BROWARD COLLEGE 2013-2014
HEALTH & SAFETY ANNUAL
REPORT

The Health & Safety Annual Report, which provides information on key metrics and achievements in our core service areas for the fiscal year 2013-2014.

Broward College is committed to:
providing a safe, secure, and healthy environment for all faculty, staff, students, and visitors; conducting its inspections and educational programs in compliance with applicable environmental health and safety laws and regulations.

www.broward.edu/safety
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A Message from the Department of Safety, Security, and Emergency Preparedness’s Office of Health & Safety

Dear Reader,

The Department of Safety, Security, and Emergency Preparedness’s Office of Health & Safety is pleased to present the first Health & Safety (H&S) Annual Report. This report, which can also be viewed online at www.broward.edu/safety, is a comprehensive publication that provides information on key metrics and achievements in our essential service areas. The accomplishments highlighted in this report are indicative of Broward College’s and the Department of Safety, Security, and Emergency Preparedness’s commitment to creating a safe and healthy learning, living, and working environment. This report is the accumulation of the efforts of our dedicated members who play a key role in achieving that essential goal.

This report covers the academic year from August 2013 to July 2014. The report concentrates on accident and incident reporting for injuries, fire related matters, and for the first time includes key performance data on occupation health. The later part of the report highlights training that has been developed and focused on health and safety.

We appreciate your continued support, and we look forward to partnering with you for another successful—and safe—year ahead.
Broward College is committed to: providing a safe, secure, and healthy environment for all students, faculty, staff, and visitors; conducting its inspections and educational programs in compliance with applicable environmental health and safety laws and regulations; and demonstrating leadership in pollution prevention, waste reduction, and the judicious use of resources for protection of human health, safety, and the environment. The Health & Safety Office guides and assists the college community in meeting its public health, safety, environmental protection, and compliance responsibilities. These essential functions are accomplished by five areas of focus: biosafety, training, mold investigations, radiological safety, and inspections.

**Biosafety**

The goal of Biosafety is to minimize the risk of injury and illness associated with research involving biological materials. This includes carrying out inspections of biological laboratories and managing Broward College Bio waste products.

**Training**

Annually, Health & Safety conducts general biosafety, fire safety, defensive driving, electrical safety, PPE, office workstation safety, slip, trip and fall training program, identifying strain and exertion exposures and Bloodborne pathogens training sessions. In addition, Health and Safety conducts private sessions for small groups needing various safety training needs.

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Safety Training

- courses completed: 640 (40%)
- courses incomplete: 753 (47%)
- courses overdue: 195 (12%)
- live training courses: 16 (1%)
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Mold Investigations

In performing facility mold investigations, which are typically initiated due to moisture intrusion in an area, Health and Safety samples the area either via visual, air spore filtering or swabbing of visible mold through a third party air quality testing.

Radiological Safety

Health & Safety manages all aspects of the use of radioactive materials (RAM) and radiation machine devices at Broward College. The goal of this is to provide radiological safety and control measures in accordance with the College's philosophy of keeping personnel and public exposure as low as reasonably achievable, and to comply with federal and state regulations. Broward College has (3) active X-ray devices registered with the Florida Department of Health.

Inspections

Health & Safety conducts annual inspections of unsealed radioactive material labs located on the Broward College campus.
The Health & Safety oversees planning and implementation of occupational health and safety programs. These programs are consistent with general industry standards, best practices, and other state regulations put in place to reduce accidents and work-related injuries. The office also develops procedures and documents for internal reporting; analyzes accidents and injuries to determine root causes and corrective actions; and designs and delivers safety training courses. Additionally, the Safety Office prepares, manages, and administers occupational safety programs and provides consultation and safety assessments for the campus community.

Programs and Assessments

The Health & Safety has developed several programs to improve and enhance college safety. Safety conducts inspections of AEDs, machine shops, electrical and mechanical rooms, warehouses, and more.

Automated External Defibrillator (AED) Program
The AED Program has grown tremendously—from 26 units to more than 40 units within the past year. AED’s are added to all new and renovated on-campus building. In addition, CPR, AED and first aid training sessions are also regularly offered to the campus Community certifying annually over (100) Broward College students, faculty and staff of the Broward College community. On a weekly basis Campus Safety conducts inspections on each AED unit.

Ergonomic assessment of workstations is a service provided to the campus community. Ergonomic and repetitive strain injuries continue to be a leading cause of lost time and workers’ compensation claims for employers across the country.

2013-2014 Broward College General/Occupational Safety Highlights:

- Developed a safety narrative & presentation on safety & fire prevention for new hire orientation.
- Developed & manage college wide online safety training program, collaborated with Gallagher Basset Risk Management for BC employees.
- College wide eye wash station inspection program
- College wide Industrial forklift and aerial lift inspection program
- College wide AED Inspection program
The Health & Safety Office is responsible for the maintenance of Fire Alarm, Fire Sprinkler, and Fire Extinguishers. The Office also assists in developing, implementing, and overseeing fire safety initiatives and monitoring fire safety conditions in all Broward College facilities. Health & Safety conducts regularly scheduled inspections of all college buildings and coordinate fire drills and fire safety awareness training programs. In addition, Health & Safety Office reviews design plans for all renovation projects and coordinates closely with local Fire Departments & the State Fire Marshal’s Office on all new construction projects.
RENOVATIONS/NEW CONSTRUCTION PROJECTS

Construction Inspections – Several types of construction inspections are conducted by Health& Safety including 50% reviews, fire protection equipment, and notification systems commissioning. Additionally, the scope of 80% and 100% construction inspections has increased, and system maintenance inspections are also completed.

