The College has established guidelines and procedures to minimize injury to faculty, staff, students, and visitors to minimize damage to property, and to provide a safe and healthy environment.

The College strives to provide safe surroundings and equipment. Safety procedures are established for the benefit of all employees. When safety equipment is required, such equipment shall be furnished by the College. Failure to follow established safety practices including the performance of unsafe acts or failure to wear and/or use safety equipment shall result in disciplinary action.

In any situation where unsafe conditions are observed, facts concerning this condition should be brought to the attention of the appropriate supervisor without delay. All on-campus disturbances that are disruptive, abusive, and/or threatening must be reported to the Campus Police Department immediately. These incidents or disturbances may involve other staff members, students, or the public. All incidents involving an employee or observed by an employee should be reported.

The following procedures are provided for a safety/loss prevention program to minimize injury to faculty, staff, students and visitors, to minimize damage to property, and to provide a safe and healthy environment.

Program

In support of the safety/loss prevention policy, the College establishes a safety/loss prevention program in accordance with all applicable federal, state, and local laws and regulations including, but not limited to, the following:
SREF 1994
Federal and State Occupational Safety and Health Administration (OSHA) standards
F.S. 440.56, Workers Compensation
F.S. 633, Fire Prevention and Control
F.S. 527, Liquefied Petroleum Gas
F.S. 442, Florida Right-to-Know Law
Mine Safety and Health Administration Regulations (MSHA)
Joint Commission on Accreditation of Healthcare Organizations Regulations (JCAHO)
National Fire Protection Association Codes and Standards (NFPA).

Safety/Loss Prevention Committee

The Safety/Loss Prevention Committee is an advisory body established by the President. The overall function of the Committee is to develop and recommend to the President matters of policy and procedure affecting the administration of the safety/loss prevention program at the College.

The Committee membership shall be composed of, but not limited to, the following:

- Risk Management Coordinator (Chair)
- Safety/Loss Prevention Coordinator
- Director of Plant Operations
- Controller
- Director of Human Resources
- One representative from science department
- Two classified staff employees

The functions of the Committee shall include, but not be limited to, the following:

1. Coordinating and establishing goals, objectives, and regulations for safety/loss prevention
2. Developing policies and procedures concerning safety/loss prevention
3. Reviewing accident investigation reports, safety reports, and safety statistical data/records
4. Reviewing and/or performing follow-up investigations of accident and safety inspections and making recommendations of appropriate action to the President and other College officials
5. Reviewing the Emergency Response Plan on an annual basis
6. Addressing concerns regarding general/specific safety/loss prevention efforts
7. Monitoring internal safety and health inspections
Meetings will be held on a regular basis and on an "on-call basis" when deemed appropriate. Notice of meetings may be given orally or in writing. Attendance of committee members shall be mandatory.

Minutes of each meeting shall include inspections/safety recommendations and action taken on recommendations. Copies of approved minutes shall be distributed to members of the Committee, to the Administrative Council, to the FCC Risk Management Consortium, and campus wide via internal College publications. Original minutes shall be maintained by the Risk Management Coordinator.

Emergency Response Plan

This plan shall be maintained by the Safety/Loss Prevention Coordinator and shall address life safety hazards and the actions the employer and employees must take in an emergency. The plan shall be reviewed annually by the Safety/Loss Prevention Committee.

Employees shall be provided instruction on the Emergency Response Plan during orientation and on an annual basis thereafter.

A copy of the Emergency Response Plan shall be available in all administrative offices and the Public Safety Office.

Taking into consideration both occupied and unoccupied premises, this plan must identify the crisis management team; the evacuation procedures, assignments, and routes (primary and alternate); the rescue and first aid duties; the fire fighting procedures and assignments; and the procedures for primary and backup communications.

Responsibilities of the President

The President, as chief executive/administrative officer of the College, has overall responsibility for implementation and administration of the safety/loss prevention program for the College.

Responsibilities of the President shall include, but not be limited to the following:

1. Maintaining and enforcing the safety/loss prevention policy and program for the College

2. Monitoring the Safety/Loss Prevention Committee, appointing a chair, and reviewing committee minutes

3. Appointing a safety/loss prevention coordinator to oversee the loss prevention program for the College

4. Developing a strong safety attitude and a clear understanding of duties and responsibilities regarding safety and loss prevention among all College employees

5. Reviewing accident experience and safety/loss prevention program audits

Responsibilities of Risk Management Coordinator
The Risk Management Coordinator shall be responsible to the President for the direction and administration of the safety/loss prevention program.

