

**Bergen County Technical Schools
Adult & Continuing Education
Full-Time Day Program**

Health & Safety Plan

Preface

The Bergen County Technical Schools (BCTS) Adult & Continuing Education Full-Time Day Program has an appropriate plan in place for assuring the health and safety of the institution covering employees, students, and guests. The plan is part was developed collaboratively with staff and district personnel using financial resources and infrastructure mechanisms available to this institution. The plan is reviewed annually by this institution. The plan is a requirement for accreditation from the Commission on Occupational Education (COE) and outlined in Standard 6, question 10 of the Self-Study being completed by this institution in 2017.

Introduction

All stakeholders of the institution have access to basic first-aid, county resources such as police and fire services as necessary, and information/training regarding health and safety/security while on campus. Each program of study, classroom, office, and bathroom has posted Rapid Action Guidelines (RAG) delineating the different type of responses, procedures and protocols in the event of a building or campus emergency. The abstract of those guidelines are propagated through the School Emergency Planning Guide and Crisis Management Handbook (2007, edition). This confidential and classified document is the hallmark of the institutional safety plan. The plans were devised by a consortium of local law, public safety agencies and the administrative team of BCTS.

Each program of study area has a medical kit that is periodically checked for supply availability. One defibrillator/AED emergency boxes is located in the main building near Room 105 and one

mobile cachet is placed in the HVAC/R classroom across the campus. Two “Go -Bags”, complete with short-term emergency supplies are housed on campus. One is located in the Main Office under the desk of the Administrative Assistant and the other located in Room 125. The Go-Bags would travel with staff, students and guests in the event of a mandatory evacuation by local law enforcement. The contents of those bags are replenished every three years, last completed in August, 2015. Several staff members are also trained in CPR resuscitation. The entire campus is a smoke-free and smokeless tobacco environment as decreed by New Jersey Administrative Code (NJAC). Recent lighting upgrades to the campus have improved visibility for employees, students, and guests to the institution. A multitude of external security cameras scan and archive all movements on the perimeter of the buildings and general campus area, and accessible to institutional administrators and law enforcement for investigative purposes. A full-time staff of maintenance and custodial employees provide infrastructure support, campus safety assistance, and basic troubleshooting skills for the smooth and safe operation of the institution. Most of their services are rendered through helpdesk requests or generic work orders submitted by the designated administrative assistant.

Moreover, off-campus field trip protocols have been put in place to assure that students and staff are afforded a safe, healthy, and secure environment as possible while on school business in their program of study. The part of this plan, policy, and procedure includes transportation to and from the visiting site, paperwork requirements, and insurance waivers where deemed necessary.

Employee Health and Safety

This institution employs a labor force with limited contracts, CBAs (where negotiated), or per diem compensation, all under federal workplace safety such as Occupational Health and Safety Administration (OSHA) and NJ wage and labor laws to insure that staff are healthy and safe on

the job. Moreover, adult volunteers, paid or unpaid interns, visiting district employees or representatives are also covered under this institution's Health and Safety Plan.

Reporting Procedures

Employees receive training in reporting Affirmative Action/sexual harassment situations, suicide awareness, blood borne pathogen transmittal and prevention, Megan's Law notifications.

Occupational Health and Safety Administration (OSHA) training is specific to each program of study for those staff members and students. Also provided to all staff are protocols for the Whistleblower Act, recognizing the signs of drug, alcohol, physical or psychological abuse, and table top exercises for campus level safety and security drill procedures. The institution has specific protocols to investigate health and safety issues such as occupational health (also known as Workmen's Compensation), Structured Learning Experience (SLE) requirements when injuries occur within the classroom, and reporting crimes such as theft, assault, or on – campus automobile or bus accidents. The institution also abides by the Clery Act to report and publish (on-line) crime statistics annually. Public access to this report and data is mandated by the law and strictly adhered to by the Chief Administrative Officer of this institution.

A multiple of forms, documents, or required insurance data is gathered by the institution for various accurate reporting of workplace accidents, incidents, and/or injuries, and include the: (a) Work Related Accident Procedures Fact Sheet; (b) BCTS Employee Accident Reporting Form; (c) Bergen Risk Managers First Report of Injury (the institution's main insurer), and (d) the Supervisor's Investigation Form, also under the insurer's umbrella.

Training Protocols

The trainings encompass awareness that affect staff, students, and guests to the institution, or where necessary, self-reported situations. All reporting protocols and investigations strictly

adhere to due process of all parties involved, and follow when necessary the Health Insurance Portability and Accountability Act (HIPAA) laws for individual privacy rights. An on-campus nurse is available for minor health and injury incidents as deemed necessary by the Chief Administrative Officer (Principal) or institutional designee at the time of occurrence.

