

Accident Investigation Policy

NTI will promptly investigate any injury or illness that is of a serious nature or could lead to a serious incident. Our purpose for investigating an accident is to determine the root cause of the incident so that future occurrence is prevented.

NTI recognizes there may be an instance when an employee/student not following procedure causes an accident. The purpose for investigating is to learn from our mistakes, not to place blame. The procedures for investigating a workplace accident include the following:

1. We will interview injured workers, students and witnesses.
2. We will examine the workplace for factors associated with the accident/exposure.
3. We will determine the cause of the accident/exposure.
4. We will take corrective action to prevent the accidents/exposure from reoccurring.
5. We will record the findings and corrective actions.

The Correction

Unsafe or unhealthy working conditions, practices or procedures in the workplace will be corrected in an efficient manner. NTI will follow these guidelines to ensure the appropriate actions are taken to correct issues that contradict the safety and health plan:

1. Whenever feasible, corrections will be made at the time a safety or health issue is observed or discovered.
2. When immediate corrections cannot be made, interim protections will be provided
3. If an imminent hazard is detected that cannot be immediately abated without endangering employees, students, and/or property, NTI will remove all exposed employees/students from the area except for personnel necessary for the correction. Employees who are required to correct the hazardous conditions will have the necessary training and skills and will be provided with the necessary protection. If NTI cannot provide the appropriate protection, all employees and students will be evacuated and will wait for outside assistance.

Health and Safety

In case of sickness, accidents, or emergency healthcare needs on campus, this policy applies to students, staff, faculty, and visitors.

- First Aid Kits are available at the following locations:
 - Reception Area
 - Clinical Classroom
 - HVAC Lab
 - CDL Yard

- In the event of an incident, staff will obtain assistance from medically trained employees to assess the situation. Incident reports and accident forms found on the NTI Employee Portal will be completed by employees. Students and visitors will be referred to their personal physician or 911 called based on degree of severity.

- The Campus Operations Director will review health/safety issues and report findings to the Steering Committee for follow-up action as needed.

Northeast technical institute provides information to employees about safety and health issues through regular internal communication channels such as supervisor/employee meetings, bulletin board postings, email, memos, or other written communications. Current health and safety protocols and alerts are posted in staff and student break rooms.

Work

Employees should provide feedback to their supervisor, another supervisor, or a manager.

Students should bring provide feedback to their instructor or staff member who will then share with the Campus Director. Students may also share feedback through surveys that are sent by Student Services.

Physical Resources - Safety

Equipment:

- NTI maintains its physical resources to ensure safety for all students, employees and guests.
- Equipment needs and quality are reviewed periodically to ensure proper operation and safety. NTI will upgrade equipment on an as need basis within budget constraints. Requests for equipment are reviewed by the president and approved based on need and budget.
- NTI maintains maintenance agreements on leased equipment. These agreements are reviewed regularly to ensure optimal use and minimum downtime if the machine is out of use due to repair.
- NTI utilizes student exit surveys to gather feedback on equipment and future needs.

Facilities:

- NTI leases all locations. Each location has a specific lease agreement which outlines the landlord responsibilities, physical plant maintenance, operational plan and improvements of each location. NTI ensures each location is compliant with federal guidelines and state and local codes.
- NTI maintains the facilities by use of outside vendors. This includes regular cleanings, maintenance, and repair.
- NTI maintains insurance policies required by state and federal guidelines. These include but are not limited to: Workers compensation, professional liability, and surety bonds.
- NTI utilizes student exit surveys to gather feedback on facilities and future needs.

Facility and Campus Improvements

- NTI will improve facilities on an as needed basis or as safety concerns arise.
- NTI follows all federal and state guidelines to ensure the campuses meet ADA requirements and state or local code ordinances.
- Supervisors will bring any safety discrepancies or possible concerns to the President for review and possible action.