



Opportunity starts here

Health and Safety Plan
for the
Institution's
Employees, Students, and Guests



Mission Statement

Provide students the opportunity to develop national workplace competencies to fill the needs of business and industry.

Vision

To be our communities' first choice for workforce training.

Core Values

Focus on attracting and retaining students

Implement and maintain systems to enable all students to succeed

Deliver customized employer driven training

Be accountable for our students' learning outcomes

Provide learning experiences when and where necessary to meet our customers' needs

Maintain a safe environment conducive to learning

Recruit and develop quality staff

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1. Overview

The Pinellas Technical College-St. Petersburg (PTC-SP) administrative, instructional, and support staff is diligent in assuring a safe, orderly, and positive physical learning environment for the protection of the health and safety of students, staff, and guests. To fulfill the goal of a safe and healthy environment on a daily basis, the Pinellas County School Board (of which PTC-SP is a school) and PTC-SP policies, processes, and procedures relating to health and safety issues are in place, implemented, and regularly evaluated and revised with input from employees and students. In addition, a system for reporting and investigating accidents is followed by all staff.

The District has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve School District equipment, employees must comply with the following requirements:

- Observe all safety rules
- Familiarize yourself with School District critical incident plans/procedures and emergency preparedness protocols
- Keep work areas clean and orderly at all times
- Immediately report all accidents to their supervisor
- Operate only equipment or machines for which they have training and authorization
- All employees must wear their employee ID badge while on school district property

Employees with questions or concerns relating to safety programs and issues should contact their immediate supervisors.

Visitors in the Workplace

All visitors are required to enter any district facility through the main entrance. Unless escorted by staff, school visitors must show proper identification and be screened through the school's visitor management system and receive a temporary ID badge which must be worn while on campuses with Pre-K through 12 students present. Contractors and vendors on campus must display valid Level II identification issued by the district at all times while on campus.

Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the director's office or contact the administrator in charge.

Employees with Weapons

No employee of the school system shall have a weapon in his or her possession while on school property or at a school activity. Guns, whether operable or inoperable, loaded or unloaded, facsimile weapons or antique weapons may not be brought on to school property including the parking lot or to a school activity. Any weapon confiscated shall be immediately turned over to the principal/building administrator who shall turn the weapon over to the proper authorities. Authorized law enforcement officers, including School Resource Officers, may have weapons in their possession while on duty.

Bullying and Harassment

It is the policy of the Pinellas County School district that all students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment is prohibited.

The following are general processes and procedures designed to assure students, staff, and guests that PTC-SP is a safe and healthy environment in which to teach and learn.

2. Accident Reporting System

The Pinellas County School Board directs that all reasonable efforts be made to ensure a safe learning and working environment for staff and that all district policies and procedures regarding the reporting of accidents to employees, students, or the public be followed.

Student Injury Reporting System

Student injuries must be reported using an electronic system. Designated personnel can enter injuries, print individual reports and generate school listings of incidents by year.

Employees and Volunteers

In the event of a work-related injury or illness, the employee or registered volunteer should notify his supervisor/director immediately (within 24 hours when possible) and obtain any medically necessary treatment from a provider within the worker's compensation network.

Visitors

Injuries to visitors should be reported promptly to the Safety & Loss Prevention Team of Risk Management using the Site Visitor Injury Report Form 3-868. Be sure to note all relevant information on the cause of the event.

3. Accident Investigation

Accident investigation is a necessary and effective technique for preventing recurring or future accidents. Thorough investigations of accidents provide the opportunity to determine the primary cause and contributing factors and how to eliminate them. This technique leads to a safer and more productive workplace. Following an accident and after a report of the injury is completed, there should be some additional investigation beyond the report to identify the underlying causes of the accident. Employee Injury Investigation forms are available through Risk Management—PCS Form 3-870.

4. Site Emergency Plan

The purpose of the PCS-SP Emergency Operations Plan is to identify and respond to incidents by outlining the responsibilities and duties of PTC-SP and its employees. Developing, maintaining, and exercising the plan empowers employees in an incident to act quickly and knowledgeably. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides students and other members of the community with assurances that PTC-SP has established guidelines and procedures to respond to incidents/hazards in an effective way.

