



Health and Safety Plan

UA Local 290 College of Mechanical Systems and Technology

Objectives:

It is the policy of the UA Local 290 College of Mechanical Systems & Technology (COMSAT) that all accidents and incidents which results in personal injury or illness, and/or damage to COMSAT property shall be properly reported and investigated. This operating procedure establishes a process to ensure that all injuries, illnesses, incidents, and accidents are properly managed in a timely fashion, and that all causes (direct and contributory) are thoroughly identified and that the appropriate actions are taken. This policy applies to all students, employees and visitors at any COMSAT location at which work, study or any other COMSAT sanctioned activity is being conducted. This policy sets out guidelines and procedures for the reporting and investigation of injuries, incidents, illnesses, and accidents involving members of COMSAT the community or visitors. Injuries and incidents must be reported and investigated to fulfill legal requirements, ascertain compliance with applicable regulations and COMSAT policies, and assist in taking steps to remedy hazardous conditions to prevent recurrence.

Definitions:

Student - an individual who has contracted with and is registered as a UA Local 290 College of Mechanical Systems & Technology apprentice or journeyman.

Visitor - an individual who is present on UA Local 290 College of Mechanical Systems & Technology premises.

Accident - a sudden and unforeseen event attributable to any factor which caused (a) an injury to a member of the COMSAT community while he/she was carrying out UA Local 290 College of Mechanical Systems & Technology activities or (b) material damage to any COMSAT property.

Incident - an event or a situation attributable to any factor which could cause (a) an injury or illness to a member of the UA Local 290 College of Mechanical Systems & Technology community or (b) material damage to UA Local 290 College of Mechanical Systems & Technology property.

Illness -An unhealthy condition of body or mind; sickness.

Injury - arising out of or in the course of an accident, or a disease, suffered by a student, employee, or a visitor as a result of the work/study/environment or activities performed in the course of employment, study or work.



Employee - a person who is employed by the UA Local 290 College of Mechanical Systems & Technology in either a part time or full-time capacity.

Plan Availability

The Health and Safety plan is made available in the Employee and Apprentice handbooks. It is also available on our website, <https://290tech.edu>.

Internal Reporting

All injuries, incidents, illnesses, or accidents involving students, employees, and visitors shall be reported by the individual involved, using the injury, illness, or accident report form, before leaving the COMSAT premises, either to his/her Instructor, Coordinator, Director, or an authorized representative.

Investigation

The primary responsibility for investigation of an injury or incident lies with the instructor or coordinator or an authorized representative, which may include the Director.

The authorized representative is responsible for writing the investigation report, which shall include:

An account of the injury or incident;

Recommendations for remedial actions to prevent recurrence; and

The names of the departments, services, and persons to which the recommendations have been forwarded for follow up.

All reports are returned and stored in each administrative office. A copy of the investigation report shall be sent to the UA Local 290 College of Mechanical Systems & Technology Director of Training.

Roles & Responsibilities:

Responsibilities of Students, Employees and Visitors

A student, employee or visitor who is a victim of an injury or who has suffered and illness or disease shall:

Immediately report the injury to the authorized representative;

Complete and sign the injury, illness or accident report as soon as possible following the incident. Administrative assistants have copies of all reports.



Responsibilities of Instructors, Coordinators or Administrators:

An instructor, coordinator or administrator should:

Ensure that the victim gets immediate medical attention if required;

Call 911 for Emergency Medical Services if necessary;

Obtain the names of witnesses;

Ensure that anyone who is a victim completes and signs the reporting form;

Investigate the injury.

Follow the three emergency action steps recommended by the American Red Cross (Check, Call & Care)

Sound the emergency alarm- if necessary.

Supervise the evacuation of the building (Please follow guidelines as set forth on the emergency evacuation floorplans).

Provide basic care for an injury or sudden illness until the victim receives professional medical help.

