

LINDSEY HOPKINS TECHNICAL COLLEGE



Step up to Success

HEALTH AND SAFETY

2022 - 2023

Table of Contents

Mission and Vision	3
Overview	3
Accident Reporting	3
Security.....	5
Photo Identification - Badges	6
Jessica Lunsford Act	6
Emergency Buttons	6
Code Red	7
Code Yellow	8
Maintenance/Custodial Staff	10
Universal Precautions for Blood Borne Pathogens.....	11
Plan Evaluation and Accessibility.....	14
Injury Report Form	15
Workers Compensation Form (Employee)	16

Mission

The mission of Lindsey Hopkins Technical College is to empower students to achieve their career goals and to develop their ultimate potential.

Vision

Lindsey Hopkins Technical College will be a showcase institution. Our administration, faculty, and staff, united in purpose, will provide our student body with the most advanced career/technical and academic education.

Overview

Lindsey Hopkins Technical College (LHTC) is part of Miami Dade County Public Schools (MDCPS), the fourth largest public school district in the United States. To fulfill the goal of maintaining a safe and healthy environment on a daily basis, MDCPS district publishes policies, processes, and procedures relating to health and safety issues.

The administrators, instructors, and support staff members at LHTC are dedicated to providing a safe learning environment for our students. The School has developed a comprehensive Health and Safety Plan to ensure the safety of its employees, students, and visitors. This plan promotes an atmosphere which motivates students to acquire marketable skills in safe, structured, positive, and orderly classrooms, laboratories, and the building overall.

ACCIDENT REPORTING

The system for reporting and investigating accidents is followed by all staff as delineated below in the injury reporting section.

Injury of Student, Staff or Visitor

In the event of student, staff or visitor sickness or accident, an administrator determines the severity of the sickness or accident and follows procedures as necessary.

- ❖ If the student, staff or visitor needs care from emergency services, an administrator will dial 911.
- ❖ An injury report form is completed by an administrator for students and visitors. The injury report form is kept on file in the Building Operations Office and a copy is faxed to the Miami-Dade County Public Schools, Department of Safety.
- ❖ A worker's compensation injury report form is completed by an administrator for staff and the information is called in to the injury claims desk 305-995-COMP.
- ❖ If the student is a juvenile or special needs student, the parent or guardian is notified immediately.
- ❖ If the student, staff or visitor is sick / injured and able to function without emergency services, the student, staff or visitor is isolated and evaluated before being released and an Injury Report Form is completed.
- ❖ If the student, staff or visitor is transported by emergency services for further evaluation or treatment, an Automated Incident Report (AIRS) is input into the MDCPS tracking system.

The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. Goals of preventing or at least minimizing injuries to employees, students, as well and visitors are developed, and maintained to protect everyone.

All employees must comply with the following requirements:

- ❖ Observe all safety rules
- ❖ Observe all CDC guidelines
- ❖ Familiarize yourself with School District critical incident plans/procedures and emergency preparedness protocols
- ❖ Always keep work areas clean and orderly
- ❖ Immediately report all accidents to their supervisor
- ❖ Operate only equipment or machines they have been trained and authorized on
- ❖ All employees and students must wear their ID card while on school district property per rules of MDCPS.

Employees with questions or concerns relating to safety programs and issues should read the Employee Safety Manual, contact their immediate supervisors or any administrator at LHTC. Anyone who becomes aware of an unsafe condition or practice or witnesses a near miss accident should report the circumstances to the campus facility maintenance personnel. This action may prevent a future accident.

First-Aid Kits

A fully stocked first-aid kit is maintained in each department and vocational classroom.

Security

Employees with questions or concerns relating to safety programs and issues should read the Employee Safety Manual, contact their immediate supervisors or any administrator at LHTC. Anyone who becomes aware of an unsafe condition or practice or witnesses a near miss accident should report the circumstances to the campus facility maintenance personnel. This action may prevent a future accident.

