

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 5101

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**PROCEDURE TITLE:** Notification of Safety, Health, Casualty, Sanitation and Environmental Concerns

**STATUTORY REFERENCE:** FLORIDA STATUTE 1001.64 ND 1001.65

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

**EFFECTIVE DATE:** February 18, 1997

**LAST REVISION DATE:** January 22, 2024

**LAST REVIEW DATE:** ~~January 22, 2024~~; March 15, 2024

## **I. PURPOSE**

The College has developed procedures to ensure that the appropriate areas of the College are notified in order to respond to a safety, health, casualty, or sanitation concern. The steps outlined below should be used to respond to concerns such as medical injuries, illness, safety, sanitation and environmental issues, including indoor air quality.

## **II. PROCEDURE**

These steps should be followed in cases of injury to a College employee, student or visitor, or cases of safety and health concerns.

### **A. Injuries which occur to a College employee:**

1. Immediately report injuries to the Campus Public Safety Department and the employee's immediate supervisor.
2. Public Safety will dispatch an officer to the scene.
3. Public Safety will notify Fire/Rescue, if necessary.
4. If employee is not transported by Fire/Rescue and other medical is required, Public Safety will complete the Miami- Dade College Workers' Compensation Authorization Form and directs the employee to the appropriate Workers' Compensation Clinic for medical evaluation and treatment.
5. Public Safety Security will complete the appropriate report and forward a copy to the College Risk Management Office.

### **B. Injuries which occur to a visitor or student:**

1. Report injuries to the Campus Public Safety Office.
2. Public Safety will dispatch an officer to the scene.
3. Public Safety will notify Fire/Rescue, if necessary.
4. If a student is injured, Campus Security will notify the Dean of Student Services.
5. Public Safety will complete an Accident/Incident Report and forward a copy of the report to the College Risk Management Office.


## C. Health and Safety Concerns:

1. Employee notifies his or her supervisor of a health or safety concern. If employee becomes ill, illness should be reported to the Campus Public Safety Department. Procedures listed above under A. *Injuries which occur to a College Employee* should be followed. See also D. *Illness of a College Employee*.
2. Supervisor notifies Campus Public Safety.
3. Campus Services notifies the Director/Sr. Director of Campus Administration.
4. The Director/Sr. Director of Campus Administration notifies the Division of Human Resources/Talent Management, Facilities Management and the Risk Management Office.
5. The ad-hoc Collegewide Environmental Safety Task Force will be convened by Risk Management to coordinate investigation into, and development of responses to reports of environmental problems within College buildings and ancillary plant. (See Procedure 5100).

## D. Illness of a College employee:

1. If employee needs immediate medical assistance, follow procedure A.
2. If employee has a complaint of illness due to a safety, health, sanitation, casualty or environmental problem, the employee notifies his or her supervisor and steps 2 through 5 in Procedure C. (above) are followed.
3. Employee who sustains an illness in the course and scope of their employment will be authorized to meet with a Workers' Compensation doctor. For non-work-related illnesses, the employee would see their personal doctor. Following are the possible results of this visit:
  - a. The Workers' Compensation doctor releases the employee (no illness or illness is not job-related); employee may then go to his or her personal doctor. The employee's personal doctor may indicate no illness exists, or that an illness does exist. In a case where a personal doctor indicates an illness exists, the College may utilize a third-party consultant.
  - b. The Workers' Compensation doctor may indicate that the employee may return to the workplace after a specified period of time.
  - c. The Workers' Compensation doctor may indicate that the employee should not return to the workplace and verifies a disability. Employee may contact the Director of Equal Opportunity Programs or Human Resources for information about assistance under the Americans with Disabilities Act (ADA). Human Resources will engage the services of the College's independent medical consultant to assist in making a medical determination on this matter.

If an employee uses his or her own doctor for the initial assessment, the occurrence will not be covered under Workers' Compensation.

	03/15/2024
<b>PRESIDENT</b>	<b>DATE</b>