

**NEW COLLEGE OF FLORIDA  
REGULATIONS MANUAL**

**CHAPTER 3 - Administrative Affairs**

**3-3003 Accident/Injury and Loss Control Prevention**

This regulation establishes the proper procedures for the reporting, investigating, and prevention of injuries and illnesses to the faculty, staff, students and the public at NCF, in addition to processing claims.

(1) The Director of Environmental Health and Safety (EH&S) and the Director of Human Resources will co-manage the Workers' Compensation Program for NCF. Both individuals have liaison responsibility with the State Division of Risk Management for this program. It is essential that both directors maintain liaison with each other within their respective areas of responsibility so that accidents to NCF personnel can be minimized.

(a) The Director of EH&S's Responsibilities:

1. Serves as a resource to all areas and personnel of NCF to minimize accident or illness through various programs.
2. Develops, coordinates and conducts training in the following programs: Accident Prevention and Investigation, Laboratory Safety, Chemical Safety (OSHA Hazard Communication and Laboratory Chemical Hygiene), Fire Safety, BioSafety, Office Safety (Ergonomics and Workstation Reviews), Back Safety and Lifting, Respiratory Protection, Personal Protective Equipment, Industrial Hygiene, Emergency Preparedness and other programs requested or identified through need or risk assessments.
3. Serves as the Department of Financial Services' Division of Risk Management liaison for the purpose of coordinating and reporting Workers' Compensation claims for NCF, including maintenance of all Workers' Compensation files and work status reports for NCF.
4. Implements return to work and stay at work programs as required by the Division of Financial Services' Loss Prevention Standards by working closely with the Workers' Compensation Carrier and Division, and helping injured or ill employees of NCF meet the modified duty restrictions established by Workers' Compensation Physicians.

(b) The Director of Human Resources' Responsibilities

1. Monitors Workers' Compensation claims and lost-time injuries.
  2. Advises department and division supervisors and employees about return-to-work requirements, and assists in accommodating the injured worker in the modified workplace.
  3. Verify appropriate leave, attendance, and Family Medical Leave related to Workers' Compensation.
- (2) General Liability. NCF, through the State Risk Management Trust Fund, maintains limited liability coverage for negligent acts of employees as defined in Chapters 284 and 768, Florida Statutes. Known accidents or injuries to the general public or students must be reported to the NCF Police Department or to the Director of EH&S.

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*Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001*

*History: Adopted 04-27-02, as Policy 6-009; Revised and renumbered 06-29-10; Revised 11-06-10, 03-10-17 (technical amendment)*