Emergency Procedures

Fires: All Students are urged to acquaint themselves with the location of the exits, fire alarm switches, fire escapes, and available fire extinguishers throughout the Institute. In case of fire, dial 911 immediately. Give the 911 operator the precise location of the fire and they will alert the fire department.

Emergency Evacuation: When a fire alarm sounds, all Instructors and students should proceed to the closest exit and assemble in the main campus parking lot for a head count by the instructor before being dismissed. Emergency Evacuation instructions for each Instructional Service Center are available at that location.

Police: To summon the police, dial 911, and the operator will alert the police department.

Theft: If a theft has taken place, please report it immediately to the Instructor or to the administrative office.

Accidents and Illness: In the event anyone becomes injured or ill at the Main campus or one of the Instructional Service Centers, emergency response should be contacted by the instructor. Emergency personnel will make determinations as to the needed medical attention and transportation.

Incident Reports: A complete report of every incident, no matter how minor, should be made to the Director within 48 hours of the incident. Copies of incident reports can be obtained from the administrative office. For non-emergencies related to police, fire, and rescue, please contact the



local coordinator, and then file an incident report as described above. Any incident involving serious injury should be reported at any time during the day or night to emergency response at (911) then file an incident report as described above. In instances where there is doubt as to whether the incident is serious enough to require a report, it is better to report it immediately.

Campus Security

In addition to the health of our students, the safety and security of our students, their property and campus property is of primary concern. The following policies are in effect to ensure this security.

All Faculty, staff and students are to report the loss or damage of school equipment to the Director. An incident report form should be used for this purpose.

1. No guns, knives or other weapons are permitted on the campuses or in the parking lots at any time. Any student found to possess these items on campus or at their assigned work place will be immediately dismissed.
2. Students are to report any threats or attacks made by fellow students to the Director. A full investigation will be conducted. If these reports are substantiated by the JATC, the offending student will be immediately dismissed.
3. Any other incidents or actions will threaten the harmony or the security of the campus, should be reported immediately to the Director.

On-The-Job

If an apprentice is asked to work in an environment that they believe to be unsafe they must inform their Journeyman, Foreman, or safety personnel immediately. If the situation still exists as to the safety of the work environment the apprentice should call the Program Coordinator of their designated program. All apprentices shall wear proper clothing and maintain their personal appearance in such a manner as not to create a health or safety hazard to themselves, their fellow workers or their employers.

Main Campus or Instructional Service Centers

All apprentices attending related training class will be required to wear suitable clothing and footwear necessary to protect themselves from unforeseen hazards. This clothing will be in such condition as not to soil the carpeting, chairs or stools in the training facilities. If an apprentice continues to appear for class in grimy clothing and shoes or without the proper footwear, he/she is to be dismissed from class and marked absent. The determination of what is suitable is left to the discretion of the instructors or staff.

The JATC requires the wearing of protective eye devices by all persons performing/attending hazardous operations. Places such as the Welding & Brazing shops and some areas used for



Rigging, are considered “high-hazard” areas and require the wearing of protective eye coverage and protective footwear at all times in order to guard against accident, injury and potential liability. All accidents, regardless of how minor, should be reported to the instructor in charge who will report the accident to an appropriate staff member or instructor.

By order of the Joint Apprenticeship Training Committee (JATC) and as prudent safety practices dictate, all guards and appropriate personal protective equipment shall be in place when engaging in any activities at any UA Local 290 COMSAT facility. Any person observed ignoring this policy will be asked to leave the premises immediately.

Guidelines for Review & Evaluation:

This Health and Safety plan is made available on our website (<https://290tech.edu>) along with an email link for comments. The plan will be reviewed and evaluated on an annual basis (or as needed) by the Institutional Advisory Committee and Board of Trustees. These committees will take into consideration effectiveness of reporting methods as well as faculty and student feedback. Any changes to the plan will be communicated with staff, faculty, and apprentices in a timely manner.