

# LCCTC Health and Safety Plan

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In Compliance with Council on Occupational Education (COE) Standard 6, Part B  
2024–2027

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### 1. Mission

Prepare people for skilled, innovative, and productive careers.

### 2. Programs and Strategies for School Safety

The LCCTC implements a comprehensive Health and Safety Plan addressing student sickness, accidents, and emergency care. The LCCTC Medical Director, Dr. Laurence, provides 'Standing Orders' for staff nurses. These Standing Orders serve as clinical guidelines for handling sickness, accidents, and emergencies. All student and staff emergency forms are maintained by the nursing staff.

### 3. Health Care Needs Procedures (Standing Orders)

Nursing staff employed by and under the control of LCCTC will use clinical judgment to determine if an incident is emergent, urgent, or routine in nature and will decide for the identified individual to receive appropriate medical care as indicated by their symptoms and signs. Emergency conditions are reflected by significant changes in vital signs or levels of consciousness will be dealt with by appropriate emergency medical first aid procedures including basic life support.

- Sickness – Nursing staff use clinical judgment to assess attention required. Medication and care may be administered as appropriate. Nurses may release students to a parent/guardian due to illness.
- Accidents – Staff assess incidents and report them to the business office. Building administrators and emergency contacts are notified.
- Emergencies – Serious conditions (e.g., anaphylactic shock, chest pain, impaired consciousness, fractures) trigger 911 notification. Qualified personnel administer first aid until emergency responders arrive.

#### **4. Child Abuse Reporting Procedures**

In compliance with the Pennsylvania Child Protective Services Law, school personnel are mandated reporters. Staff must report any suspected child abuse to the Lancaster County Children and Youth Agency and cooperate fully with investigations. The nurse on duty is required to report incidents to Childline in accordance with PA law.

#### **5. Reporting and Investigating Health and Safety Incidents**

All accidents requiring medical attention beyond basic first aid must be reported to the Business Manager and insurance agency using proper forms. This aligns with the COE requirement for incident reporting procedures.

#### **6. Distribution and Evaluation of Plan**

- The Health and Safety Plan is distributed to all employees and reviewed annually by the Joint Operating Committee.
- Feedback is gathered through Safety and Act 44 Committees to revise the plan as necessary.

#### **7. First Aid Supplies**

First aid supplies are readily available across LCCTC campuses in compliance with COE Standard 6-B.5.

#### **8. Student Access to Plan**

A copy of the Health and Safety Plan and Safety Policy #705 is available to students on the LCCTC website.

#### **9. Evaluation and Revisions**

The campus Safety and Act 44 Committees contribute to ongoing evaluation and updates of the plan. This process ensures continued compliance with COE Standard 6-B requirements.

Plan Review Date: June 2025

## **Appendix A – Board Policy 705: Facilities and Workplace Safety**

Book: Policy Manual  
Section: 700 Property  
Title: Safety

Code: 705  
Status: Active  
Adopted: June 23, 2016

### **Purpose**

The Joint Operating Committee recognizes that center facilities must be maintained and operated in a condition that is safe for students, staff and visitors.

### **Authority**

The Joint Operating Committee directs that a safety program shall be maintained to ensure a safe and secure environment for all students, staff and visitors as well as to protect center buildings, equipment and property. The safety program shall provide: instruction for students and staff in safety and accident prevention; protective devices where they are required for safety; and suitable and safe equipment necessary for the conduct of the educational programs and operation of the center.[\[1\]](#)[\[2\]](#)

### **Delegation of Responsibility**

The Administrative Director or designee shall develop and present to the Joint Operating Committee for its approval a school safety plan that addresses school safety issues and prevention of accidents and fire and includes applicable requirements of law and regulations.

The Administrative Director or designee shall:

1. Ensure curriculum to instruct students in safety and fire prevention.[\[3\]](#)
2. Provide required drills and instruct students in safety procedures.[\[4\]](#)[\[3\]](#)[\[5\]](#)
3. Review and evaluate annually center safety and security plans and implementation procedures. Administrators shall inform all staff and students of safety rules at the beginning of the center year.

The Administrative Director shall annually review with the Joint Operating Committee, any new procedures and rules dealing with the safety and security of students and staff and the safe operation of center facilities.

All employees who are injured while performing school duties must make a report of the accident. The report shall be filed in the Business Office as soon as possible.

Instructional staff shall be responsible for filling out accident report forms for students promptly and correctly.

In accordance with state law, all students, staff and visitors participating in designated activities in center programs must wear safety glasses at all times.[\[6\]](#)[\[7\]](#)[\[8\]](#)

## Guidelines

### Safety Committee

A safety committee shall be established to promote the center's goals concerning safety. It shall be the responsibility of the safety committee to:

1. Evaluate the current safety program.
2. Conduct periodic inspections to locate and identify safety and health hazards.
3. Conduct an annual safety inspection, using industry personnel, when possible.
4. Review incident and accident report and investigation forms.
5. Evaluate for effectiveness newly implemented safety equipment or health and safety procedures. The safety committee shall meet monthly, and minutes shall be taken and maintained.

All decisions of the committee shall be by majority vote of members present.

The Administrative Director or designee shall appoint a chairperson and members to serve on the safety committee and shall ensure that committee members are adequately trained.

The committee shall be comprised of persons trained and qualified to promote safe schools and shall act in accordance with applicable laws, rules and regulations.

### Student Safety

Prior to working in a lab or operating a piece of equipment for the first time, students must successfully pass a safety test and have a medical card on file. Students shall wear safety equipment as specified by the instructors and the appropriate health and safety codes.

### Legal

1. [24 P.S. 1850.1](#)
2. [22 PA Code 339.23](#)
3. [24 P.S. 1518](#)
4. [24 P.S. 1517](#)
5. Pol. 805
6. [24 P.S. 5301](#)
7. [24 P.S. 5304](#)
8. Pol. 221
- [24 P.S. 223](#)

