

Michigan Career and Technical Institute

11611 W. Pine Lake Road Plainwell, MI 49080

499 W. Main St., Benton Harbor, MI 49022

612 N. Park St., Kalamazoo, MI 49007

Health and Safety Plan

Plan is reviewed annual by:

MCTI Management Team

Revised: October 13, 2023

Health and Safety Plan

Sickness, Accidents, and Emergencies

Goal

To ensure that the physical resources provide for the protection of the health and safety of students, faculty, administrative staff, and visitors of Michigan Career and Technical Institutes. (Std 6B.01)

Objectives and Activities

1. Assure the health and safety of employees, students, and guests to maintain readiness is in use.
2. Include procedures for reporting and investigating incidents affecting the health and safety of the institution's constituents.
3. Distribute plans to employees through shared file platform (Std 6B.02)
4. Evaluate annually with input from employees (and revised as necessary) by the MCTI Management Team (Std 6B.03)
5. Ensures basic information about the plan is available to students (Std 6B.04)

Budgetary Resource

Michigan Career and Technical Institute in Plainwell, Michigan is funded 78.7% with USDOE-RSA Title I federal funds, and 21.3% with state and local funds.

Available funding for the BH campus is included in the C.N.A. program on MCTI's main campus. Instructional Supplies, Materials, Equipment needed in an unexpected situation is handled through MCTI's Emergency Purchase Policy 28, which allows instructors to make purchases upon Supervisor approval. Note: Since we are located at the Kinexus/Michigan Works! building -a neighborhood-based training center, we are not charged for lease/rent, lighting, utilities, etc. If MCTI-BH has a concern with maintenance, custodial service, or security service, a copy of our inspection form is submitted to the appropriate contact listed on the site inspection form completed by the MCTI-BH Instructor.

Activities

- 1) Have a safety committee that meets on a regular basis
- 2) Have a MCTI Safety Policy
- 3) Distribute and review MCTI Crisis Management Plan with staff
- 4) Distribute and review MCTI emergency evacuation plan with staff
- 5) Regularly schedule, hold, and review drills for emergency situations
- 6) Do required inspections of fire extinguishers, fire alarms, elevators, kitchen hood fire suppression, boilers, etc.
- 7) Provide training to new students on bullying and sexual harassment
- 8) Instructor Training on how to fill out, distribute and evaluate a Critical Incident Reports (CIR) (Policy 21) will be done annually at the opening week in service
- 9) Maintain system of CIR and include regularly review the reports in the Main Campus review.

Annual Evaluations and Distribution

Plans are reviewed in manager meetings, and input submitted by employees, MCTI'S Institutional Advisory Committee, and the Safety Committee annually. Relevant information about the plan is available to students. Applicable safety documentation is posted throughout the facilities. (Std 6B.03)

PROCEDURES

Health and Sickness

Common illnesses when a student brings the concern. The nurse will:

- Ask you several questions about illness, including your most troubling symptoms and when they started.
- Assess the concern and situation of the symptom concerns
- Communicate providing updates of the decision whether to be dismissed from class.

Onsite Injury (MCTI Policy 9)– The Nurse will:

- Provides follow-up care, meeting nursing standards and physician's orders, and arranges referral to specialist as indicated. Initiates appropriate financial coverage forms.

- Reporting and investigating incidents – The appropriate staff will write up a CIR. The Director will review and takes corrective action in the case of potentially unsafe conditions.

Medical Emergencies (MCTI Policy 9) – when a student/student/guest unexpectedly needs medical assistance anywhere in the building. Observing staff need to call over the P.A. System “Friendly Neighbor is needed at... [state location]. Follow the overheard code:

- First staff to approach will assess the medical condition, provide appropriate first aid, and determines need for more extensive care. If applicable, call 911 for emergency medical transport. If transportation is required, the nurse will give pertinent medical history, current status, and may contact next of kin designated in file.
- Reporting and investigating incidents – Complete a Critical Incident Report (CIR) to inform the Director and all applicable staff of the incident and action taken. After completion, emails CIR to the Manager of Student Services.

