

# **Texas Healthtech Institute**

## **Student Health & Safety Plan: 2017-2020**



**9615 College Street  
Beaumont, Texas 77707**

## **Purpose**

Texas Healthtech Institute has the responsibility to maintain a safe and healthy environment for students while they are on campus. This plan outlines the procedures to follow in case of sickness, accidents, or emergency health care needs that arise while on campus.

THTI does not have health services located on the campus; however, hospitals, clinics, and physicians are located nearby. Students who have significant health problems or limitations may be required to submit a report of medical examination prior to initial registration. The institution seeks to assist students with special health problems or limitations in accordance with Section 504 of the Rehabilitation Act of 1973.

## **Basic First Aid**

Basic first aid supplies are available for student use in the office area. First aid kits are equipped with supplies such as Band-aids and minor wound care materials. If you are unable to find the proper first aid supplies, please let someone in student services or the business office know so that kits can be restocked.

## **Accident & Health/Safety Emergencies**

Steps to follow:

1. Sickness, accidents and emergencies should be reported immediately to the instructor or director.
2. The director will assess the situation and determine the appropriate course of action.
3. If necessary, the director or his designee will call 911 for further assistance.
4. If the student is conscious and refuses treatment, the director or his designee will notify an emergency contact noted in the student's file.
5. Upon calling 911, information on the accident victim, type and location of injury, location of accident and phone number should be provided.
6. Do not move the student if there appears to be a head, neck, or back injury due to a fall.
7. If the student needing assistance cannot walk and needs assistance, the area where the student is located should be cleared. Keep the student as calm and comfortable as possible.

- 8 Stay with the student needing assistance until medical help arrives.
9. Only trained personnel should provide medical assistance to the student on school property.
10. After the emergency is over, the director will be responsible for investigating the incident and completing an incident report.

If needed, a member of the crisis management team will contact the parent, guardian, or partner of the student.

Note: If a student is transported via ambulance or life squad, the student is responsible for the cost.

### **Weather Conditions**

In the case of an emergency while school is in session, the director has the authority to assess the situation and act accordingly. For emergencies occurring when school is closed, the director will assess the situation and determine whether classes will be held. If classes are cancelled, efforts are made to notify the students in advance. Instructors or the Director of Education will also be notified to contact students.

### **Student Campus Security Policies**

Students are encouraged to read the Student Handbook that is available upon request from student services personnel.

Students are encouraged to report crimes to local authorities and to the director of the school. In the event of an incident, the director should be called immediately to investigate and notify authorities if warranted.

Develop habits that insure security. For example, always keep cash property secured. Know the location of all alarms and fire extinguishers and know how to use them. Make sure that the entrance of the school is well lit before entering and leaving the premises.

Notify any visitors who might visit you at Texas Healthtech Institute to check in with the receptionist in the front lobby before entering any part of the facility.

### **Safety Rules**

Safety is everyone's responsibility. Safety must be given primary importance in every aspect of planning and performing school activities. Please report all injuries, regardless of how minor, to the director or instructor. Accidents generally occur because individuals fail to follow the proper safety rules. By following the safety rules listed below, you will minimize your chances of having an accident while at THTI:

1. Report sickness, accidents and emergencies of fellow students to the director or instructor.
2. Walk—don't run.
3. Ask for assistance when lifting heavy furniture or objects.
4. Keep cabinet doors and file and desk drawers closed when not in use.
5. Keep your work area clean or orderly.
6. Stack materials only to safe heights.
7. Do not operate any equipment unless you have been properly trained to do so.
8. Wear eye protection when indicated or protective clothes.
9. Use the proper safety equipment required for the job.
10. Watch out for the safety of fellow students.

### **Evaluation**

The effectiveness of this plan is evaluated based upon information that is provided by students through formal and informal means. Incident reports are reviewed to determine if preventive measures can minimize or eliminate health and safety issues involving students.

***Accident/ injury/ Crime Incident Report***

Name:

Your Program/Dept:

Date of this Reporting:

Date & Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

How the Incident Occurred: \_\_\_\_\_

What Action Was Taken: \_\_\_\_\_

Was Medical Attention Provided: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Faculty or Staff Member Present: \_\_\_\_\_

Date This Form Was Submitted: \_\_\_\_\_

## Student Survey of Health & Safety Plan

Directions: Texas Healthtech Institute has a responsibility to maintain a safety and healthy environment for students. We need your input to tell us how well we are meeting this responsibility. Please take a few minutes to respond to the following questions so that we can make changes if necessary.

1. I am clear on what I need to do if I am involved in an accident or become ill while at Campus.

Yes                      No

2. I feel that Texas Healthtech Institute is a safe place for me to receive training.

Yes                      No

3. First aid supplies are available should I need them.

Yes                      No

4. I received adequate safety information during the orientation process.

Yes                      No

5. I am familiar with the evacuation routes in the event of a fire or emergency.

Yes                      No

6. I am instructed to use proper safety equipment when safety equipment is required for the job.

Yes                      No

7. On a scale of 1 to 5, I would rate the importance of safety at Texas Healthtech Institute

1      2      3      4      5 (1 being low; 5 being high)

8. Please list any suggestions that could be implemented to make Texas Healthtech Institute a safer place for students.