



William T. McFatter Technical College

Health and Safety Plan

Revised 2023-2024

Introduction

The William T. McFatter Technical College Health and Safety plan has been developed in accordance with district and state guidelines, and in keeping with best practices developed by the staff and administration at the College. Safety is everyone's job, and consequently it is important that all members of the team be aware of the plan and what may be expected of them.

Accidents and Reporting

William T. McFatter Technical College's policy for reporting and investigating accidents is based on Broward County Public policy. Health and Safety procedures and information are listed in the Personnel Handbook, starting on 144. Forms required for documentation of accidents by any persons on the College's campus are available in administrative offices around the campus.

Procedures

Student Accidents:

Special attention must be given to the prevention of accidents to students. Teachers will enforce adequate safety procedures to prevent accidents insofar as possible. In the event of an accident, the procedures listed below must be followed:

1. The first action to be taken after 911 is called (if deemed necessary by security or administration) is to immediately contact a McFatter administrator via radio or phone. In the case of a high school student, call the parent.

2. The department staff member involved completes the Student Accident/Illness form and forwards it to the appropriate Administrators secretary who sends a fax to Risk Management at 754.321.2654.

3. Immediately after the Student Accident/Illness form is received, the appropriate Administrators secretary will notify the Office of Performance and Accountability of all student accidents and illnesses including the details of the student level (high school or post-secondary), gender, program of study and if 911 is called whether the student is transported and the name of the hospital.

4. The Information Management Services (IMS) clerical employee reports the student accident/illness on the L05 panel.

5. The administrator's secretary retains a copy of the completed Student Accident/Illness form on file. *Note:* If a high school student requires ambulance transportation, an administrator or a staff member will accompany the student to the hospital and wait until the parent arrives.

Employee Injuries

A. The School Board is subject to the provisions of the Worker's Compensation Act. This act requires that all work connected injuries be reported promptly. Failure to do so will result in penalties.

B. If medical attention is needed for initial first aid treatment, approved copies of the First Report of Injury or Illness form should be taken with you for the attending physician/hospital. This form

is available from the Office Manager or the payroll bookkeeper. Doctors and hospitals must be selected from the approved list.

C. Fees for treatment of work connected injuries are regulated and employees should not pay the doctor/hospital directly.

D. Any questions pertaining to Worker's Compensation claims should be referred to the office manager. When first reporting accident/injuries to administration, be as specific as possible regarding the nature and severity of the accident/injury. This will aid in response time and in providing appropriate information to emergency personnel. Vehicular Accidents In case of an accident involving a vehicle which takes place on campus or during instructional activities off campus:

1. If an injury occurs, contact 911 immediately.
2. Immediate notification of an Administrator and on-campus security is required. Anti-Bullying Policy the School Board of Broward County and McFatter Technical College are committed to protecting students, employees, and applicants for admission from bullying, harassment, or discrimination for any reason and of any type. All William T. McFatter Technical College staff members have seen the Anti-Bullying video and have reviewed the basic procedural steps for identifying and reporting bullying behavior. For additional information, contact Larry Rothman, Campus Designee at 754.321.5892.

Right-To-Know/Campus Security

Right-To-Know/Campus Security the Right-To-Know and Campus Security Act, Public Law 101-542, requires McFatter Technical College to provide information to students and employees regarding crime awareness and campus security. Please review this information, available from the Office of Admissions and be certain that each student receives a copy of the “Student Right to Know: Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” in the Orientation Packet.

First Aid

William T. McFatter Technical College is governed by Broward County Public School boards **policy 5303** governing First Aid. At the beginning of every school year, all staff members are required to complete Universal Precautions training prepared by the district. Additionally, first aid supplies are maintained in the nurses office per Broward County Public Schools department of Coordinated Student Health Services. First Aid and A.E.D. equipment is located in room 101, the 201 Hallway, and on the Security golf cart. William T. McFatter Technical College currently employs no less than three employees with First Aid/CPR/AED training, and signs noting who these employees are and how to find them are located in classrooms.

Additional Broward County Public Schools Health & Safety Policy

As an institution in Broward County Public Schools, McFatter additionally abides by the following policies regarding Health & Safety.

Policy 2410- [Workplace Violence](#)

Policy 2030- [Use of Specially Trained Animals In A Search For Firearms And Ammunition On School Board Property](#)

Policy 2304.1- [Weapons](#)

Policy 4017.1- [Special Investigative Unit](#)

Policy 1160- [Safety Devices- School Zones](#)

Policy 2150- [Safer Spaces](#)

Policy 5.3- [Mandatory Reporting of Child Abuse, Abandonment, Neglect or Need of Supervision](#)

Policy 5303- [First Aid](#)

Policy 2302- [Facility Security](#)

Policy 2170- [Facial Coverings](#)

Policy 2405- [Employee Self Reporting Rule - Arrests / Charges and Criminal Proceedings](#)

Policy 2120- [Emergency Protocols & Preparedness](#)

Policy 2305- [Building Evacuation Drills](#)

Policy 2.4- [Bomb Threat Procedures](#)

Policy 4380- [Behavioral Threat Assessment](#)

Policy 4017- [Assaulting Personnel](#)

Policy 1400- [Visits To Schools](#)

[Evaluation/Revision](#)

This document is reviewed and revised annually with input from employees and students as described in the Campus Action Plan.

Distribution

This document will be sent via email to all William T. McFatter Technical College staff members and will be posted on the William T. McFatter Technical College website for student access.

Please do not hesitate to reach out to Larry Rothman via email or phone if you have questions, comments, or suggestions regarding the William T. McFatter Technical College Health and Safety Plan.