Medical Emergencies After Hours (MCTI Policy 10)

1. Assess the situation and determine if medical intervention is necessary; if so, call 911.
2. If a student is disoriented or unconscious, send student’s identification in the ambulance. Until ambulance arrives, provide support and basic first aid as trained. Staff will provide report to EMS responder. In some instances, there may be the need to contact Nursing Staff, or Dorm Supervisor, depending on the nature or severity of the instance.
3. If a student requires the use of an interpreter and needs to be transported to the hospital, staff will transport that individual to either Borgess or Bronson Hospital in Kalamazoo. If the situation involves a 911 call, notify the dispatcher that an interpreter is required.
4. When student is unconscious or incoherent, the family or party designated on the emergency card should be informed that the student has been transported to the hospital. If the student is conscious, ask if he/she wants someone informed.
5. When student returns, check patient discharge instruction sheet to see if follow-up care is necessary, and notify Health Services (Nursing Staff) for follow up.
6. If medical personnel call from the hospital emergency room requesting medical information. We may only provide the following: Emergency contact information, Disability, List of Medications, and Allergy Information.
7. Reporting and investigating incidents - After student leaves by ambulance, complete required documentation using a Critical Incident Report: select the file

from the CIR Folder on the S: Drive (file is read only) S/CIR/16CIRMASTER.doc. Fill-In Report Details. The report requires using drop down menus to complete the report. Be sure to check all applicable boxes. After completion, save the file to your H: Drive by using the individuals last name, first initial, and full date of incident, i.e., zunigaj08222016 (no spaces). Email the report to the Manager of Student Services.

Safety

Emergency Response and Evacuation Procedure (Policy 71)

MCTI has developed the following procedures to facilitate notification and evacuation responses in an emergency:

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, MCTI will immediately

- notify the campus community using the public address system, telephone, campus closed circuit TV system, or through in-person communication. MCTI will also use the RAVE emergency alert system to notify staff and students. MCTI will, without delay and considering the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The emergency notification process involves the receipt of information, the verification of this information, and the evaluation of the information, which then sets into motion the following actions:

- Determination if the entire campus community, or just an affected portion, will receive the emergency alert notification.
- Compilation of the content of the emergency alert message
- Activation of the MCTI RAVE.

The following individuals, at a minimum, will routinely be involved in making these determinations/decisions: MCTI Director, Maintenance Supervisor, Fire and Safety Officer on Duty, Manager of Student Services, Manager of Vocational Rehabilitation, and MCTI Information Technology staff

MCTI will test the RAVE emergency alert notification system at least annually to ensure it is working properly.

ACTION TO TAKE:

Staff/Student - Report all emergencies immediately. If in doubt as whether to call 911, call that number first, then contact Fire and Safety, Dorm Office, or MCTI receptionist.

MCTI Staff - Once a confirmed significant emergency or dangerous situation involving immediate threat to the health or safety of students or staff is occurring on campus, will notify the campus community, unless it is determined that issuing an immediate notification would place the community at a greater risk or would compromise efforts to contain the emergency.

Maintenance Supervisor - Will issue messages through the chosen Fire & Safety Department - communication method, continuing to issue more Information Technology staff - information as it is provided. Initial message will be brief and direct to provide the following information:

- Whether and where to seek shelter, Whether to initiate lock down procedures, Whether to avoid or evacuate a location(s), and Whether to take any other action

Will ensure that the policy will be publicized as follows:

- Annually in the Campus Crime and Security Report, At www.michigan.gov/mcti, New Student Orientation each term, and To staff at the beginning of each school year

Fire and Safety Department - Will test the notification system no less than annually, evaluate its effectiveness, and report results to the Safety Committee.

Please see the index in MCTI's Crisis Management Plan (to follow) for more details and steps for specific Health and Safety situation.

