

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 1660

PAGE 1 of 2

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: February 8, 1974

LAST REVIEW DATE: December 6, 2005

I. PURPOSE

To establish responsibility for compliance with the safety standards.

II. PROCEDURE


Each campus president is responsible for providing a safe and healthful working condition for every College employee and student on their particular campus or satellite location under their supervision. This will also include safety in the operation of college-owned vehicles and watercraft garaged at the campus or satellite locations. The campus president will establish a continuing First Aid course with multi-media support and be assured that qualified First Aid people are located in the risk area, i.e., carpenter, electric, Motor Pool, and laboratories. OSHA (Occupational Safety & Health Act) poster regarding safety on the job must be displayed in selected areas so that every employee or student has an opportunity to read it. Accident and illness records will be kept at each campus. OSHA form Nos. 100, 101, and 102 will be used for this purpose.

Inspections may be announced or unannounced. Unannounced inspections will be telephoned to the Office of the Senior Vice President for Administrative Services prior to the start of the inspection. Each Area Head will establish an office or record for all inspections. A member of this office will accompany the inspector and will be prepared to open any door in any facility. It is also desirable for a representative of the activity being inspected to accompany the inspector. This representative should have the authority to effect minor changes on the spot. All inspection reports will be signed by the campus president and forwarded to the Senior Vice President for Administrative Services for processing. Campus representatives will forward requests for safety information and guidance to the College Safety Engineer and should not contact State or Federal Safety offices for official action. Serious injury, illness, or fatality will be immediately telephoned to the Office of the Senior Vice

President for Administrative Services.

Work orders generated as the result of safety inspections will be forwarded to the Safety Engineer for recommendations prior to presentation to the Work Order Review Board. Day labor projects with respect to safety will also be forwarded to the Building Committee through the Safety Engineer.

Reports on final cost of work orders and day labor projects, approved for safety reasons, will be forwarded to the Senior Vice President for Administrative Services to prepare state and federal reports.

	
	12/6/05
PRESIDENT	DATE