Photo Identification – Badges

To properly identify those persons who are authorized to be on campus, LHTC has photo identification badges that are issued to all students upon registration, and to all staff members: the badges are renewed each term for the students and each year for the employees. All visitors must visit the front desk upon entry on the campus to receive a visitor's identification name tag. Students, staff, and guests must always wear their badge in a visible location, above the waist to ensure campus safety.

Jessica Lunsford Act

On June 20, 2007, Governor Charlie Crist signed into law Senate Bill 988, Relating to High Risk Offenders. The bill, effective on July 1, 2007, requires specific notations on the driver's licenses of sexual predators, and established standards and procedures related to the background screening of individuals who provide contracted non-instructional services to Florida public schools or districts. All persons who will have direct contact with students must have completed level 2 screening requirements as described in Florida Statute 1012.32.

This pertains to school district employees, volunteers, interns, mentors, contractors, vendors, coaches, and sports officials. Guests to the campus must report to the front desk upon arrival and present a valid driver's license to be registered and are issued a temporary visitor's badge after being checked through RAPTOR, a rapid check system that identifies sex offenders listed in the State of Florida database.

Emergency Buttons

- ❖ Every classroom and office have an emergency push button calling system, which connects to the in-house base station operator.

- ❖ The operator will contact the appropriate person if someone presses the emergency button.
- ❖ Each teacher is responsible for safety in their assigned classroom. If teachers notice a life safety problem, they are responsible for reporting it to the administrative assistant in charge of building operations or any other administrator.
- ❖ The administrative assistant in charge of building operations will initiate the appropriate corrective action.

Code Red

CODE RED Campus lockdown procedures are used when an imminent, proximal threat to student and staff safety exists on campus. When CODE RED high alert warning signal is announced it is the opposite of fire evacuation procedures; instead of leaving the building , staff and students remain in, or retreat to a safe, secure environment like preidentified hard corners until the all clear signal is given.

When a major emergency occurs, depending on the situation, a designated person (principal or principal's designee) will go on the Public Address (PA) system and make the following announcements – “Students, faculty and staff, we are experiencing a CODE RED.” If an emergency situation should arise where the preceding PA announcement had been made, the following is exactly what to do the moment you hear CODE RED. Everyone should adhere to these guidelines immediately.

- ❖ School administrator (or designee) will announce "Lockdown: Code Red...
Lockdown: Code Red Lockdown.... "
- ❖ If the incident requires immediate medical or police services, contact 911 and the Miami-Dade Schools Police Department 305-995-COPS (2677)
- ❖ Notify School Operations — Adult Education (305)995-7582.
- ❖ Immediately turn on DECON Radio and check in with School Operations
- ❖ Staff and students located in open areas should immediately report to the nearest secured area. Seek protection/safe haven in the nearest secure area.

- ❖ Teachers stand outside their door and direct students, or staff, and visitors to the nearest secured area. (Until hallways are clear)
- ❖ Teachers should lock classroom doors, close windows, (Classrooms with windows) Teachers should request that students move away from windows away from source of danger. Maintain calm and order within the classroom. Classroom doors should be closed and locked; open windows should be closed. Do not permit students to leave your class for any reason until the ALL CLEAR announcement is made.
- ❖ Turn off all audio-visual equipment.
- ❖ Students should quietly remain in their seats.
- ❖ Lockdown update announcements should be made every 30 minutes or sooner if indicated, additionally electronic mail will be used to communicate information to staff.
- ❖ Listen carefully to all announcements. All staff and students should remain in Lockdown mode until CODE GREEN - ALL CLEAR announcement is made. Do not dismiss your students, until an announcement is made giving the all-clear announcement by the principal or designee.
- ❖ Follow directions of emergency personnel and school administrators throughout the emergency period.
- ❖ Designated personnel in the following areas: Main office, Student Services office, Media Center, and Cafeteria will secure the doors and follow the same procedures. Additionally, designated personnel will secure all of the building's perimeter doors. Should you have any questions or concerns, please don't hesitate to see an administrator.