Directional topics include (but not limited to): Death, Homicide, Suicide, Illicit Drugs, Overdose, Violent Actions/crimes, Hostages, Intruders, Shootings, Fire / Evacuation, Hazardous Material Release, Bomb Threat, Tornado or Severe Storm, Contingency Plans environmental Hazardous Plans, and Building Closure procedures.

Exhibits:

Policy 9 Weekday Medical Emergency

Policy 10 Medical Emergency – After Hours

Policy 21 Critical Incident Report (and instructions)

Critical Incident Report (form with follow-up)

Policy 28 Emergency Purchases

Policy 71 Emergency Response and Evacuation Procedures

Policy 19 MCTI Safety Policy

EXHIBIT

POLICY: MCTI POLICY 9 – WEEKDAY MEDICAL EMERGENCY

PERSONS AFFECTED: MCTI STAFF

PROCEDURE:

Students

Are all encouraged to have an emergency medical identification card or medical I.D. tag.

Nurse/Friendly Neighbor

Assess the medical condition, provide appropriate first aid, and determines need for more extensive care. If indicated, call 911 for emergency medical transport. If transport is required, the nurse will give pertinent medical history, current status, and may contact next of kin designated in file.

Staff Member Witnessing

Complete a Critical Incident Report (CIR) to inform the Director and all applicable staff of the incident and action taken. After completion, emails CIR to the Manager of Student Services.

ON-SITE INJURY

Nurse

Provides follow-up care, meeting nursing standards and physician's orders, and arranges referral to specialist as indicated. Initiates appropriate financial coverage forms.

Director

Reviews CIR and takes corrective action in the case of work-related injuries and potentially unsafe conditions.

**MICHIGAN CAREER AND TECHNICAL INSTITUTE
CRITICAL INCIDENT- ACCIDENT REPORT**

Student **Staff**

Staff Reporting: [Click here to enter text.](#)
Date of Incident: [Click here to enter a date.](#)
Date of Report:
Location of Incident: [Choose an item.](#)
Approximate Time of Incident: [Choose an item.](#)

Name(s): [Click here to enter text.](#)
Names of Witnesses: [Click here to enter text.](#)
Were the Police Called? [Choose an item.](#)
Names of Officer: [Click here to enter text.](#)
Police Department: [Click here to enter text.](#)

Incident Type: [Choose an item.](#)
Incident Type Other: [Click here to enter text.](#)

REPORT EXACT DETAILS:

Electronic Signature of Reporting Staff:
Date: [Click here to enter a date.](#)

E-MAIL THIS INCIDENT REPORT TO: LEO-MRS-MCTI-CIR@michigan.gov

EXHIBIT

POLICY: MCTI POLICY 10 – MEDICAL EMERGENCY – AFTER HOURS

In a medical emergency on campus where nursing staff is not on duty, A certified in Basic Life Support staff member on duty is responsible to deal with such emergencies. MCTI will ensure that adequate numbers of staff are trained in First Aid and CPR.

PERSONS AFFECTED: MCTI STAFF

PROCEDURE:

Students: Are all encouraged to have an emergency medical identification card or medical I.D. tag.

- Staff:**
1. Assess the situation and determine if medical intervention is necessary; if so, call 911.
 2. If a student is disoriented or unconscious, send student's identification in the ambulance. Until ambulance arrives, provide support and basic first aid as trained. Staff will provide report to EMS responder. In some instances, there may be the need to contact Nursing Staff, or Dorm Supervisor, depending on the nature or severity of the instance.
 3. If a student requires the use of an interpreter and needs to be transported to the hospital, staff will transport that individual to either Borgess or Bronson Hospital in Kalamazoo. If the situation involves a 911 call, notify the dispatcher that an interpreter is required.
 4. After student leaves by ambulance, complete required documentation using a Critical Incident Report: select the file from the CIR Folder on the S: Drive (file is read only) S/CIR/16CIRMASTER.doc. Fill-In Report Details. The report requires using drop down menus to complete the report. Be sure to check all applicable boxes. After completion, save the file to your H: Drive by using the individuals last name, first initial, and full date of incident, i.e., zunigaj08222016 (no spaces). Email the report to the Manager of Student Services.
 5. When student is unconscious or incoherent, the family or party designated on the emergency card should be informed that the student has been transported to the hospital. If the student is conscious, ask if he/she wants someone informed.

