



Butler Technology and Career Development Schools Health and Safety Plan Revised 12/2/2025

The purpose of this plan is to assure the health and safety of Butler Tech’s employees, students and guests, and to maintain readiness in cases of sickness, accidents, or emergency health care needs on campuses that are aligned with Butler Tech’s Strategic Goals.

Health and Safety Standards

The District recognizes its responsibility relative to students, employees, and visitors health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on District property and at District-sponsored activities. To achieve this, it is the intent of the District that it will avail itself of the most current, proven technologies in the fields of health, safety, and environmental sciences.

Butler Tech works closely with the Butler County Health Department and the Ohio Department of Health to ensure employees, students and guests have a healthy, sanitary environment.

Budgetary Resources

The successful implementation and sustainability of Butler Tech’s Health and Safety Plan depend on appropriate and strategic allocation of financial resources. The District is committed to ensuring that the necessary funding is available to support health, safety, and emergency preparedness measures.

The Safety and Security Committee plays a key role in identifying budgetary needs on a recurring basis, with a formal review conducted during monthly meetings. Budget planning includes, but is not limited to:

- Acquisition and maintenance of safety and emergency response equipment (e.g., AEDs, fire extinguishers, first-aid kits)
- Procurement and implementation of safety-related technologies and software, including the Public School Works platform
- Training and professional development for staff and students on health and safety topics
- Facility upgrades or repairs required to maintain safety and compliance with current standards
- Collaboration and consultation with external agencies, such as the Butler County Health Department and emergency responders
- Maintenance and deployment of emergency operations supplies and resources across all campuses
- Communication systems and materials for safety messaging and emergency alerts

Procedures for Reporting and Investigating Incidents

Butler Tech’s primary method of reporting health and safety related accidents and incidents for staff members is by utilizing the [Public School Works “Staff Accident Management” system](#). The system allows for the reporting and tracking of employee accidents and incidents, and provides resources to

employees for key forms and information, and a log of accidents and reports. The system automates and tracks the workflow of reporting, investigating, and closing out accidents and incidents. In the event of employee injury, the injured party shall notify the Assistant Director of Human Resources and complete the Accident or Injury Investigation form through Public School Works.

Student accidents and incidents are reported first to their primary instructor, and then to their immediate supervising administrator. The Human Resources department is contacted by the administrator, and the Assistant Director of Human Resources works with the supervisor on the appropriate reporting, investigative, and management of the student incident.

Employee Communication and Distribution

All employees shall be trained on health and safety related items through the Public School Works system. Required annual topics include, but are not limited to:

- Bloodborne Pathogens
- Safety Data Sheets
- Hepatitis B Vaccine and Consent
- Back Injury Prevention and Ergonomics
- Slips, Trips and Falls Prevention
- Fire Safety and Extinguisher Use

Staff will be trained on District health and safety standards upon hiring, at their employee indoctrination course. Additionally, all employees will be trained annually on the required topics listed above through the Public School Works system. Employees may also refer to the Part Time & Adult Education Adjunct Instructors Employee Handbook at any time.

Communications with Students

Butler Tech students will be trained on all required health and safety topics by their instructors throughout their course of instruction. Health and Safety instruction will be integrated throughout the curriculum being delivered to students. Students may also refer to their appropriate student handbook at any time.

Technical Infrastructure Plan Availability

The Operations Team, led by the Director of Information Technology, oversees all technology infrastructure and plans for ongoing improvements based on feedback from campus leaders, the IT Advisory Council, faculty, staff, and students. Technology issues or improvement requests may be submitted by a staff member through the website, after which they are assigned to the appropriate IT staff. Requests for system enhancements are reviewed by the Director of Information Technology, and emergency needs outside normal hours may be directed to the Director directly. All technology maintenance and improvements are conducted in a manner that upholds district health and safety standards, ensuring a secure and safe environment for students, staff, and visitors.

