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## Purpose

The purpose of this procedure is to establish the Occupational Health and Safety Process Team (OHSPT), Academic Safety Process Team (ASPT) and Campus Safety Teams to encourage and promote safety awareness in an effort to reduce accidents, occupational illness, injuries and property damage and ensure regulatory compliance related to environmental protection, health and safety.

## Procedure

- A. Occupational Health and Safety Process Team (OHSPT) Procedure - The OHSPT shall function as an advisory body to assist the Executive Director of Risk Management and Vice President for Finance and Administration in the development of policies and procedures affecting the administration of College occupational health and safety.
  1. The OHSPT shall:
    - a. Create and maintain collegewide awareness and active interest in all safety programs and encourage participation by all employees;
    - b. Support and promote the continual emphasis on safety and loss prevention techniques;
    - c. Support and promote regulatory compliance for the areas covered by this procedure;
    - d. Serve as a means of safety communication;
    - e. Promote collegewide uniformity in safety processes, structures and training;
    - f. Raise and discuss occupational health and safety issues and provide recommendations to College administration and the Executive Leadership Team (ELT);
    - g. Discuss, evaluate and make recommendations on occupational health and safety issues brought by the College administration;
    - h. Draft and periodically review the safety desktop procedures, and make recommendations for additions, changes and deletions;
    - i. Review and make recommendations to update this procedure;
    - j. Review selected accidents, incidents and trends; and
    - k. Provide a venue for:
      - i. dissemination of administrative directives and guidance,
      - ii. transmittal of campus safety issues to the College President and the ELT,
      - iii. developing and assessing ideas for safety improvements, and
      - iv. communicating best practices between campuses.
  2. Members of the OHSPT shall consist of the following:
    - a. Fire and Occupational Health and Safety Specialist (Chair)
    - b. Executive Director of Risk Management (Co-chair);
    - c. Center Facilities Supervisors, or designee;
    - d. Campus Facilities Directors (CFD), or designee;
    - e. Executive Director of Campus Operations, Events & Special Projects;

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- f. Associate Vice President for Facilities;
  - g. Executive Director of Facilities Planning & Design;
  - h. Director of Security, or designee;
  - i. Executive Director of Purchasing, or designee;
  - j. Human Resources Representative;
  - k. Associate Vice President of Academic Operations, or designee;
  - l. Vice President of Student Services, or designee.
3. The OHSPT shall be chaired by the Fire and Occupational Health and Safety Specialist and co-chaired by the Executive Director of Risk Management.
  4. The OHSPT shall meet quarterly. Additional meetings shall be held on an as needed basis and scheduled by the chair.
  5. Minutes will be kept and provided to all team members. Risk Management will maintain the file of record.
  6. A membership quorum will consist of one (1) CFD, one (1) Center Facilities Supervisor, and the chair. A simple majority of the OHSPT members present will be sufficient to pass or reject an agenda item. A quorum must be present to vote on any agenda items. The OHSPT may meet to discuss items without a quorum being present.
  7. Recommendations from the OHSPT are advisory in nature and are submitted in writing to the Vice President for Finance and Administration who is empowered to review all information considered by the OHSPT and either approve the recommendations or forward substantial recommendations to the College President or the ELT for their review/approval.
  8. The OHSPT may authorize subcommittees as required to accomplish its mission. Related recommendations to the College administration or the ELT shall only be submitted by the OHSPT.
  9. Team members will be responsible for representing their campuses and centers and are presumed to have the requisite authority.
- B. Campus Safety Teams Procedure - The Campus Safety Teams shall report to the Executive Director of Campus Operations, Events & Special Projects and make recommendations regarding campus-based operating procedures. A Campus Safety Team shall be established for each Campus and geographically separate Center (Cecil, Deerwood, and Nassau). Alternatively, Campus Safety Teams may at the discretion of the Kent, South and North Campus CFD include the Cecil Center, Deerwood Center and Nassau Center respectively.

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1. Campus Safety Teams shall:
  - a. Promote a safe working and learning environment for employees, students and visitors;
  - b. Review campus accidents/incidents and develop the recommended safety and loss prevention policies and procedures;
  - c. Discuss and evaluate safety policies and practices and recommend their adoption and changes to management;
  - d. Establish programs to emphasize effective loss prevention;
  - e. Discover unsafe conditions and practices and offer suggestions for remedies;
  - f. Promote and teach safe practices;
  - g. Advise campus administration regarding compliance with federal, state and local laws and regulations, and College policies and procedures related to occupational health and environmental safety;
  - h. Meet a minimum of quarterly with a formal agenda and recording of minutes.
  
