

MANUAL OF PROCEDURE

PROCEDURE NUMBER:	5100	PAGE 1 of 2
PROCEDURE TITLE:	Environmental Safety Task Force	
STATUTORY REFERENCE:	FLORIDA STATUTES 1001.64, 1013.12, 1013.37 AND 403.081	
BASED ON POLICY:	V-30 Safety, Health and Sanitation	
EFFECTIVE DATE:	February 18, 1997	
LAST REVISION DATE:	June 30, 2023	
LAST REVIEW DATE:	June 30, 2023 ; March 15, 2024	

An ad-hoc Collegewide Environmental Safety Task Force assembled by the office of Risk Management and/or Facilities Management, as needed, will be charged to coordinate investigation into and develop responses to reports of environmental concerns or problems within College buildings and ancillary plant, or sites which are received through the administrative process.

The Task Force will include permanent representatives from the following areas:


- Facilities Management
- Human Resources
- Risk Management

In addition, the Director/Sr. Director of Campus Administration, representing the affected campus, will serve on the Task Force as it addresses complaints from that campus. The office of Legal Affairs and the Director of Equal Opportunity Programs will serve as resources to the group as required. The conclusions of the task force will be shared with Risk Management and/or Facilities Management and, if necessary, the College Provost.

Task Force representatives will maintain open communication with affected building occupants, and will coordinate efforts with appropriate internal and external operations to investigate and resolve environmental problems in a timely manner. However, it is understood that many such problems arise from complex, multiple-factor situations that are resolved only after repeated cycles of evaluation, corrective action, and re-evaluation. The Task Force will assure prompt recognition and take effective action to identify the source(s) and/or resolution of an environmental problem which is not immediately evident. The process will include the following:

- Document occupant concerns;
- Inspect and evaluate the problem sites, utilizing external professional services as required;

- Evaluate preliminary information gathered by the campus, the College Safety and Loss Prevention Manager, the Facilities Management Department and any other area contributing to investigation of the problem;
- Coordinate temporary relocation of building occupants, if required;
- Develop and implement recommendations to correct the condition(s) identified as causing or contributing to environmental concerns;
- Recommend and assist in the preparation of requests for proposal from contractors and consultants to be retained by the College to conduct investigations and/or remediations to environmental problems;
- Establish a clear communication process by which building occupants are kept informed of the status and outcomes of environmental safety investigations.

	
03/15/2024	
PRESIDENT	DATE