- Other/Specialty Inspections – These include underground pipe, aboveground pipe, preconstruction meetings, and any special inspection occurring outside of the normal inspection cycle.
- Large Venue/Event Support – This encompasses Broward College athletics events, concerts & graduations.
- Evacuation Drills – All required evacuation drills for Broward College student and staff are overseen by the Campus Safety Department.
Health & Safety Inspections

- ANNUAL: 175, 60%
- FUME HOOD: 25, 7%
- EYE WASH: 30, 9%
- AED: 88, 27%
- NEW CONSTRUCTION: 6, 2%
- PLAN REVIEWS: 7, 2%

Fire Extinguisher System Inspections

- Fire Alarm Inspections, 84, 7%
- Fire Sprinkler Inspections, 84, 7%
- Fire Back Flow Inspections, 60, 5%
- Fire Extinguisher Systems Inspections, 995, 81%
LABORATORY AND CHEMICAL SAFETY

The Office of Health and Safety provides consulting, training, lab inspection, and hazard assessment services to the laboratory and academic community for the purpose of evaluating and controlling risks associated with chemical and other laboratory hazards. Additionally, the Office of Health & Safety provides the Facilities community with support services regarding asbestos, lead, polychlorinated biphenyls (PCBs), and other environmental contaminants.

2013-14 Lab and Chemical Safety Highlights:

- Hazardous waste and Chemical Inventory Management
- Dangerous Gas Safety
- Fume Hood Monitoring
- Respiratory Protection
- Right to Know
- Shipping Hazardous Goods
HAZARDOUS MATERIALS MANAGEMENT

Federal, state, and local regulatory agencies impose strict regulations and recycling of hazardous waste. Thus, The Office of Health and Safety devotes significant attention to the management, storage, and disposal of hazardous materials. Compliance with these laws, sound safety practices, and protection of the environment dictate that the Institute must implement appropriate procedures for handling these materials. The Office of Health and Safety is responsible for responding to chemical releases and incidents. Health and Safety manages the collection of chemical waste, biological waste, used fluorescent bulbs, batteries, and oil and ensures timely and environmentally appropriate disposal.
INJURY REPORTS

Management of injury incidents and trends on campus is another important function of the Office of Health and Safety. Tracking injuries and investigating root causes allows for the opportunity to develop corrective actions, suggest recommendations for improvement, and implement training initiatives.
Broward College Data

3
Campuses

9
Centers

143
Buildings

2,108,292
Square Feet

409
Acres

65,458
Students Enrolled In a Course 2012-2013
SAFETY REGULATORS


KEY TERMS AND CONCEPTS

- Americans with Disabilities Act (ADA) – Accessibility related issues for the handicap
- National Fire Protection Agency (NFPA) – National Fire Code
- Environmental Protection Agency (EPA) – Clean water act, Underground fuel storage, air quality issue
- State Requirements for Educational Facilities (SREF)- Florida education Safety Codes

State Requirements for Educational Facilities (SREF)

The SREF program is designed as a collaborative partnership between the Florida Department of Education, Florida Fire Marshal Office and the Florida Building Code which establishes the SREF standard. The SREF reports allow Florida Colleges to identify recommendations for improvement to ensure for fair and consistent enforcement and compliance programs in Florida Education systems. The standard operating schedule for the Colleges SREF program consists of:

1. BC Annual Inspections begin in January by The Director of Safety & Chief Fire Official and (Fire Prevention Specialist, Inc.)
2. BC Director of Safety & Chief Fire Official takes corrective action to ensure compliance.
3. Corrected SREF inspection reports letter is sent to the Board of Trustees for approval
4. Completed inspections are sent to the Department of Education by June 30 of each year.
5. Reports enter electronically to the State Fire Marshal Office records database by June 30 of each year

College-Wide Hazardous Waste Compliance Program

Hazardous waste consists of liquids, solids, gases, or sludge that is dangerous or potentially harmful to the health and/or environment of the College. These materials may be discarded commercial products, like cleaning fluids or pesticides, or the by-products of a manufacturing process. The controls of environmental factors that form links in disease transmission, subsets of this category are solid waste management treatment, industrial waste treatment and noise and pollution control. The steps instituted by the Office of Health & Safety to ensure compliance and continued safety are as follows:
1. BC Director of Safety & Chief Fire Official develops a safety program for hazardous materials.
3. Quarterly the College collects waste inventory from various College departments during the months of January & June.
4. Once the inventory list is collected, the BC contracts for waste removal.
5. Quality Company (EQ) removes all generated waste from Broward College facilities in accordance to EPA standards regarding hazardous waste management. In the case of biohazard waste, typically found within Broward College lab areas, Stericycle Company would be called.

Inspection Priorities:

- Imminent danger
- Death from occupational related incidents
- ADA accessibility concerns.
- Catastrophic events
- Students, Faculty, and Staff complaints and referrals
- Targeted inspections - high injury/illness rates, severe violators
- Follow-up inspections
- Warning notices
- Correct the safety issues noted from the inspector

Every effort has been made to ensure the accuracy of the information contained in this report. If you should have any further questions regarding any information presented, please contact the Director of Safety & Chief Fire Official.