6. When student returns, check patient discharge instruction sheet to see if follow-up care is necessary, and notify Health Services (Nursing Staff) for follow up.
7. If medical personnel call from the hospital emergency room requesting medical information. We may only provide the following:
 - Emergency contact information
 - Disability
 - List of Medications
 - Allergy Information

EXHIBIT

POLICY: MCTI POLICY 21 – CRITICAL INCIDENT REPORT (CIR)

PERSONS AFFECTED: MCTI Staff


Rationale:


Michigan Career and Technical Institute (MCTI) is committed to the safe operation of its facilities and grounds. The MCTI Critical Incident Procedure establishes a uniform protocol for reporting possible hazardous situations, incidents, injuries and illnesses experienced by employees, students or visitors. Incident reporting is designed to ensure that appropriate actions are taken to identify causes and, if necessary, enable management and employees to develop methods to prevent recurrences. The Critical Incident Report (CIR) process and incident investigation is fundamental to maintaining a safe and hazard free campus while promoting safety for all.

Additional emergency procedures are documented in the MCTI Emergency Procedures booklet. The procedures noted in the booklet include emergency contact numbers, emergency alarm system details, fire and evacuation procedures, tornado, bomb threat, bomb check list, medical emergency and power failure procedures.

PROCEDURE:

1. Fill out a Critical Incident Report (CIR) for any situation that appears unusual. A good rule of thumb to use is when in doubt; write it out. The following incidents are available for selection on the CIR:

l Data (Standard State Data) 

<p>MICHIGAN</p>	<p>CLINICAL INSTITUTE REPORT</p>
<p>Staff Reporting: Click here</p> <p>Date of Incident: Click here</p> <p>Date of Report:</p> <p>Location of Incident:</p> <p>Approximate Time of Incident:</p>	<p>Choose an item.</p> <p>Aggravated Assault</p> <p>Alcohol Violation</p> <p>Arson</p> <p>Biohazardous Accident</p> <p>Burglary</p> <p>Communicable Disease</p> <p>Handbook Violation</p> <p>Harassment</p> <p>Hate Crime</p> <p>Infection Control</p> <p>Injury Student</p> <p>Injury Staff</p> <p>Murder/Manslaughter</p> <p>Mental Health</p> <p>Narcotic Violation</p> <p>Property - Lost, Stolen, Broken</p> <p>Robbery</p> <p>Security Violations</p> <p>Sentinel Event</p> <p>Sex Offense</p> <p>Student Illness</p> <p>Vehicle Theft</p> <p>Vehicular Accident</p> <p>Violence/Aggression</p> <p>Visitor Incidents</p> <p>Weapons Violation</p>
<p>Name(s): Click here to enter text.</p> <p>Names of Witnesses:</p> <p>Were the Police Called?</p> <p>Names of Officer: Click here</p> <p>Police Department:</p>	<p>Choose an item. </p>
<p>Incident Type:</p> <p>Incident Type Other: Click here to enter text.</p>	

2. CIR's need to be completed prior to the end of your shift. If this is not possible you must notify your Supervisor through email the incident and why the report was unable to be completed.

3. Filling out the CIR:

- a. Select the file from the CIR Folder on the S:Drive-S/CIR/CIRMASTER.doc
- b. File is "read only" at this stage.
- c. Fill-In Report Details. The report requires using drop down menu's to complete the report and includes the following details:

**MICHIGAN CAREER AND TECHNICAL INSTITUTE
CRITICAL INCIDENT- ACCIDENT REPORT**

Student **Staff**

Staff Reporting: [Click here to enter text.](#)
Date of Incident: [Click here to enter a date.](#)
Date of Report:
Location of Incident: [Choose an item.](#)
Approximate Time of Incident: [Choose an item.](#)