Code Yellow

CODE YELLOW Campus lock down procedures are used when potential known threat to student and staff safety exists within the community.

- ❖ School administrator (or designee) will announce "Lockdown: Code Yellow...Lockdown: Code Yellow Lockdown

- ❖ If the incident requires immediate medical or police services, contact 911 and the Miami-Dade Schools Police Department 305-995-COPS (2677) Notify School Operations - Adult Education (305)995-7582.
- ❖ Immediately turn on DECON Radio and check in with School Operations
- ❖ Staff and students located in open areas should immediately report to the nearest secured area
- ❖ Teachers should stand outside their door and direct students, staff and visitors to the nearest secured area Disregard bell system
- ❖ Secure school perimeter doors, if necessary secure campus perimeter gates,
- ❖ Critical Incidence Response Team members should report to the main office (Principal Conference room) for briefing
- ❖ Classroom doors should be closed and locked; open windows should be closed
- ❖ Turn off all audio-visual equipment
- ❖ Cellular phone use will be limited to the reporting of emergency information
- ❖ Teachers should continue with regular classroom activity
- ❖ Follow directions of emergency personnel and school administrators during the emergency period
- ❖ Lockdown update announcements should be made every 8 minutes or sooner if indicated
- ❖ All students, staff and visitors should remain in Lockdown, Code Yellow Mode until "All Clear" announcement is made Code Green
- ❖ Once "All Clear" announcement has been delivered, regular school activity may resume School administrator should conduct a debriefing meeting with members of the School
- ❖ Critical Incident Response Team, in order to assess the effectiveness of the lockdown School administrator is encouraged to review lockdown response at a faculty/staff meeting
- ❖ Designated personnel in the following areas: Main office, Student Services office, Media Center, and Cafeteria will secure the doors and follow the same procedures. Additionally, designated personnel will secure all of the building's

- ❖ perimeter doors, should you have any questions or concerns, please don't hesitate to see an administrator.

Four fire drills are conducted each year and are recorded in the Fire Alarm Log. A facility fire alarm map indicating locations of fire alarm pull stations, smoke/heat/duct detectors, and horns is kept in the front office to assist maintenance personnel.

LHTC follows board rules addressing building inspection procedures, emergencies, employee safety and health, student safety and health protection, injuries to students, student accident insurance, bomb scares, emergency closing of schools, emergency management procedures, procedures for promoting and maintaining a safe learning environment, and the code of student conduct. All these documents are available in the MDCPS eHandbook/6.1 Safety program.

Maintenance/Custodial Staff

To ensure Lindsey Hopkins Technical College has a healthy learning environment, custodians are assigned to provide routine cleaning throughout the facility, which includes the grounds and the parking garage.

- ❖ Each year, all full time Custodians attend training at Miami Dade County Public Schools Plant of Operations, where custodians are trained to use the approved chemicals and cleaning techniques.
- ❖ Each custodian is assigned an area of the facility to maintain. If there is a life safety issue, the custodian is responsible for correcting the problem. If the problem is beyond the custodian's scope of responsibility, the problem will be reported to the administrative assistant of building operations.

- ❖ The administrative assistant in charge of building operations will provide assistance to the custodian, contact the zone mechanic for maintenance assistance or contact the appropriate department within the Miami Dade County Public Schools (M-DCPS) for assistance.

