ NO _____ If yes, list: _____

5. List as many persons as possible, (up to three), that the school could contact in case of an emergency (accident, serious illness) while you are at school. (Give name, address, and home and work phone numbers, if known).

Name	Address	Home Phone	Work Phone
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1. _____

2. _____

3. _____

6. Do you have a doctor that you would prefer to have notified in case of accident or serious illness? YES _____ NO _____ If yes, give name below:

Doctor's Name _____ City _____

7. Are you allergic, to your knowledge, to any kind of drugs, medicines, or treatments?

YES _____ NO _____ If yes, please list: _____

8. In the case of accident or serious illness, if the school is unable to contact any person listed in number five above, I hereby authorize the school to take me to the nearest hospital or to the doctor listed in number six above, depending upon the level of emergency involved. If it is impossible to contact the doctor, the school may take me to any other doctor that may be available.

Student Signature _____

RECORD OF INSTRUCTION IN SAFETY

Tennessee Technology College at _____

I, _____, have on this date _____, had
Trainee's Name

explained to me the school regulations relating to shop safety, and have been instructed in the proper operation and care of the machines in the _____ shop. I hereby promise to observe all rules of safety. Furthermore, I will try to protect others from hazard and accidents and, if necessary, call the attention of the instructor to any violation of these rules.

Signature of Trainee

I, _____, certify that _____

has passed an examination in the proper use of the shop machines, and other regulations related to safety. Failure to follow these regulations will result in the trainee being excluded from the instructional activities.

Signature of Instructor

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY LIVINGSTON ACCIDENT/ILLNESS REPORT

Date: _____ Time: _____

Name of Injured _____ Program Enrolled In _____

Address _____

Home Phone _____ Work Phone _____ DOB _____ Sex: M/F

Type: Accident/Injury/Illness _____

Was AED/CPR Administered? Yes/No If yes, by whom? Name _____

Address _____ Phone: _____

Exact location of accident/injury/illness _____

Family Notified: Yes/No If yes, please provide: Name _____

Phone#: _____ Address _____

Assistance Requested or appear to be necessary: Yes/No

If yes, what type of assistance was requested or necessary _____

Injured was: Visitor/Student/Other _____

Give Narrative of how the accident/injury/illness occurred. _____

Was medical services rendered at Tennessee College of Applied Technology Livingston? Yes/No
If yes what kind of medical services and by whom? _____

Was the person taken to a medical facility? Yes/No
If yes by whom? _____

Was ambulance called? Yes/No
If yes, at whose request? _____

Weather Conditions: Sun _____ Rain _____ Ice _____ Indoors _____ Other _____ NA _____

Sidewalk Conditions: Dry _____ Wet _____ Icy _____ Other _____ N/A _____

Photographs taken: Yes/No

Any safety violations noted: Yes/No If yes what kind: _____

Was accident related to: Intoxication _____ Drugs _____ Misconduct _____ Other: _____

Recommendation to correct condition: _____

Witness:

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Report made by: _____ Title: _____

Received at office: Date _____ Time _____

Cc: Student Services _____, Instructor _____, TBR Claims Division _____