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Purpose

The purpose of this procedure is to establish a trained professional safety staff and standardized processes for fire prevention standards and safety inspections.

Procedure

A. Occupational Health, Environmental, General and Fire Safety Inspections


1. Under the direction of the Vice President of Finance and Administration the Executive Director of Risk Management shall:
 - a. Oversee the College’s Safety Department, policies on occupational health, environmental and safety and regulatory compliance,
 - b. Provide supervision to the College’s Fire and Occupational Health and Safety Specialist,
 - c. Serve as the coordinator of the College’s safety process teams,
 - d. Oversee annual inspection and other audits and inspections related to environmental, health and safety, and
 - e. the Development and maintenance of College safety standards and procedures.

B. Fire Prevention Standard Procedure

1. Inspections and Services - The College shall contract for service, recharge, repair, installation or inspection of all types of fire extinguishers and fire suppression systems in compliance with the Florida Fire Prevention Code and the National Fire Protection Association (NFPA) standards, adopted by Florida Administrative Code 69A-3, and Florida Statutes.

C. Safety Inspection Procedure

1. The Vice President of Finance and Administration shall provide qualified personnel or contracts as prescribed by law to conduct inspections of facilities to determine compliance with the standards of sanitation, fire safety, casualty and general safety. Inspections shall meet the requirements of all local, state or federal mandates for inspections including but not limited to elevators, escalators, boilers, back flow preventers, ground water test wells, hazardous materials, hazardous waste, health department, Occupational Safety and Health Administration (OSHA) and the Attorney General’s audit for compliance with the Safe Campus Act.
2. The College’s Safety Department, or designee, under the direction of the Executive Director of Risk Management, will be responsible for all College safety and sanitation inspections as required by law.
3. The Annual Comprehensive Safety Review of Facilities shall provide for inspections of all College-owned or leased facilities to determine compliance with the standards of fire safety,

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casualty and sanitation. The results of the inspection will be provided to the appropriate Campus Facilities Director for development of corrective actions and cost estimates as required by Florida Statute and the Florida Fire Prevention Code. The inspection report shall be provided to the College President for submittal to the District Board of Trustees prior to June 30 of each year.

4. A copy of the annual fire safety report will be provided to the Jacksonville Fire and Rescue Department and Nassau County Fire and Rescue, depending on where the facility is located, and certified to the State Fire Marshal that this inspection was completed by electronically entering the required information regarding the inspection into the “School Inspection Reporting System” database by June 30 of each year as required per Florida Administrative Code 69A-58.
5. If life-threatening deficiencies are noted in any inspection, the College President shall call for prompt corrective action to be performed to eliminate the deficiency or withdraw the facility or portion of facility from use until such time as the unsafe or unsanitary conditions are corrected or removed.

REFERENCES: F.S. 633.312, 1001.64, 1001.65, 1013.12, F.A.C. 69A-3, Florida Fire Prevention Code, National Fire Protection Association (NFPA) standards

Adopted Date: January 4, 1989

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