Responsibilities of the Risk Management Coordinator shall include, but not be limited to, the following:

1. Developing and maintaining the safety/loss prevention program to incorporate current practices and philosophies adopted as the most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities, and damage to equipment and material.
2. Serving as chairperson of the Safety/Loss Prevention Committee.
3. Consulting with administrative personnel and employees on safety/loss prevention matters and providing guidance to assure effective administration.
4. Reviewing summaries of accidents with the President and the Safety/Loss Prevention Committee, including information on accident/injury experience, related costs, cause analysis to determine trends, problem areas, and overall safety performance.
5. Performing follow-up investigations to ensure that unsafe conditions or practices have been corrected.
6. Informing the President and appropriate administrators of the status of matters affecting the safety/loss prevention program.
7. Evaluating compliance with the safety/loss prevention program campus wide by making periodic inspections of facilities for conditions and practices needing improvements, including recognized hazards.
8. Ensuring that drivers of College vehicles have a current driver’s license and a satisfactory driving record.
9. Coordinating compliance with federal, state, and local safety laws.
10. Assisting loss prevention/safety professional personnel.
11. Coordinating appropriate investigation of workers’ compensation accidents.
12. Coordinating the development of the employer comprehensive safety and health program utilizing guidelines stated in Florida Administrative Code Rule 381-10.

Responsibilities of Safety/Loss Prevention Coordinator.
The Chief of Campus Police shall serve as the Safety/Loss Prevention Coordinator and shall assist the Risk Management Coordinator with the direction and administration of the safety/loss prevention program.

Responsibilities of the Chief of Campus Police shall include, but not be limited to, the following:

1. Assisting in the development and maintenance of the safety/loss prevention program to incorporate current practices and philosophies adopted as the most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities, and damage to equipment and material
2. Serving as a member of the Safety/Loss Prevention Committee
3. Consulting with executive/administrative personnel and employees on safety/loss prevention matters and providing guidance to assure effective administration
4. Reviewing monthly summaries of accidents with the Risk Management Coordinator and the Safety/Loss Prevention Committee including information on accident/injury experience, related costs, cause analysis to determine trends, problem areas, and overall safety performance
5. Performing follow-up investigations to ensure that unsafe conditions or practices have been corrected
6. Informing the Risk Management Coordinator of the status of matters affecting the safety/loss prevention program
7. Evaluating campus-wide compliance with the safety/loss prevention program by making periodic inspections of facilities for conditions and practices needing improvements, including recognized hazards
8. Ensuring that drivers of College vehicles have a current drivers license and a satisfactory driving record
9. Assisting loss prevention/safety professional personnel
10. Developing, implementing, and maintaining an emergency response plan

Responsibilities of Supervisor

Each supervisor at the College has a responsibility for the safe conduct of the employees assigned to that area and for assuring safe conditions of machinery and equipment in the workplace. The supervisors are considered accountable for preventable injuries, collisions, and liabilities caused by employees assigned to their areas. Key supervisors shall be certified in CPR instruction and be able to provide first aid treatment.
Supervisors have these responsibilities for safety:

1. To know the safety policies and procedures related to their assigned area and the College as a whole

2. To ensure that their assigned employees are informed and have an understanding of the safety procedures and safety/loss prevention policies related to their duties and responsibilities, including the use and need for protective equipment for specific hazardous jobs

3. To implement and enforce the College safety/loss prevention policies and procedures for maximum efficiency of each job

4. To provide safety instruction to focus on potential hazards, and changes in work conditions and procedures

5. To assure that necessary safety equipment and protective devices for each job are available, used, and maintained properly

6. To observe and evaluate work conditions and procedures to detect and correct unsafe conditions and practices

7. To inspect the workplace to correct deficiencies to prevent injury or property losses

8. To maintain a list of critical parts in the work area if appropriate and inspect as needed (crane cables, safety valves, etc.)

9. To investigate accidents promptly and make certain that corrective action is undertaken and completed

10. To take disciplinary action when violations of the safety/loss prevention policies occur that are directly related to saving lives, preventing injuries, or destroying property or equipment of the College by willful violation of safe work rules

11. To document violations of a safe work rule, maintain this record in individual personnel files, and use such information as part of the performance appraisal process

12. To include safety/loss prevention as a topic in the performance appraisal process