Name(s): [Click here to enter text.](#)
Names of Witnesses: [Click here to enter text.](#)
Were the Police Called? [Choose an item.](#)
Names of Officer: [Click here to enter text.](#)
Police Department: [Click here to enter text.](#)

Incident Type: [Choose an item.](#)
Incident Type Other: [Click here to enter text.](#)

REPORT EXACT DETAILS:

Electronic Signature of Reporting Staff:

Date: [Click here to enter a date.](#)

E-MAIL THIS INCIDENT REPORT TO: LEO-MRS-MCTI-CIR@michigan.gov

- d. To Save File select 'Save As' and save file to your OneDrive by using the individuals last name, first initial, and full date of incident:
Example zunigaj08222016 (no spaces)
- e. Email the Report to: LEO-MRS-MCTI CIR LEO-MRS-MCTI-CIR@michigan.gov
- f. Response to CIR- The Program Manager/Manager responsible for follow-up activities shall be responsible for the following:
 - i. Forwarding the UIR to Andrea Clute (or designee) to enter the Report Details into the AWARE Record and document into CIR Spreadsheet located in the CIR Archives folder. The CIR Archives folder is accessible to Managers, Program Managers, Fire and Safety Lead Worker and Andrea Clute.

- ii. Emailing the Staff that need to be aware of the incident recorded in the UIR.
- iii. Complete the disposition or assign staff to complete disposition.
- iv. Ensure that the disposition is completed.
- v. Student Services Director will sign off on disposition and save in the Archive Folder

g. Disposition-The individual selected to complete the disposition will access the report by email; enter the disposition and save the file to their OneDrive. That individual will send the completed CIR back to the Manager/Program Manager.

h. The Program Manager/Manager will review the completed disposition and determine if further follow-up is needed. If the results are satisfactory, the Manger will save in the CIR Archive Folder under the appropriate school year and email Andrea Clute that the report is completed.

EXHIBIT

**MICHIGAN CAREER AND TECHNICAL INSTITUTE
CRITICAL INCIDENT- ACCIDENT REPORT**

Student **Staff**

Staff Reporting: Click here to enter text.
Date of Incident: Click here to enter a date.
Date of Report:
Location of Incident: Choose an item.
Approximate Time of Incident: Choose an item.

Name(s):
Names of Witnesses:
Were the Police Called? Choose an item.
Names of Officer: Click here to enter text.
Police Department: Click here to enter text.

Incident Type: Choose an item.
Incident Type Other:

REPORT EXACT DETAILS:

Electronic Signature of Reporting Staff:
Date: Click here to enter a date.

E-MAIL THIS INCIDENT REPORT TO: LEO-MRS-MCTI-CIR@michigan.gov

Follow-Up Assignments by Program Manager/Manager

Assigned To: Click here to enter text.
Please respond to the above incident. E-mail completed form to Program Manager/Manager within 10 days.

FINAL DISPOSITION: (Include how this incident was resolved and any recommendations to reduce incidents of this nature in the future.) .

Electronic Signature: Click here to enter text.
Date: Click here to enter a date.

Signature of Administrative Reviewer: Click here to enter text.
Date: Click here to enter a date.

BOTH SECTIONS MUST BE COMPLETED AND SIGNED BEFORE REPORT IS FILED.

EXHIBIT

POLICY: MCTI POLICY 28 – EMERGENCY PURCHASES

PERSONS AFFECTED: MCTI STAFF

According to the procedure outlined in the Administrative Manual, Department of Management and Budget, Chapter 8, Section 1, Subject 5 the following requirements are immediately effective for emergency purchases:

PROCEDURE:

DIRECTOR OR APPOINTEE

Determines that an emergency exists and that a service or commodity is needed to protect individual's property, or governmental services.

APPROPRIATE STAFF

Call Procurement Staff Person to notify of emergency situation and action needed to correct it. Procurement Staff Person sends e-mail to Department purchasing to notify them of emergency. Procurement staff person along with appropriate MCTI Staff submits RQN in SIGMA.

