



**TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY**
MCMINNVILLE

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TENNESSEE COLLEGE OF APPLIED TECHNOLOGY - MCMINNVILLE

2015 PLAN for SAFETY and ACCIDENT PREVENTION

GENERAL

The first objective of the accident prevention program at the Tennessee College of Applied Technology - McMinnville (TCAT McMinnville) is to prevent accidents, which might result in injury or harm to students, teachers, other school personnel or visitors, damage to facilities and equipment, or interruption of the educational processes. Due to the type of training that we offer, there is a significant need for safety and our educational programs must reflect our concern for accident prevention.

The TCAT McMinnville has undertaken the obligation of providing shop and classroom experience for our students and have accepted the responsibility of striving for an accident-free environment and a program of instruction which includes emphasis on effective safety practices. The brunt of this responsibility is delegated to the teacher, but effective fulfillment of the teacher's responsibility can be accomplished only with the support and cooperation of the entire school staff. We recognize the importance of safety education and as a result have taken a positive approach to the problem of accident prevention. Courses of study that include safety instruction as an integral part of their curriculum will make an important contribution to the program of occupational safety while protecting students, teachers, and facilities.

Safety concepts and safe practices grow equally from an understanding of the factors that contribute to accidents and from the performance of tasks in a safe environment. School shops and classrooms provide an environment for the development of safety concepts and safe habits that will guide the actions of the individual throughout his life. Assuming that behavior patterns are formed in part from experiences and environmental background, school shops and classrooms have an important role in developing sound concepts and attitudes pertaining to occupational safety.

When our students are employed in industry, we want them to exhibit the following characteristics concerning safety:

- Have good attitudes toward safety derived from actual training in the practice of safe living in school,

- Know and appreciate that safety will be required of them in just the same way as they are expected to be proficient in other skills they learned in school,
- Have a record of good, safe, accident-free performance in all school work and activities,
- Have had teachers whose sincere interest in and knowledge of safety have caused them to integrate it into all phases of student work and activities,
- Have learned self-discipline and have been taught to understand and live with authority.

SCHOOL SAFETY COMMITTEE

The TCAT McMinnville has an established school safety committee comprised of the Assistant Director, two faculty representatives, and one student. The Assistant Director serves as the committee chairman.

Primary duties of the school safety committee are:

- Continuously review shop safety programs to assure compliance with overall safety goals.
- Assist instructors in preparation of new safety programs and modifications of existing programs as necessary.
- Promote school wide attitudes toward accident prevention.
- Support instructors in enforcing safety regulations.
- Establish procedures for investigating and analyzing accidents.
- Review accident reports.
- Assist in accident investigations and assure that the necessary action is taken to prevent recurrence.
- Make periodic scheduled and unscheduled shop and classroom inspections.

SHOPS AND CLASSROOMS

A detailed safety program exists in every shop and classroom. The major responsibility for shop and classroom safety instruction and accident prevention falls on the teacher. It is his responsibility to include the following consideration in his program:

- Incorporate safety instruction in the course of study.
- Give instruction on hazards and accident prevention specific to the particular area.
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- Foster student cooperation in accident prevention.
- Follow all safety practices personally.
- Keep up to date on modern and accepted safe practices in the subject field
- Revise shop and classroom facilities to provide for optimum safety conditions. Give particular attention to:
 - ✓ Shop layout.
 - ✓ Utilities and building services.
 - ✓ Equipment and tools.
 - ✓ Storage and handling of materials.
- Carry out recommendations of administration for improving safety instruction or safe working conditions.
- Devise and enforce safe housekeeping procedures.
- Provide for use of necessary personal protective equipment.
- Develop specific safe practices and regulations.
- Make recommendations to administrators for improving shop safety conditions.

Numerous methods and techniques are employed by the instructors in order to stimulate students' involvement in the safety programs. In the instructional area, methods that can be utilized are discussions and conferences with students, demonstrations, field trips to industry, assigned reading, and written reports by students, PowerPoint presentations, movies, and on-line video instruction. The example the instructor sets in his daily activities is the most effective and objective of teaching tools. By integrating safety into lessons where the development of skill is the primary objective, the formation of desirable and safe work habits is more likely to occur.

Classroom and shop organizations are a vital part of student participation in safety activities. Each shop and classroom has an organized student committee. The committee is composed of three students with one of the students appointed as safety director. Students serve on a rotating basis. The most important duties of this committee are daily inspection of the shop or classroom area for accident hazards and unsafe practices and the investigation of accidents to prevent recurrence. A shop/classroom safety checklist is provided for the daily inspections. The shop/classroom safety checklist is compiled by the instructor and the overall school safety committee after a thorough investigation to uncover all safety hazards. This check list is to be continuously reviewed and updated by the instructor, the student safety committee, and school safety committee.