Annual/Monthly Evaluation by Safety and Security Committee

The safety and security committee are comprised of the following personnel:

- Executive Director of Business Operations
- Director of Adult Education Campuses
- Director of Liberty TWP Campus
- Director of Property Services

- Executive Director of Information Technology
- Operations Executive Assistant
- Director of the Fairfield Township Campus
- Supervisor of the West Chester Campus
- Supervisor of the Monroe Campus
- Fairfield Township Campus School Resource Officer
- West Chester Campus School Resource Officer
- Monroe Campus School Resource Officer

The Safety and Security committee will meet monthly in order to review, plan, budget for and deploy safety and security related systems, processes, and technology for the District. The Safety and Security committee also reviews and updates Emergency Operations Plans for the district.

Organizational Readiness

The Emergency Operations Plan (EOP) assures the District maintains readiness in the event of sicknesses, accidents, and emergencies. The EOP is developed and reviewed by the Safety and Security Committee, and is submitted and reviewed by the Ohio Department of Education. The District EOP addresses, but is not limited to the following Safety and Security related items:

- Evacuation
- Lockdown
- Medical Response
- Natural Disasters
- Injuries and Health Emergencies
- Pandemics
- Power / Water Outages
- First Aid supplies are available in case of an emergency

Revision Process

Health and Safety policies and administrative guidelines are reviewed and maintained by NEOLA Annually or as required by Neola. Policies updates are approved monthly as required by the Board of Education.

The Safety and Security committee reviews safety plans annually in accordance with Ohio Department of Education policies, and includes feedback from staff, students, administrators and local first responders. Feedback regarding safety and security related items is also reviewed and addressed by the work order system. Employees may submit safety and security related items to PSHelpDesk@butlertech.org and the item is reviewed and assigned to an individual for review and resolution.

This Health and Safety Plan will be reviewed by the Safety and Security committee on an annual calendar year basis.

References

[Adult Education Onboarding Training](#)

Part Time & Adult Education Adjunct Instructors Employee Handbook

Butler Tech Neola Board Policies

- <http://go.boarddocs.com/butler/Board.nsf/goto?open&id=BEMLP4AE7B6>
- PO 8400 School Safety
- PO8405 Environmental Health and Safety Issues
- PO8410 Crisis Intervention
- PO8420 Emergency Situations in Schools
- PO8420.01 Pandemics and Other Medical Emergencies
- PO8420.02 Bioterrorism
- PO 8431 Preparedness for Toxic Hazard and Asbestos Hazard
- PO8442 Reporting Accidents
- PO8450 Control of Casual Contact Communicable Diseases
- PO8450.01 Protective Facial Coverings during Pandemic/Epidemic events
- PO8451 Pediculosis
- PO8452 Automated External Defibrillators (AED)
- PO8453 Direct Contact Communicable Diseases
- PO8453.01 Control of Blood Borne Pathogens
- PO8453.02 Student Exposure to Blood Borne Pathogens

Butler Tech Neola Administrative Guidelines

- <http://go.boarddocs.com/butler/Board.nsf/goto?open&id=ATSJWB4E9C0C>
- AG8400 School Safety
- AG8405 Indoor Air Quality
- AG8410 Characteristics of a School that is safe and responsive to all children
- AG8431A Pesticide Applications
- AG8442 On the Job Injury
- AG 8450 Management of Selected Casual-Contact Diseases
- AG8451 Pediculosis
- AG8453 Exposure Control Plan for Handling and Disposing of Body Fluids
- AG8453.01 Control of Blood Borne Pathogens
- AG8453.02 Student Control of Blood-Borne Pathogens

Plan reviewed by Customer Service Team member on 12.4.2025

Plan reviewed by all staff Spring 2025 and updated based on feedback 8/15/2025

Plan updated and reviewed, on 3/14/2025 by Administrative Assistant, 3/17/2025 by Assistant Superintendent, 3/21/25 by Customer Service Team and 3/26/25 by AE Leadership Team