DEFINITIONS:

Commodity: A good, supply, material or piece of equipment.

Emergency: A sudden and unexpected situation beyond the control of the department or agency that require immediate action to protect the health, welfare, or safety of individuals; to protect public property from damage or loss; or to prevent or minimize serious disruption in government services.

Emergency Purchase: A purchase in an emergency situation of a commodity or service, which has a value in excess of a department's delegated purchasing authority. (Refer to Administrative Manual Procedures 8-2-4 and 8-3-2 for the delegated limits).

Service: General labor, professional services, or consulting services.

CS-138: The form used to request Department of Civil Service post approval for emergency purchase of an activity performed by an outside contractor in lieu of employees within the classified service.

Exhibit

POLICY: MCTI POLICY 71 – EMERGENCY RESPONSE AND EVACUATION PROCEDURES

PERSONS AFFECTED: MCTI STAFF

MCTI has developed the following procedures to facilitate notification and evacuation responses in an emergency:

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, MCTI will immediately notify the campus community using the public address system, telephone, campus closed circuit TV system, or through in-person communication. MCTI will also use the RAVE emergency alert system to notify staff and students.

MCTI will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The emergency notification process involves the receipt of information, the verification of this information, and the evaluation of the information, which then sets into motion the following actions:

- Determination if the entire campus community, or just an affected portion, will receive the emergency alert notification.
- Compilation of the content of the emergency alert message
- Activation of the MCTI RAVE.

The following individuals, at a minimum, will routinely be involved in making these determinations/decisions:

- MCTI Director
- Maintenance Supervisor
- Fire and Safety Officer on Duty
- Manager of Student Services
- Manager of Vocational Rehabilitation
- MCTI Information Technology staff

MCTI will test the RAVE emergency alert notification system at least annually to ensure it is working properly.

Exhibit

POLICY: MCTI POLICY 19 – SAFETY AND HEALTH PLAN

PERSONS AFFECTED: MCTI STAFF

It is inherent in the Michigan Career and Technical Institute's role of providing comprehensive services to the disabled that its programs and services are provided in a safe environment. It is for this reason that the facility addresses the need for safety with the assistance of an active safety committee representing all areas of the school. Each committee member has a safety folder containing the safety policy, drill and evacuation procedure, and unusual accident/incident report. The complete safety file containing documentation of safety inspections, safety committee meetings, documents are kept by the chairperson of the safety committee. Some of the documents found in the safety folder and the safety file are attached.

SAFETY POLICY FOR MICHIGAN CAREER AND TECHNICAL INSTITUTE

Michigan Career and Technical Institute (MCTI) advocates and adheres to a crisis policy which complies with all safety laws and ordinances. Consistent with the MCTI Management Plan, MCTI has a responsibility "to provide students, staff, and visitors with an accessible, safe, healthful, and aesthetically pleasing environment in which to learn, work, and recreate". This policy relates also to the Commission on Accreditation of Rehabilitation Facilities (CARF) standard of assuring that the rehabilitation facility is designed, located, constructed, equipped and operated so as to promote the efficient, effective conduct of its programs and to protect the health and safety of persons served, and staff.

The safety of students, employees, and the public is a priority item in the efficient operation of MCTI's services and programs. The highest level of safety standards will be upheld and adhered to, and the importance of safety will be realized in the safety policy's declaration that "Safety" will take precedence over expediency or shortcuts. Every attempt will be made to meet high safety standards and reduce the cause of accidents. It shall be the policy of MCTI to conduct all operations safely to prevent injuries to persons and damage to property. Safety starts with planning and continues through design, construction, operation, and maintenance. All practical steps shall be taken to maintain safe, healthful places of work by building in safe and healthful conditions. Adequate protective and corrective equipment shall be used to minimize the existing accident and health hazards. MCTI has established an Unusual Incident Report (UIR) system available to staff, students, and public for reporting, investigating, and resolution. MCTI Policy Manual – Policy #21.

