



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY  
— LIVINGSTON —

PLAN FOR THE HEALTH  
AND SAFETY  
OF EMPLOYEES,  
STUDENTS, AND GUESTS  
2018-2019

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY – LIVINGSTON  
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# 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 everyday 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 President or Vice President.
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 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 ensure 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 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.

# 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 for 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 an 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, a 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 an 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 President and Vice President 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

1. Student Name \_\_\_\_\_ Class \_\_\_\_\_

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

3. Do you have any physical handicaps, chronic illnesses, mental or nervous disorders, or any other disabilities of which the school and your instructor should be made aware? Yes \_\_\_ No \_\_\_ If yes, list below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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, home and work phone number, if known)

	Name	Address	Home Phone	Work Phone
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

6. Do you have a doctor that you would prefer to have noticed 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 below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. In case of an 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.

I understand that the Medical Record that I have just completed for the Tennessee College of Applied Technology Livingston is gathered for safety issues only, and does not constitute a request of ADA accommodations. If you are in need of accommodations or accessibility assistance due to a disability, please contact the Disability Services Officer, Joel Chappell, Institutional Support Coordinator.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



RECORD OF INSTRUCTION IN SAFETY

Tennessee Technology College at \_\_\_\_\_

I, \_\_\_\_\_, have on this  
date \_\_\_\_\_, had explained to me the school regulations relating  
Trainee's Name

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.

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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 \_\_\_\_\_

## PLAN FOR SAFETY and SECURITY

Emergencies and disasters affecting larger areas and many people can sometimes develop quickly. Flash flood, fires, and earthquakes, for example, can strike with little or no advance warning.

Other types of emergencies and disasters are preceded by a build-up period that provides more time for taking effective protective measures. These might include tornadoes, ice storms, blizzards, hurricanes, some floods, as well as the remote possibility of an earthquake.

With these things in mind, this plan has been developed to present a general outline of measures to be taken in various circumstances for the safety and security of students. Printed materials are available to students in the classroom/shop. These materials may provide a much more comprehensive plan for safety in the event of the various emergencies of disasters.

## SAFETY and EMERGENCY PROCEDURES

### I. INSTRUCTORS/STAFF RESPONSIBILITY

- A. Designate adequate shelter areas for persons in their program and make sure all students know evacuation routes to these areas.
- B. Provide information.
  - 1. Make students aware, during orientation, of necessary steps to handle various emergencies.
  - 2. Discuss the "Plan" with students
  - 3. Make students aware of the location of printed materials on safety.
  - 4. Encourage students to read the material.
  - 5. Make students aware of the location of shelters, fire exits, fire extinguishers, etc.
  - 6. Be sure that Evacuation Routes are posted and students are aware of them.
- C. Never assume.
  - 1. Faculty and staff should never assume that, just because many emergencies or disasters have never occurred, that they never will.
  - 2. Preparation for any or all emergencies or disasters is essential.

D. Be prepared.

1. Check fire extinguishers to see that they are active.
2. Check exits to see that they are not blocked.
3. Check the shelter area to see that it is accessible.

II. **WHAT TO DO IN REAL or THREATENING EMERGENCIES/DISASTERS**

A. FIRE CODES and REGULATIONS

1. Prevention

- a. Don't let trash and "Junk" accumulate.
- b. Check electrical wiring regularly.
- c. Don't string extension wires around.
- d. Store explosive or flammable fluids carefully.
- e. Never store any combustibles near heaters or electrical outlets.
- f. Never use gasoline, benzene, naphtha, and/or similar fluids indoors.
- g. Never let oil or gas soaked rags accumulate.
- h. Never smoke or use flame near combustibles.