Universal Precautions for Blood Borne Pathogens

- ❖ Treat all blood and bodily fluids as if they are infectious
- ❖ Protect yourself from touching it
- ❖ If fluids get on your skin or clothing, use good hygiene (hand washing)
- ❖ Always treat everyone as though they are infected

Protective Measures

- ❖ Use protective measures to reduce infection:
 - Personal protective equipment (PPE)
 - Gloves
 - Goggles
 - Special Clothing
- ❖ PPE is the greatest defense in protecting yourself. Before selecting your PPE ensure that:
 - It the right type
 - It is available
 - It is the correct fit
 - You are trained on how to use it
 - You understand when you can't use it
 - It is cleaned and maintained

Hand Washing

- ❖ Hand washing is the best way to prevent the spread of infections and diseases. Good hand washing is:
 - Wet hands under warm water

- Dispense soap onto hands
 - Scrub hands for 1 minute
 - Rinse hands thoroughly
 - Dry hands: use paper towel to turn off faucet
- ❖ Make sure to wash hands if there is accidental contact, broken gloves, after removing gloves, and before eating or drinking.

Removing Disposable Gloves

- ❖ Never touch bare skin with the outside of either glove
 - Always remove gloves:
 - When a task is completed
 - When they are damaged
 - Do not wash and reuse gloves; always use new gloves
 - Dispose of gloves in biohazard bag

Bloodborne Pathogen Exposure at School

- ❖ All employees are subject to infection
- ❖ Most common exposure is picking up contaminated objects
- ❖ To prevent infection:
 - Never touch objects without your gloves
 - Use a pair of tongs or pliers
 - Sharp objects go in a “sharps” container

Handling Trash Bags

- ❖ Always assume every bag has infectious material
- ❖ To handle trash bags:
 - Don't push the contents
 - ALWAYS wear your gloves
 - Check bag for rips
 - Grab the bag by the top

Cleaning Up Spills

- ❖ Never clean up spills unless you have been trained

- ❖ If you have been trained:
 - Wear your PPE
 - Disposable towels
 - Disinfect the site
 - Disposable towels for removing the disinfectant, then place in biohazard bag
 - Remove gloves, wash hands
 - DO NOT clean up spills unless you have been trained

Disposal of Infectious Material

- ❖ Keep infectious material separate from other objects
- ❖ Do not mix “sharps” container with regular garbage
- ❖ Always wear gloves
- ❖ Ask your exposure control officer (Risk Management school board office) if unsure how to handle material

Emergency Procedures If You Are Exposed

- ❖ Contact with skin; skin is not broken (no open wounds):
 - Wash thoroughly with soap and warm water
 - Report the incident
- ❖ Contact with broken skin:
 - Let the cut bleed freely
 - Wash with soap and warm water
- ❖ Contact with eyes, nose or mouth:
 - Flush the area with lots of water
- ❖ Always report incidents and seek medical attention

Preventing Infections from Bloodborne Pathogens

- ❖ Vaccine only for HBV
- ❖ No vaccine for HCV
- ❖ No vaccine for HIV – only anti-retroviral drugs
- ❖ Always use universal precautions

- ❖ Use your PPE
- ❖ Use your training

Plan Evaluation and Accessibility

The Health and Safety plan is reviewed annually during the opening of schools meeting with all employees. Furthermore, the Health and Safety plan is discussed with and explained to all students during the student orientation sessions held with students after they are officially registered in the school. Every year, students review and evaluate the plan through a survey; their input is compiled and shared with the faculty and staff. The students and staff's feedback are considered to make necessary adjustment in the plan. The Health and Safety plan is available in the Student Services office and the Media Center. Additionally, it may be accessed via the internet on the school website.



Miami-Dade County Public Schools

Non-Athletic Injury Report

(*See reverse side of form for selections for items noted with an asterisk.)

Date of Report _____ Date of Injury _____ Injury Time ____:____ AM/PM
Name _____ Student ID# _____

If not an M-DCPS student/employee: (Record only in Automated Incident Reporting System, not Aspen, and maintain form on file.)