Part of PTC-SP Emergency Operations Plan requires the college to conduct regular drills for various scenarios (fire, bomb threat, severe weather, lockdowns/closed campus, limited lockdowns, directional evacuations, etc.) in order for staff, students, and visitors to be prepared during critical incidents. The Site Emergency Plan has easy-to-follow directions, scripts, and staff responsibilities for each critical incident. Signals or codes identify the nature of the threat or danger. Each classroom has an emergency evacuation map posted that instructors discuss with their classes. The school has monthly fire and active assailant drills during the school year. Tornado drills are held once a semester. Drills are conducted so that students and personnel can react quickly and appropriately to an actual incident. All occupants of the school must participate. During the drills, administrative and selected staff members check every building according to a detailed schedule that is reviewed and revised annually or more frequently if needed.

5. Active Threat Response Plan

The primary purpose of the Active Threat Response drills is to provide law enforcement, school leadership, and staff the opportunity to practice skills and protocols and to identify and correct areas of weakness in knowledge, communication, coordination, and decision-making. The goal is to empower participants, save lives, and to prepare staff for their roles and responsibilities.

6. Safety Data Sheets

The Safety Data Sheet (SDS) is a detailed information bulletin prepared by the manufacturer or importer of a chemical that describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first aid procedures, and control measures. Information on an SDS aids in the selection of safe products and helps prepare employers and employees to respond effectively to daily exposure situations as well as to emergencies. All school site Safety Data Sheets (SDS) are maintained and available to all staff through the district's online website: *msdsonline.com*. In addition, teachers in some program areas maintain SDS sheets. The SDS sheets contain information on the composition of chemical substances and provide guidance on the use, storage, spill cleanup and first aid, and disposal of substances.

7. Marjory Stoneman Douglas High School Public Safety Act

Because of the Marjory Stoneman Douglas High School Public Safety Act, a number of safety measures have been put into place in Pinellas County Schools that will result in changes to the daily operations at PTC-SP.

- All staff will be participating in safety training before students begin school. We will continue with safety training throughout the school year.
- Safety drills will take place monthly.
- Joining our staff will be a Safety Security Officer (SSO).
- Our school's main entrance is equipped with secure storefront glass.
- All classroom doors will remain locked and latched when students are present and class is in session.
- All exterior doors are locked during school hours.
- All visitors must be cleared to enter the secure area of the school through Badge Pass.
- Visitors who do not have a Jessica Lunsford Act (JSA) Level 2 clearance must be escorted by school personnel at all times while on campus.

8. AED – Automated External Defibrillators

An AED is a medical device that contains a heart monitor and defibrillator that is used to administer an electric shock through a person's chest wall to the heart. The built-in computer system of the AED assesses the patient's heart rhythm, determines whether defibrillation is needed, and then administers a shock, if necessary. Audible and/or visual prompts guide the user through the process of using the AED.

AEDs are located at various sites around the campus and are checked monthly.

9. Bloodborne Pathogens

The School Board seeks to provide a safe educational environment for students and staff. This can best be accomplished by assuring that all persons associated with the school community understand the method of transmission and prevention of diseases that are not contracted through air-borne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. To comply with the Bloodborne Pathogens Standard, Pinellas County Schools developed a program specific to the educational needs and protection of employees from bloodborne pathogens, referred to as the Bloodborne Pathogens Exposure Control Plan (ECP). The purpose of the plan is:

1. To prevent unprotected physical contact with bloodborne pathogens.
2. To provide appropriate treatment and counseling in the event that unprotected physical contact with bloodborne pathogens occurs.

The Exposure Control Plan is available for review in each school or facility administrative office, and on the PCS Intranet under Employee Support, Employee Safety, Bloodborne Pathogens.

The Risk Management Safety & Loss Prevention Team will review the Exposure Control Plan annually, and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure, and to reflect new or revised employee positions with occupational exposure.

10. Evaluation & Revision

PTC-SP's Health and Safety Plan is evaluated annually with appropriate input from employees and students and revised as needed.