2. Team members shall be selected by the Executive Director of Campus Operations, Events & Special Projects, or designee. The Executive Director of Campus Operations, Events & Special Projects, or designee, should consider representatives from campus security, high-risk areas, campus maintenance, student government and each employee group. A typical Campus Safety Team could include the following:
  - a. CFD, or designee;
  - b. Two (2) members of professional teaching/coaching staff;
  - c. Campus deans;
  - d. Campus Security Officer in Charge of the campus or center;
  - e. Center Facilities Supervisors;
  - f. Academic Program Lab Managers;
  - g. Student Housing Coordination (for DTC Team)
  - h. Risk Management and Safety staff.
  
3. The chair of each Campus Safety Team shall be designated by the Executive Director of Campus Operations, Events & Special Projects, or designee. Members of the Safety Department may attend campus safety meetings but shall not be voting members.
  
4. Matters of collegewide policy or procedures relating to safety and loss prevention shall be referred to the OHSPT via the Executive Director of Campus Operations, CFDs or Campus Security Office in Charge.
  
5. Campus Safety Teams shall meet not less than quarterly and shall maintain minutes, a copy of which shall be filed with the College Safety Department. Rules for meeting order, quorum and voting shall be established by each Campus Safety Team.

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C. Academic Safety Process Team (ASPT) Procedure - The ASPT shall function as an advisory body to Executive Director of Risk Management and Vice President for Finance and Administration in the development of policies and procedures affecting the administration of academic areas of the College as related to occupational health, safety, environmental protection and related regulatory compliance.

1. The ASPT shall:

- a. Create and maintain collegewide awareness and active interest in all safety programs and encourage participation by all employees and students;
- b. Support and promote the continual emphasis on safety and loss prevention techniques;
- c. Support and promote regulatory compliance;
- d. Serve as a means of safety communication;
- e. Promote collegewide uniformity in safety processes, structures and training in College academic programs;
- f. Raise and discuss regulatory, environmental, occupational health and safety issues related to academic programs and provide recommendations to College administration and the ELT;
- g. Discuss, evaluate and make recommendations on environmental, occupational health and safety issues related to academic programs;
- h. Draft and periodically review the College's academic safety desktop procedures and make recommendations for additions, changes and deletions;
- i. Review and make recommendations to update this procedure;
- j. Review selected College accidents, incidents and trends involving students and academic programs;
- k. Provide a venue for dissemination of administrative directives and guidance, to relay academic safety issues to the College President, the ELT, administration and academic staff, to brainstorm and nurture ideas for safety improvements and to communicate best practices between campuses and areas of study.

2. Members of the ASPT shall be the following:

- a. Fire and Occupational Health and Safety Specialist (chair);
- b. Deans representing areas with Labs, or designee;
- c. Laboratory Managers/Coordinators/Supervisors;
- d. Dean of Arts & Sciences, or designee;
- e. BCTE Dean, or designee;
- f. Executive Director of Articulation;
- g. Executive Director of Risk Management;
- h. Nursing Laboratory Coordinators; and
- i. Representative Faculty (two appointed by the Faculty Senate President).

3. The ASPT shall be chaired by the Fire and Occupational Health and Safety Specialist.

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4. The ASPT shall meet quarterly. Additional meetings or joint meetings with the Occupational Health and Safety Process Team shall be held on an as needed basis and scheduled by the chair.
5. Minutes will be kept and provided to all team members. Risk Management will maintain the file of record.
6. The Membership quorum will consist of one (1) Dean, or designee, one (1) Laboratory Manager, or designee, and the chair, or designee. A simple majority of the ASPT will be sufficient to pass or reject an agenda item. A quorum must be present to vote on any agenda items. The ASPT may meet to discuss items without a quorum being present.
7. Recommendations from the ASPT are advisory in nature and are submitted in writing to the Provost and Vice President for Finance and Administration who is empowered to review all information considered by the ASPT who may either approve the recommendations or forward substantial recommendations for approval by the College President or the ELT.
8. The ASPT may authorize subcommittees as required to accomplish its mission. ASPT subcommittee recommendations to the College administration or the ELT shall only be submitted by the ASPT.
9. Team members will be responsible for communicating with and representing their programs, faculty, campuses and centers.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: August 31, 1993

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