# Health and Safety of Employees, Students, and Guests Plan

**Purpose**

Technical College of the Rockies (TCR) is dedicated to providing a safe and healthy environment for all staff, students, and guests. We prioritize managing risks, ensuring proper use of equipment and materials, and promoting safety through training and oversight. This plan outlines procedures for reporting and investigating health and safety incidents.

This plan is distributed and reviewed annually by staff, faculty, and students through end-of-course evaluations and staff/faculty meetings. It is also posted on the TCR website for review.

**Reporting and Investigating Incidents**

As a school, TCR is responsible for:

- Assessing risks to health and safety and identifying ways to overcome them.
- Providing and maintaining a healthy and safe place to work and study and a safe means of entering and leaving our premises, including emergency procedures for use when needed.
- Providing information, instruction, training, and supervision on equipment. Develop safe work habits, as well as providing working areas and equipment that are safe.
- Ensuring that equipment has all necessary safety devices installed, that equipment is properly maintained, and that appropriate protective gear is provided for students and staff.
- Regularly monitoring and reviewing the management of health and safety, and thereafter making any necessary changes and bringing those to the attention of all staff and students, as appropriate.

The Delta County School District Board has overall responsibility for health and safety and the operation of this policy and has authorized the Executive Director or his designee to have day-to-day responsibility for health and safety matters.

The Executive Director or his designee is responsible for:

- the implementation of this policy statement and keeping it under review;
- having qualified personnel complete safety inspections
- ensuring that legal requirements are met and
- ensuring that any necessary health and safety risk assessments are undertaken regularly and any recommendations are recorded and implemented.

All staff have a duty to look after their own and others' health and safety. In addition, all school staff have a duty under common law to take care of students and guests in the same way that a prudent parent would. As such it is the responsibility of members of staff (teaching and non-teaching), to ensure that the TCR administration is informed of any hazards present in the college. In practice, this means if you see something which you consider to be a hazard, report it; do NOT assume that someone else will. These reports will be confirmed in writing.

It is the responsibility of our campus community to report an incident. The student's responsibility is to report an incident to the Instructor/Coordinator of their program. The Instructor/Coordinator will complete an incident report form and contact the Administration. If the Incident is an emergency, the Instructor/Coordinator will call 911 and then contact Administration.

***Training***

All staff (temporary or permanent) will receive adequate training in health and safety to ensure that they are competent to undertake their work safely and efficiently. A program's curriculum will include appropriate health and safety training before the use of any tools, equipment, and supplies.

***Emergency Action Procedure***

TCR has a written, one-page Emergency Action Procedures document that addresses potential health and safety issues. Instructors are encouraged to put it on the desktop of their computers for quick access. A copy of the document is located in each department and copies are available on request.

In addition to those procedures, TCR has detailed procedures for handling emergency evacuation and shelter-in-place incidents. There will be at least one fire drill per term and the results of all fire drills will be recorded. All staff and students will be trained to ensure they know what to do when they hear the fire alarm. If necessary, additional and repeated training will be available.

Reviewed: June 10, 2026, by TCR Administration