

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 1660

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PROCEDURE TITLE: Safety

STATUTORY REFERENCE: FLORIDA STATUTES 1013.12 AND 1013.37

BASED ON POLICY: V-30 Safety, Health and Sanitation

EFFECTIVE DATE: February 8, 1974

LAST REVISION DATE: January 29, 2024

LAST REVIEW DATE: ~~January 29, 2024~~, March 15, 2024

I. PURPOSE

To establish responsibility for compliance with the safety standards.

II. PROCEDURE

The College is required to comply with all applicable State laws related to safety, including F.S. 1013.12, Casualty, safety sanitation and fire safety standards and inspection of property; F.S. 1013.37, State uniform building code for public educational facilities construction; The Florida Administrative Code; and the Department of Education's State Requirements for Educational Facilities, including its Maintenance and Operations Administrative Guidelines for School Districts and Community Colleges. These Guidelines include relevant code standards and regulations and applicable regulatory requirements, including National Fire Protection (NFPA); Florida Building Code; Standard Building Codes; and OSHA29 CFR Parts 1910 and 1926.


Each Campus President and District Head is responsible for providing safe and healthy working conditions for every College employee and student on their campus or satellite locations under their supervision. This will also include safety in the operation of college-owned or leased vehicles and watercraft garaged at the campus or satellite locations. The Campus President and appropriate District Head will establish a continuing First Aid course and be assured that qualified First Aid people and First Aid kits are located in risk areas, e.g., carpentry, electric, plumbing and laboratories, with training support from the Center for Institutional and Organizational Learning (CIOL). The Campus President or District Head shall also be responsible for ensuring, with support from the Center for Institutional and Organizational Learning (CIOL), that all employees receive safety training as may be required by OSHA or is otherwise relevant to their work position. Risk Management's Safety and Loss Control Manager can provide guidance on recommended training upon request. OSHA (Occupational Safety & Health Act) posters regarding safety on the job must be displayed in selected areas so that every employee or student has an opportunity to read them. Each Campus President and District Head shall also ensure that Personal Protective Equipment (PPE), as required by applicable laws, shall be provided to employees. The Safety and Loss Control

Manager can provide information on the types and standards of required PPE equipment upon request.

Annual State Requirements for Educational Facilities (SREF) Fire and Casualty Safety Inspections are coordinated by the College's Insurance Consortium (FCSRMC) and scheduled by Risk Management and Facilities Management. Facilities Management personnel will accompany the inspector and will be prepared to open any door in any facility. This representative should have the authority to effect minor changes on the spot. Copies of SREF Reports will be provided to Risk Management, Facilities Management and Campus Presidents. Risk Management will provide copies to local fire departments, as required by statute. Facilities Management will complete recommended repairs as required in the reports.

Risk Management Safety Inspections are held throughout the year at all campuses and satellite locations. They may be announced or unannounced. Unannounced inspections will be telephoned to the Director/Sr. Director of Campus Administration's Office prior to the start of the inspection. If available, it is desirable for a representative of the activity being inspected to accompany the inspector. Copies of all inspection reports will be provided to Facilities Management, the Campus President and the Director/Sr. Director of Campus Administration. Facilities Management and the Director/Sr. Director of Campus Administration shall prepare work orders to repair or correct any life-safety issues as soon as possible.

All employees will forward requests for safety information, guidance or concerns to the Risk Management Department prior to contacting any State or Federal Safety offices for official assistance. Notice of any serious injury, illness, or fatality will be immediately telephoned and emailed to the Director, Risk Management.

	3/15/2024
PRESIDENT	DATE