Distribution Procedures

All policies, plans, or procedures are distributed to employees at the time of the specific training, during their initial employment vetting, or at the beginning of each school year (SY) orientation (usually in September). Employees also may request such documentation from the Chief Administrative Officer or from the BCTS Coordinator of Human Resources. Additional information, pertinent documents, and all BOE policies and procedures are provided in contractual obligations located on the employee portal or by contacting a building union or non-union representative. Such artifacts are accessible with a valid employee username and password or available to the general public by written request under the Public Records Act of NJ.

Student Health and Safety

Student health and safety of the institution has specific reporting and investigating protocols. All potential students receive information on health and safety as outlined in the Student Handbook during the admissions process. Once enrolled, the plans, policies, and procedures are reviewed and shared again with all students during the orientation session. All safety and security protocols such as emergency drills are reviewed periodically by program of study instructors or by the Lead Teacher, who is also the building/campus Chair of the School Safety Team. Security drills, as mandated by NJAC, are conducted for the entire campus (students, staff, students and guests) twice monthly. Occasionally, these drills are monitored by local law enforcement or the Bergen County Fire Marshall, without notice. Compliance is compulsory.

Student injuries are reported, investigated, and acted upon swiftly and adequately. An incident report is generated when medical attention is deemed necessary, or if the campus nurse is summoned to evaluate, or first responders are beckoned on the scene. Student issues such as drug or alcohol use, abuse, or possession follow BCTS BOE policy and are strictly enforced. Due process procedures are an important component of the policy, and are delineated by NJ State law and NJAC.

Students who complain about being subjected to or who witness Affirmative Action/sexual harassment, discrimination of any kind, theft, assault, or other criminal offenses, are encouraged to report such situations. The institution leadership takes such accusations extremely serious, and acts swiftly and with due process efficiency. Any plan, policy, or procedures discussed here or previously are readily available to all students by verbal request, on-line in the Student Handbook, student web portal, or by contacting the Chief Administrative Officer or designee.

Guest Health and Safety

This institution provides guests with appropriate measures to assure their health and safety while on-campus. All visitors are directed to one entrance for vetting purposes and are greeted by an assigned administrative assistant or their designee. Vendors are always directed to the main desk for inquiries, deliveries, or returns. A full-time unarmed security guard, employed by the Bergen County Department of Public Safety routinely patrols the campus, parking lots, and institutional buildings, and will respond to emergency calls and dispatch first responder as necessary.

Security personnel and assigned staff also provide traffic patrol at arrival and dismissal times of the institution and campus proper.

Potential students (and guests) who attend the Wednesday Information Session (WIS) are reminded of the egress and exits for their safety and security during their visit. Program of study

guests such as advisory board members, industry speakers, trainers, or potential employers during open houses, career fairs, and/or special functions are always arranged in advance, and appropriately vetted. Non-campus or non-institution employees, who are district employees though, are required to report to the main office upon arrival, acknowledging their presence at this institution for visiting or business purposes.

Evaluation Protocols

The Health and Safety Plan that covers employees, students, and guests is regularly evaluated and revised with input from stakeholders in the following ways: (a) through the annual teacher (instructional staff) questionnaire (or survey) usually completed in June of each academic year (b) through monthly staff meetings as issues arise or at a “Table Top” training activity; (c) when new edicts from federal, state, local, or BOE directives are issued; (d) when innovations occur due to technology advances, program changes, philosophical developments, and/or situations beyond the control of the institution; (e) when student complete their End of Program (EOP) questionnaire (or survey); (f) when formal or informal suggestions or concerns are raised from students in the four programs of study, and (g) through the writings and revisions of this plan, as an attachment to the COE Self-Study (Standard 6, question 10) to be completed sometime in Spring 2017. The Self-Study, as previously discussed in the Preface) is a precursor to the reaffirmation of accreditation process for this institution under the authority of COE.

Exhibits

Related BCTS BOE Policies

5300	AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS) (M)
5305	HEALTH SERVICES PERSONNEL
5307	NURSING SERVICES PLAN (M)
5308	STUDENT HEALTH RECORDS (M)
5310	HEALTH SERVICES (M)
5530	SUBSTANCE ABUSE (M)
7420	HYGIENIC MANAGEMENT (M)

8431 PREPAREDNESS FOR TOXIC HAZARD
8441 CARE OF INJURED AND ILL PERSONS (M)
8442 REPORTING ACCIDENTS
8460 STUDENT SAFETY
8468 EMERGENCY (CRISIS) RESPONSE

Forms, Documents, Data Collection

Work Related Accident Procedures Fact Sheet
SLE Reporting Form
BCTS Employee Accident Reporting Form
Bergen Risk Managers First Report of Injury
Bergen Risk Managers Supervisor's Investigation Form

Revised: 11.22.16
1.17.17
1.18.17
1.25.17
1.31.17
4.5.17