

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-3001 Environmental Health and Safety

The personal health and safety of students, faculty, staff, and the visiting public is of primary concern to the State University System and NCF. A safe and healthy environment in which faculty, staff, and students may pursue their activities is of such importance that it will be given a high priority for implementation. A program is hereby provided to minimize injury and hazards to health, and damage to property. Toward this goal, NCF adopts the current version of the OSHA Standards, 29 CFR 1910 and 29 CFR 1926 as the minimum safety guidelines in accordance with Governor's Executive Order 2000-292.

- (1) The responsibility for establishing an environmental health and safety program, for leadership of the program and for its maintenance, improvement and effectiveness rests ultimately upon the President.
- (2) A formal statement of policy on environmental health and safety and written procedures for carrying out the program are hereby promulgated. NCF recognizes that a complete environmental health and safety program adequately funded and staffed with professional personnel is an essential ingredient in maintaining a safe environment at NCF.
- (3) The Director of Environmental Health and Safety has the responsibility for identification, evaluation, control and correction of hazards in the core areas of fire protection, industrial hygiene, occupational safety, hazardous waste management, biosafety, environmental management, ergonomics, and accident prevention and investigation.
- (4) Operational surveillance of these activities is so varied and diverse that regular preventive health and safety surveys are required throughout the NCF campus to maintain compliance with applicable rules and regulations.
- (5) The responsibilities of the various officials accountable for NCF's Environmental Health and Safety program are as follows:
 - (a) President
 1. Responsible for all matters pertaining to Environmental Health and Safety, provides the assurance that NCF moves toward compliance with all state and federal regulations related to health and safety.
 2. The President delegates operational authority for Environmental Health and Safety to the Vice President for Finance and Administration.
 - (b) Vice President for Finance and Administration
 1. Assumes institutional responsibility through the Director of Environmental Health and Safety for overall health and safety practices and their effective administration at all NCF facilities.
 2. Works with deans, directors, division chairs and all units at NCF through the Director on of Environmental Health and Safety.
 3. Assures there is a strong working liaison between Environmental Health and Safety and all other units at NCF.

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

4. Reviews the nominations submitted for appointment to NCF committees related to environmental health and safety.
 5. Reviews agreements that NCF may utilize during emergency operations with the counties' Division of Emergency Management and American Red Cross as appropriate.
- (c) The Director of Environmental Health and Safety. The Director of Environmental Health and Safety is responsible for:
1. Developing and maintaining written safety standards and procedures necessary to protect the health and safety of NCF's community. These procedures are based on applicable federal and state laws, codes, standards and regulations.
 2. Developing, coordinating, and conducting training seminars aimed at promoting safety awareness, increasing proficiency in safe practices, and explaining NCF's safety standards and procedures.
 3. Administering a Fire Safety Program. This includes Life Safety Code compliance, liaison with State Fire Marshall, and fire safety training.
 4. Inspecting NCF facilities to detect existing or potential accident and health hazards and develops corrective or preventive measures where indicated.
 5. Coordinating an accident, injury and occupational health investigation program.
 6. Coordinating the NCF College-wide Emergency Operation Plan and Continuity of Operations Plan (COOP) with the NCF Police Department, and works closely with the County and State Emergency Management as appropriate. Serve as COOP liaison with the BOG Emergency Coordinating Officer (ECO) as per BOG Regulation 3.001.
 7. Administering an Industrial Hygiene Program. This includes asbestos program management, respiratory protection, indoor air quality monitoring, confined space entry, lockout/tagout, hearing conservation, personal protective equipment and workplace monitoring.
 8. Administering a Hazardous Waste Management and Occupational Health Program. This includes biosafety, chemical hygiene, and chemical hazard communication, community right-to-know, disposal of chemical/biomedical waste, and blood borne pathogen, maintenance of underground/aboveground storage tanks, as well as managing environmental audits and contingency plans.
 9. Administering an Environmental Sanitation/Water Quality Program. This includes food service inspections and water collection and analysis as deemed necessary, and monitoring Department of Health inspection reports on food service and water programs.
 10. Administering a General Safety Program. This includes ergonomics, workstation reviews and equipment safety.

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

11. Providing assistance in all areas of Environmental Health and Safety to any unit of the College requesting the same.
 12. Maintaining contact with the federal, state and local regulatory agencies to be aware of all environmental health and safety rules and regulations that apply to College operations.
 13. Serve as the designated Safety Coordinator as liaison with the Department of Management Services as per Chapter 284.50, Florida Statutes.
- (d) Deans, Directors, and Division Chairs. Divisions and/or departments at all College facilities and campuses shall assign safety responsibility as required and designate building supervisors and safety representatives to assist the Director of Environmental Health and Safety when unusual problems are encountered or when safety consultation is required.
1. Assume responsibility for enforcement and dissemination of Environmental Health and Safety policies and operational procedures pertinent to the personnel and facilities under their direction.
 2. Disseminate Environmental Health and Safety policies of the various applicable safety committees to all employees in their unit.
 3. Notify all faculty members, supervisors, principal investigators and staff that they are responsible for implementation and enforcement of health and safety regulations in their areas of responsibility.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Stat. 284.50; Fla. Board of Governors Regulations 1.001 and 3.001

History: Adopted 04-27-02, as Policy 6-006; Revised and renumbered 09-11-10; Revised 03-11-17 (technical amendment)