

# Procedure Manual



<b>Title: Safety, Sanitation and Fire Inspections of Property</b>	<b>Number:</b> A6Hx2-7.11
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**Safety, Sanitation, and Fire Inspections.** Periodic safety, sanitation, and fire inspections shall be conducted at least once during each fiscal year with a copy of the Inspection Report forwarded to the Department of Education and submitted electronically to the State Fire Marshal's Office. The Director of Safety and Chief Fire Official shall be responsible for submitting the *Comprehensive Safety Report* and the *Fire Safety Inspection* to the Office of Education Facilities. In addition to coordinating the preparation of these reports and working closely with Campus Administration in the correction of cited deficiencies, the Director of Safety and Chief Fire Official shall be responsible for the coordination and completion of all required annual district-wide safety inspections. Completed inspection reports shall be used as the basis for the assignment of district-wide projects to be completed for the upcoming year.

**Comprehensive Safety Plan.** The Comprehensive Safety Plan consists of a multitude of regulations, policies and directives covering life safety topics including but not limited to fire safety, blood-borne pathogens, first aid and CPR, hazardous waste and safety inspections. The Director of Safety and Chief Fire Official shall be responsible for maintaining, implementing, and evaluating the comprehensive safety plan and ensuring compliance with the *Criteria for Accreditation of the Commission of Colleges of the Southern Association of Colleges and Schools*.

**Florida Right-to-Know for Hazardous Materials.** Provisions of the *Florida Right-to-Know Law for Hazardous Materials* shall be conveyed to new employees, as appropriate to their job responsibilities, during the orientation sessions for new hires. Periodic safety training sessions shall be conducted for current employees as necessary.

**Blood-borne Pathogens.** Comprehensive information about occupational exposure to blood-borne pathogens is contained in the Employee Health and Safety Manual, available on the Broward College Safety and Security webpage. Campus Safety personnel and individuals assigned to potentially hazardous areas shall be trained upon employment at the College.

Information on both the Florida Right-to-Know and blood-borne pathogens shall also be included in the *Faculty Staff Handbook and the Administrators and Professional Technical Staff Employee Handbook*.

<b>Recommending Officer's Signature</b> 	<b>Date:</b> 01/08/15	<b>President's Signature</b> 	<b>Date:</b> 01/08/15
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