Each shop/classroom instructor conducts a safety meeting with all students in attendance at least once each month. These meetings are held for the primary purpose of keeping the students informed and aware of all aspects of the safety program and allow the students an opportunity to make inputs to the program.

Some students require an authorization stimulus to motivate them toward conformity with safety standards and regulations. Students should know that safety standards and regulations will be enforced and that the instructor will take whatever actions necessary to enforce them. Flagrant or continued violations will result in dismissal from school.

ACCIDENT REPORTING

Accident facts can be obtained only if all school shop and classroom accidents, no matter how minor, are reported accurately and completely. Minor accidents are considered important and, therefore, must not be disregarded even though no personal injury occurred. They are indications of mechanical or human failure and should be studied with a view to remedying the conditions which, if only slightly altered, might cause a recurrence of the accident with more serious consequence.

Accident reports are intended to: (1) assist the instructor in building up an accurate and comprehensive record of the accident experience in his shop and classroom, (2) serve as a guide to the determination of effective prevention measures, (3) serve as a basis for evaluating the effectiveness of the shop/classroom safety program, (4) provide protection to the shop/classroom teacher from unfortunate publicity and from possible liability suits which might result from student injury cases, (5) reveal possible accidents patterns insofar as place, time and circumstances are concerned, (6) provide facts from which an analysis of causes can be undertaken, (7) suggest changes in the layout of shop/classroom equipment, (8) disclose previously undiscovered hazards and unsafe practices, (9) suggest changes in the arrangement of, or addition to, the safety content of the course of study, (10) permit comparison with previous accident records.

Reportable accidents are classified in four categories: (1) damage to material or equipment, (2) near injury to personnel, (3) minor injury, and (4) disabling injury.

Accident investigation is the acquiring of as much information as possible to identify those human factors and/or the mechanical or physical factors which culminated in an injury or a near injury to

a person, or damage to equipment or material. In developing a procedure for preparation of an effective accident report, the instructor should ask the questions, how, why, when, where, what, and who.

Whenever an accident occurs involving bodily injury, the instructor, in conjunction with the student safety committee, will conduct an investigation and file an accident report. Tennessee College of Applied Technology - McMinnville School Accident Report, Form number 1 will be utilized for this purpose. Upon completion of the report, the form will be forwarded to the school safety committee. The school safety committee will then review the accident and make whatever recommendations it deems necessary.

The same procedures as described in the previous paragraph also apply for an accident involving only equipment or material damage. However, in lieu of filing a standard form, the instructor will send to the safety committee a written description of the occurrence considering the how, why, when, where, what and who of the accident.

EMERGENCY PROCEDURES

Our school has compiled an outstanding safety record and the credit for this record belongs to you, the instructors. By maintaining a safety conscious attitude and a formal student oriented safety program our school has avoided many serious accidents. Our efforts must be continued and our safety programs strengthened if we are to maintain our past record, but matter how diligent our safety program may be, accidents requiring some medical attention will occur. The procedures we have followed in the past in dealing with emergency situations have been adequate, and we will continue to use the same procedures in the future. In order to acquaint our new instructors and provide a review for our older instructors regarding emergency procedures and the instructors' responsibilities in dealing with emergencies, the following list should be thoroughly studied:

1. The instructor is responsible for maintaining the shop first aid kit with adequate supplies for treatment of minor injuries. First aid supplies can be obtained in the administration office.
2. The instructor is responsible for insuring that proper action is taken to secure necessary treatment in case of an accident or illness.
3. The instructor is responsible for maintaining an accurate medical information card/sheet in each student's file. The student fills out the medical information card/sheet at the time of his enrollment. Do not accept a student in class until his medical form has been completed
4. In case of a serious accident or illness, the instructor should do the following:
 - a. Notify the administrative office that medical attention and/or ambulance is required.

- b. Do not leave the victim.
 - c. Exercise prudence and your best judgment in caring for the victim until medical assistance arrives. (It should be noted that several instructors on the staff have received first aid training and are available to assist in emergency situations).
5. When a minor accident occurs and the victim does not want medical attention, the instructor must not be reluctant to insist that the victim seek medical attention if the instructor considers the injury to warrant additional attention. When these situations occur, an instructor with first aid training should be consulted.
6. The River Park Hospital Emergency Room and the Warren County Emergency Ambulance Service is the agency that will be utilized in case of an emergency medical situation.
6. When a victim is transported to River Park Hospital, a member of the school staff should also go to the hospital.
- Saint Thomas River Park Hospital (931) 815-4000
 - Warren County Emergency Services 911