
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: CAMPUS SAFETY

NUMBER: PRO 7-02

REFERENCE: State Requirements for Educational Facilities (SREF)
Board Rule 2.08
LSSC Annual Safety Report
LSSC Emergency Operations Plan

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I. PURPOSE

To promulgate policies and establish the procedures necessary to ensure a safe and healthy working and learning environment.

II. RESPONSIBILITY

The college will comply with or exceed applicable OSHA, EPA, state and local rules and regulations and will provide procedures to assure safety, health and well-being of employees, students and campus visitors. Campus safety is the responsibility of each and every person on campus; faculty, staff, students, or visitor all of whom must be constantly alert to potential safety and health hazards and take immediate action to correct or report the problem.

III. OBJECTIVE

It is the goal of Lake-Sumter State College to provide a safe, healthy, and attractive environment for all concerned, and to maintain and operate the entire facility in full compliance with the health and safety requirements set forth by the above-mentioned references.

IV. CAMPUS SAFETY COMMITTEE

Lake-Sumter State College health and safety concerns shall be administered by the Executive Director of Campus Safety under the direction of the Vice President of Facilities Planning and Operations with assistance from the college Campus Safety and Operations Committee. The Campus Safety and Operations Committee shall meet monthly to consider and act upon health and safety related items.

V. COMMON HAZARDS TO REPORT

1. Tripping hazards such as poorly routed electrical extension cords and/or computer cables, uneven sidewalks, loose carpeting, etc.
2. Fire hazards such as overloaded circuits, misrouted electrical extension cords (through doorways, stapled to walls, under carpeting, through ceiling panels, blocked exits, non-functioning emergency and/or exit lights, poor housekeeping; improper storage, etc.
3. Eye hazards such as low branches, poor or malfunctioning lighting, lack of protective goggles, etc.
4. Health hazards such as improperly stored chemicals, misuse of chemicals, chemical and/or bodily fluid spills, poor air quality, mold growth etc.
5. Work hazards such as poorly maintained equipment or inadequate equipment for the job assigned, lack of safety guards, no protective clothing, etc.
6. Poor or malfunctioning security equipment such as lighting, locks, doors and door hardware, AEDs, emergency call boxes etc.

VI. WORKPLACE CLEANLINESS AND ORGANIZATION

In order to provide and maintain an efficient, comfortable, and professional workplace, employees are required to follow these guidelines:

1. Work areas should be kept as neat as possible during the regular work day and should be straightened prior to leaving at the end of the work day. Employees should pay particular attention to properly securing any material of a sensitive or confidential nature.
2. Personal effects are permitted, in compliance with College professional standards and in moderation.
3. Boxes and other storage items should be discarded after use and should otherwise remain out of sight within the workstation.
4. Employees should leave areas, such as classrooms, labs, prep rooms, copy workrooms, coffee stations, conference rooms, restrooms, etc. in a clean and orderly condition.

VII. RESPONSIBILITIES AS AN EMPLOYEE/SUPERVISOR/MANAGER (INCLUDING STUDENT EMPLOYEES)**1. Managers and Supervisors:**

- a. Provide or arrange for applicable safety and health training to all employees.
- b. Provide and disseminate safety information to employees as appropriate.
- c. Assist in the identification and reporting of hazards and continually monitor the safety and health conditions within the work area.
- d. Take or coordinate the corrective actions necessary to address any unsafe work condition or acts. Investigate and report all accidents and injuries. Complete an Accident Investigation Report regardless of severity or whether or not an injury occurred.
- e. If an injury occurred ensure emergency medical care is provided
- f. Provide and make available the necessary safety or personal protective equipment required for the work environment or task.

- g. Provide and arrange for job specific safety orientation to all new employees and upon assignment of a new task or operation that has exposure to hazards.
 - h. Know building evacuation procedures and designate individuals to provide needed assistance to a person with a physical disability during emergency evacuations.
 - i. Know emergency phone numbers. Contact Campus Safety for medical emergencies.
- 2. Employees (including student employees):**
 - a. Ensure the safety and health of themselves and of those around them.
 - b. Be familiar with and adhere to established safety procedures, rules, and work practices.
 - c. Utilize and properly maintain all necessary/provided safety or personal protective equipment and controls.
 - d. Immediately report all workplace injuries or accidents to their supervisor, Campus Safety, and Human Resources.
 - e. Report all workplace hazards or safety concerns through the work order (Helpdesk) process.
 - f. Participate in all required college issued safety training and education efforts.
- 3. Injury or Accident**
 - a. Complete the Accident/Injury Report Form and submit it to the Executive Director of Campus Safety.
 - b. Students may also need to complete a Student Accident Form and submit it to the Executive Director of Campus Safety
- 4. Emergencies**
 - a. If able to, notify Campus Safety and your supervisor, and seek treatment.
 - b. If necessary, request an ambulance by dialing 911.
- 5. Non-Emergencies**
 - a. Report incident to Campus Safety and your supervisor.
- 6. Reporting unsafe conditions/hazards or to make suggestions to improve workplace safety**

Report unsafe conditions/hazards as follows:

 - a. If there is immediate danger to persons, call Campus Safety.
 - b. If there is no immediate danger report condition/hazard using the Helpdesk work order, helpdesk@lssc.edu, process.
 - c. To make suggestions to improve workplace safety, contact any Campus Safety and Operations Committee member or the Executive Director of Campus Safety.

VIII. SAFETY INSTRUCTIONS

1. An annual safety inspection shall be conducted by a Department of Education (DOE) qualified inspector in accordance with the requirements set forth in reference (a).
2. The Campus Safety and Operations Committee shall conduct, or have conducted, such other, periodic safety inspections as may be deemed necessary to ensure compliance

with the fire safety, casualty, sanitation and other standards established by the reference documents.

3. The Florida Department of Labor and Employment Security, Division of Safety, may conduct such OSHA (Occupational Safety and Health Administration) inspections as may be required.

Revised: 09/19/2022