Address _____
Date of Birth _____ Gender _____ Home Phone _____ Alternate _____
Describe purpose on site _____

WITNESSES

If an M-DCPS employee was present, write the employee's number/name. _____
(1) Name _____ Phone _____ Student Teacher Other
Address _____
(2) Name _____ Phone _____ Student Teacher Other
Address _____

Parent/Guardian Contact Attempted Yes No First Aid? Yes No Rescue Squad? Yes No
Physician Used? Yes No Physician Name _____
Hospital Used? Yes No Hospital Name _____
M-DCPS Student Accident Insurance? Yes No
Private Insurance? Yes No Unknown Insurance Carrier _____

School Name _____ (1) Accident Location* _____
(2) Specific Activity* _____ (3) General Activity* _____
(4) Accident Agent* _____
(5) Body Part Injured* _____ (6) Side of Body or Part Injured* _____
(7) Nature of Injury* _____
Will accident cause absence? Yes No If so, how many days? _____
Initial Treatment _____

ALL ACCIDENTS REQUIRING MEDICAL ATTENTION BEYOND FIRST AID REQUIRE INVESTIGATION. EXPLAIN DETAILS OF ACCIDENT. ANSWER WHAT, WHY, AND HOW BELOW:

Principal's Signature _____ Instructor _____ Date Report Prepared _____



**THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
WORKERS' COMPENSATION MEDICAL REQUEST**

Reference# _____

Prescriptions:

When you receive a prescription for medication by an authorized workers' compensation physician you must provide the information listed below to the pharmacy in order have no out of pocket cost to you for your initial prescription. You will receive a prescription card in the mail within 5-7 days. If you do not receive a prescription card, please call your adjuster at Gallagher Bassett Services, Inc. at 305-260-9440 or toll free at 1-866-762-5185. You may have your prescriptions filled at your neighborhood pharmacy such as: Walgreen's, CVS, Publix, Target or Wal-mart.

- BIN Number: 014211
 - PCN: myMatrixx
 - Group Number: NZE000074
- For questions, call the myMatrixx toll free number at (844) 276-2515

****EMPLOYEE MUST SIGN BELOW****

The Florida Workers' Compensation Regulation requires workers to utilize doctors and hospitals who are part of the MDCPS workers' compensation medical provider network for work related injuries.

_____ (Signature of Acknowledgment) _____ (Date)

Employee's Name:	Date of Accident:
Employee No.:	
Address:	Telephone No.: ()
School/Work Location:	Position:
Physician's Name:	Address:
Description of Accident:	Part of Body affected:
Authorized by:	Title: _____ Date: _____
_____ (Signature of Principal or Site Administrator)	

- This authorization is for INITIAL FIRST AID MEDICAL TREATMENT ONLY. If additional treatment or prescriptions are indicated, please contact **Gallagher Bassett Services Inc.** at **305-260-9440** or toll free at **1-866-762-5185**. Continued treatment without authorization will result in non-payment of additional medical bills.
- Pursuant to Florida Statute, Chapter 440, the Miami-Dade County School Board reserves the right, under certain circumstances, to conduct appropriate drug and alcohol testing. The employer may require the employee to submit to test for the presence of drugs or alcohol and, if a drug or alcohol is found to be present in the employee's system at level prescribed by rule adopted pursuant to this act, the employee may be terminated and forfeits his or her eligibility for medical and indemnity benefits.

Diagnosis:	
Treatment Rendered:	
Date of Visit:	Date Able To Resume Work:
Physician's Signature:	
Attending Physician's Name:	
Address:	Telephone No.: ()

Fraud Statement

- " Any person who, knowingly and with intent to injure, defraud, or deceive any employer or employee, insurance company, or self-insured program, files a statement of claim containing any false or mislead information commits insurance fraud, punishable as provided in s. 817.234."
- "It shall be unlawful for any physician licensed under chapter 458, osteopathic physician licensed under chapter 459, chiropractic physician licensed under chapter 460, podiatric physician licensed under chapter 461, optometric physician licensed, under chapter 463, or any other practitioner licensed under the laws of this state to knowingly and willfully assist, conspire with, or urge any person to fraudulently violate any of the provisions of Chapter 440, The Florida Workers' Compensation Law."