In-service is done annually, and reports are reviewed and evaluated periodically for trends or other issues by the Safety Committee. Information and input are obtained by staff, students, and the public as applicable to incidents or trends. This information is presented by a safety committee member and reviewed and evaluated periodically at an annual Leadership meeting and the Pine Lake Board as applicable for evaluations, recommendations, and improvements. At students orientation they are directed to the student handbook www.Michigan.gov/mcti where safety and health issues are addressed. They also have a review during their VR orientation/Health Services orientation/Fire and Safety /Dorm orientation. Safety suggestions and issues are received by staff and safety

committee members, students (i.e., student government), and the public for help in ensuring a safe campus.

General Principles and Standards of Safety to Which MCTI Adheres:

1. MCTI management has responsibility to provide the necessary leadership and assignment of duties to the safety committee in keeping it viable and responsible to safety needs.
2. Physical plant and equipment will conform to Health Department requirements, safety regulations, building codes, zoning ordinances and other legal acts which pertain to construction, safety, and design.
3. MCTI will develop and publish periodically the facility's safety policy and procedures in ensuring compliance with all local and state regulations pertaining to safety for all students and staff.
4. MCTI will be responsible for establishing safety-training programs for staff and students.
5. An accident record system will be kept on file for all student and staff accidents. The safety committee will monitor follow-up on accident records for future accident prevention.
6. Develop a budget and allocate funds for the safety program based on recommendations from the safety committee.
7. MCTI staff to participate in periodic review of needs associated with physical plant, equipment, and safety. This review should access those needs as they relate to integration and coordination of services and not as they relate to isolated service functions.

Staff Responsibilities:

The success of an accident prevention program at MCTI depends on the sincere, constant, and cooperative effort of all staff and their participation and support in the following matters:

1. Provision of complete safety instruction to students prior to assignment of duties.
2. Enforcement of all safety regulations in effect.
3. Continuous inspection for unsafe practices and conditions and prompt corrective action to eliminate causes of accidents.
4. Proper investigation of all accidents and prompt and complete reporting of the same.
5. The development and administration of an effective program of good housekeeping and the maintenance of high standards of personal and operational cleanliness throughout the operations.

6. Proper maintenance of equipment and the issuance of instructions for the reduction and elimination of fire and other general hazards.

The staff, in discharging their responsibility for safety, has among their principle duties, the following:

1. To teach students what the hazards are on the job and how to avoid them. This is personalized safety training and requires the preparation of a Job Hazard Analysis for each operation
2. To impart to each student the understanding that violation of established safety rules will not be tolerated.
3. To see that needed safety equipment and protective devices are provided for each job.
4. To take prompt corrective action whenever unsafe conditions and unsafe acts are noted.
5. To teach students that accidents are caused, and they can be prevented.
6. To investigate and find the cause of all accidents, even those that result in minor injuries.
7. To see that all injuries are reported, and property treated.
8. To conduct regular safety appraisals of their area. This includes a careful check of all new and relocated equipment before it is placed in operation.
9. To give full support to all safety activities and safety procedures.

SAFETY COMMITTEE

MCTI maintains an ongoing Safety Committee whose primary function is to assist in sustaining and establishing safety procedures, implement new procedures, and to provide assurance that safety measures and precautions are adhered to for the health and welfare of students, staff, and the public. The committee is comprised of representatives from major departments, and programs at the school. These include: MCTI Director, Physical Plant Supervisor, Manager of Student Services, Manager of Career and Technical Education, Health Services Representative, Union Representative, Trade Instructor Representative, other staff representative with vested interest, and Safety Committee Chairperson. The committee meets quarterly and minutes of each meeting are taken and distributed to committee members.

1. Typical business of the Safety Committee is as follows:
2. Short-range and long-range plans to improve safety of MCTI environment.

3. Schedule and budget allocations for safety improvements.
4. Review of accidents and recommended actions to prevent reoccurrence as well as present as applicable to Administration for their recommendation or improvement.
5. Review safety reports requiring management decision and report recommendations periodically and annually as applicable for improvement.