

SPARTAN

COLLEGE OF AERONAUTICS AND TECHNOLOGY

Plan Title	Health and Safety Plan - PART 1
Plan Year	2025
Revision Date	September 2025
Related Rule(s)	Council on Occupational Education (COE), Standard 6, Criteria B1
Rule Description and Objective(s) from the COE Handbook	<p>A written plan for assuring the health and safety of the institution's employees, students, and guests to maintain readiness is in use and includes procedures for reporting and investigating incidents affecting the health and safety of the institution's constituents. [See Section VII. Definitions - Plan and Real, Threatened, or Impending Danger.]</p> <p>The health and safety plan</p> <ul style="list-style-type: none">• has been distributed to employees,• is evaluated annually with input from employees (and revised as necessary), and• ensures basic information about the plan is available to students.
Plan Elements Required	<p>A Plan is defined by COE as: A detailed written proposal/method for achieving an objective. The following elements must be included in a plan: scope of services, budgetary resources, major activities, evaluations of the plan, and stakeholders with whom the plan is shared.</p> <p>Real, Threatened, or Impending Danger is defined by COE as: Any situation which could cause injury to persons on the institution's campus, including but not limited to fires, tornadoes, floods, hurricanes, earthquakes, bomb threats, or violent acts by an individual. Registrant—A person who registers for instruction with intent to attend.</p>
Related Materials	Spartan Injury and Illness Prevention Plan (IIPP) Including: Health, Safety and Well Being Emergency Action Plan Business Continuity

Purpose

To assure the health and safety of employees, students, and guests through preventive measures, emergency preparedness, and readiness procedures that comply with regulatory requirements.

Scope of Services

The plan addresses:

- Procedures for reporting and investigating incidents affecting health and safety.
- Readiness for real, threatened, or impending danger, including but not limited to fires, tornadoes, floods, hurricanes, earthquakes, bomb threats, or violent acts.

- Health and safety training, campus safety policies, and emergency response procedures.
- Protection of employees, students, and guests across all institutional locations.

Plan Evaluation

The plan is evaluated annually with input from employees. Revisions are made as necessary to ensure compliance, readiness, and effectiveness.

Stakeholders for Sharing Plan

- **Employees:** Full plan is available on spartan.edu under consumer information and accessible in the Document Center on SharePoint.
- **Students:** Full plan is available on spartan.edu under consumer information.

Communication Method

Posted on spartan.edu and internally in the Document Center on SharePoint.

Major Activities to Determine Effectiveness

- Regular safety inspections and hazard assessments.
- Safety training and emergency drills.
- Incident reporting and investigation with corrective action follow-up.
- Employee and student feedback via Town Halls, surveys, or committee input.

Budgetary Resources

Annual budget allocations provide for:

- Personal protective equipment (PPE).
- Emergency and first aid supplies.
- Safety materials.
- Facility safety upgrades or corrective actions.

For detailed information, please refer to PART 2: Spartan Injury and Illness Prevention Plan (IIPP) Including: Health, Safety and Well Being Emergency Action Plan Business Continuity.