

Written Plan for Assuring the Health and Safety of the Institution's Employees, Students, & Guests

Overview

New Community Career & Technical Institute support staff is committed to ensuring students are learning in a safe, clean, and orderly environment for the health and safety of students, staff, and guests. To fulfill the goal of a safe and healthy environment on a daily basis, NCCTI and New Community Corporation have in place policies, processes, and procedures relating to the health and safety of students, faculty, and guests. The school's health and safety policies and procedures are regularly evaluated and revised based on input provided by students and staff.

Reporting Health & Safety Issues

A system for reporting and investigating accidents is followed by all staff and is led by NCC's Security Department. NCC's Security Department is trained to respond to emergencies and activities to help reduce the frequency of accidents and injuries.

NCCTI has in place standard procedures to reduce injury and promote safety. Both staff and students must:

- Observe all safety rules
- Familiarize themselves with the school's critical incident plans/procedures and emergency preparedness protocols
- Keep work areas clean and orderly at all times
- For students, immediately report all accidents to the instructor, administrator, and/or security personnel
- For staff, immediately report all accidents to administrator, security, or NCC's Human Resources Department

Visitors at the Main Campus (274 South Orange Avenue) must sign in with security services upon entering the facility. NCC facilities are staffed by SORA licensed security guards who are trained on how to identify potential safety hazards, de-escalate unruly behavior, and ensure students and staff are working in a safe environment. Students and staff who observe an unauthorized individual at our main or extension campuses must notify the CAO and security services.

Harassment/Bullying

NCCTI is committed to ensuring students and program staff have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The school will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment is prohibited.

Accident Reporting

New Community Career & Technical Institute follows New Community Corporation policies and procedures regarding the reporting of accidents to employees, students, or the public.

Employees

If an employee suffers a work related injury/illness, they have the right to receive timely and appropriate medical care for injuries sustained during the course of, or arising out of, employment, receive timely and understandable information concerning treatment including available alternatives and their potential effectiveness, receive treatment with dignity, courtesy, respect, privacy, and with all of the confidentiality specified within the workers' compensation laws, select or change the Primary Care Physician (PCP) or Specialist Physician utilizing established procedures. Employees are required to immediately report injury received on the job to the CAO or immediate supervisor.

Evaluation & Revision

NCCTI health and safety written plan is reviewed annually by NCCTI program staff, instructors, and security personnel. Meeting notes are captured and a sign in sheet is kept to document this plan is reviewed annually.