2. Extinguishing

- a. Take away the fuel of the fire (remove unburned material from the fire area, if possible).
- b. Remove the air supply (smother it out by using water, sand, earth or chemicals, depending on the type of fire).
- c. Cool the fire with wet blankets.
- d. If it is an electrical fire, shut off electricity supply first. Then put out flames with the available method.
- e. If it is an oil or grease fire, shut off supply, then smother flames with sand, earth, or other heavy nonflammable material.
- f. If it is a gas fire, shut off the gas supply, then use water, sand, or earth to put out the flames.
- g. Know how to use a fire extinguisher.

3. Evacuation Routes

- a. Know evacuation routes from each area which you may have some activity.
- b. Be aware of whether or not exits are clear and accessible.

c. Find alternate routes.

## B. THUNDERSTORMS

### 1. Precautions

a. High winds and hail – if indoors stay away from windows, doors and outside walls. Stay near the innermost part of the building with cover nearby. If outdoors (with no shelter available), lie flat in a ditch and shield your head with your arms.

b. Lightning – Get inside as soon as possible, either a large building or a metal automobile. Do not use the telephone. If caught outside, do not stand underneath a tall isolated tree or a telephone pole. Avoid projecting above the surrounding landscape. If you should feel your hair “stand on end”, drop to your knees and bend forward putting your hands on your knees. Do not lie flat.

## C. TORNADOES

### 1. Know the warnings

a. Tornado Watch – conditions exist for the development of a tornado.

b. Tornado Warning – a tornado has been sighted and you should take action as described in 2 (below)

### 2. Actions to take:

a. Take cover under a sturdy workbench or table as near to the center of the building as possible (hallways furthest from doors, restrooms, closets, etc. Stay away from windows, crouch near an interior wall on your elbows and knees with hands over the back of your head.

## D. WINTER STORMS

1. Keep posted on weather conditions.

2. Be prepared for isolation.

3. Dress for the season.

4. Travel only if necessary.

a. Make sure your car is in good condition, properly serviced, and equipped with good tires.

b. Travel with another person with you if possible.

c. Make sure someone knows you are traveling and approximately when you may arrive.

d. Carry emergency “winter storm” supplies in the car such as sand, shovel, windshield scraper, tow chain, or rope, extra gasoline, and a flashlight.

e. Carry extra clothing such as gloves, hat etc.

#### E. EARTHQUAKES

1. Keep calm, don't panic or run.
2. Stay where you are. If indoors, stay there and take cover under a table, desk, etc. or against inside walls or doorways. Stay away from glass, windows, and outside doors. If outdoors move away from buildings and utility wires. Stay in the open until shaking stops.
3. Don't use candles, matches, or other flames during or after the tremor.
4. If in a car, stop immediately away from overhead objects and remain inside.

#### EVALUATION

The President, Vice President, and Student Services Coordinator will periodically evaluate the effectiveness and reliability of the Safety and Security Plan and make adjustments and revisions whenever necessary.

## Security of Facilities Plan

The security of the facilities and campus of the Tennessee College of Applied Technology - Livingston (TCAT LIVINGSTON) is of high importance to the administration. The maintenance staff of TCAT LIVINGSTON assumes the primary responsibility of securing facilities and the overall safety of the campus. In regards to security, the following procedures are enforced:

1. Doors are locked and program areas secured each afternoon by instructors.
2. Maintenance personnel checks the security of every door on campus each day. (Monday through Friday).
3. Master keys are only issued to administrative staff, maintenance staff, or any other employee on an as-needed basis as determined by the President. A record of all keys issued is maintained in the Vice President's office.

Video cameras are installed outside of the building to allow the administration to monitor the activities on campus.

### KEY CONTROL

The purpose of key control is to establish and maintain integrity in the issuance, return and accountability of keys for TCAT Livingston Main Campus.

The President or Vice President will be responsible for issuing keys to individuals upon employment. The President, Vice President or the Coordinator for Fiscal and Human Resources will collect keys upon termination of employment. The President or the Vice President will periodically check keys for all personnel. All keys should remain in the possession of the employee who the key is issued. At no time should a key be given to an unauthorized individual. If a key is missing or lost, the employee should report it to the President immediately.