**TWELVE-MONTH FOLLOW-UP REPORT**

**STATUS OF CORRECTIVE ACTION**

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| **Reviewing Analyst** | **Report No.** | **Report Title** | **Date Published** |
| Wendy McSwain | SFLPP-20-21/22-NCF | Report from an Evaluation of the  NCF Risk Management Program | April 20, 2023 |
| Observation and Recommendation 1 | | | |
| **Observation**  Guideline 30 and  Section 284.385, F.S. | The Division observed that while the university has indicated a process for the handling of lawsuits that are originally reported to Human Resources or directly filed with the EEOC, the Division requested but did not receive documentation indicating the process for the statutorily required reporting to the Division as indicated in section 284.35, F.S. | | |
| **Recommendation** | The Division recommends the university review existing policies, procedures, and current practices regarding required reporting of information concerning federal civil rights lawsuits; determine appropriate processes; and establish written policies and procedures for the required reporting of appropriate information to the Division per section 284.35, F.S. | | |
| **Original Response** | Human Resources will study this issue, including a review existing policies, procedures and current practices in connection with this recommendation, and determine appropriate processes and procedures needed. | | |
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| **Six-month Follow-up:** 10/20/2023 | | | |
| **Reported Status** | Work in Progress. Human Resources is still working on reviewing existing policies as well as crafting a new policy as per the Division’s recommendation outlined above. The expected completion time is by the end of December 2023. | | |
| **Division Response to Agency** | Based on the reported status, the Division will follow up with university personnel again in six months. | | |
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| **Twelve-month Follow-up:** 5/21/2024 | | | |
| **Reported Status** | The policy has been drafted and will be distributed by May 31, 2024. This task is completed. | | |
| **Division Response to Agency** | In an effort to streamline the process, the main point of contact for the school will be the office of EHS/EM. Chris Kinsley wrote a policy entitled:” Reporting Liability claims to the State of Florida DRM. This policy will be sent out next week on May 31, 2004. It will also be available, via a link, on the EHS/EM web page. | | |

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| Wendy McSwain | SFLPP-20-21/22-NCF | Report from an Evaluation of the  NCF Risk Management Program | April 20, 2023 |
| Observation and Recommendation 2 | | | |
| **Observation**  Guideline 14 | The Division observed that while the university has documented a step-by-step process for developing job safety analyses (JSAs) for use in training employees, the Division requested but did not receive examples of completed job safety analyses. | | |
| **Recommendation** | The Division recommends that the university implement a process for the development, maintenance, and utilization of job safety analyses for new, complex, and/or high-risk tasks and utilize these JSAs for job-specific training. | | |
| **Original Response** | New College of Florida conducts JSA’s as a part of the campus safety checks conducted throughout the year. Going forward, the JSA’s will be conducted as a separate process and documented as such. | | |
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| **Six-month Follow-up:** 10/20/2023 | | | |
| **Reported Status** | Work in Progress. The JSA’s are ready and will be used in conjunction with the campus safety checks that will be conducted in November and December of 2023. JSAs will be completed by the end of December of 2023. | | |
| **Division Response to Agency** | Based on the reported status, the Division will follow up with university personnel again in six months. | | |
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| **Twelve-month Follow-up:** 5/21/2024 | | | |
| **Reported Status** | Completed! Effective December 31, 2023. | | |
| **Division Response to Agency** | Nothing new to report. This task was completed as of December of 2023. | | |

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| Wendy McSwain | SFLPP-20-21/22-NCF | Report from an Evaluation of the  NCF Risk Management Program | April 20, 2023 |
| Observation and Recommendation 3 | | | |
| **Observation**  Guideline 16 | The Division observed that NCF has documented the expectation that identified hazards be reported by faculty, staff, and students directly to supervisors, managers, or Environmental Health & Safety. However, the Division requested, but did not receive, documentation of reported hazards and implementation of corrective actions. | | |
| **Recommendation** | The Division recommends that the university develop and implement a standardized hazard reporting process to identify, document, report, and mitigate hazards in the workplace, and that these documented hazard reports be provided to the university safety coordinator. | | |
| **Original Response** | New College of Florida has an informal process in place for reporting hazards. The Office of Environmental Health and Safety will formalize the process and write an SOP for it. | | |
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| **Six-month Follow-up:** 10/20/2023 | | | |
| **Reported Status** | Work in Progress. The Office of EHS/EM has discussed streamlining this process with CPD. We hope to have a formalized process in place by the end of December of 2023. | | |
| **Division Response to Agency** | Based on the reported status, the Division will follow up with university personnel again in six months. | | |
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| **Twelve-month Follow-up:** 5/21/2024 | | | |
| **Reported Status** | This task has been completed! | | |
| **Division Response to Agency** | This task was completed since the last review and is currently available on the NCF EHS/EM webpage. | | |

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| Wendy McSwain | SFLPP-20-21/22-NCF | Report from an Evaluation of the  NCF Risk Management Program | April 20, 2023 |
| Observation and Recommendation 4 | | | |
| **Observation**  Guideline 31 | The Division observed that while NCF has a documented process for the reporting and internal investigation of harassment complaints, the Division requested, but did not receive, documentation of a process for the investigation of FCHR or EEOC inquiries pertaining to complaints concerning equal employment opportunities filed with those commissions. | | |
| **Recommendation** | The Division recommends the university develop and implement a documented process for the investigation of circumstances surrounding any equal employment opportunity complaints filed with the FCHR or EEOC. | | |
| **Original Response** | Human Resources will study this issue, including a review existing policies, procedures and current practices in connection with this recommendation, and determine appropriate processes and procedures needed. | | |
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| **Six-month Follow-up:** 10/20/2023 | | | |
| **Reported Status** | Work in Progress. Human Resources is still working on reviewing existing policies as well as crafting a new policy as per the Division’s recommendation outlined above. The expected completion time is by the end of December 2023. | | |
| **Division Response to Agency** | Based on the reported status, the Division will follow up with university personnel again in six months. | | |
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| **Twelve-month Follow-up:** 5/21/2024 | | | |
| **Reported Status** | This task has been completed. | | |
| **Division Response to Agency** | This recommendation is covered under the Existing NCF regulation, Chapter 3-4007, Misconduct. There are provisions under the regulations that require we conduct an investigation of FCHR or EEOC inquiries. | | |

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| Wendy McSwain | SFLPP-20-21/22-NCF | Report from an Evaluation of the  NCF Risk Management Program | April 20, 2023 |
| Observation and Recommendation 5 | | | |
| **Observation**  Guideline 32 | The Division observed that the university does not have a documented process in place for the reporting of general liability claims, automobile damage and injuries, and fee-related cases to its legal representative and to the Division. | | |
| **Recommendation** | The Division recommends development and implementation of a process to report general liability claims, automobile damage and injuries, and fee-related cases to its legal representative and to the Division. | | |
| **Original Response** | The Office of Environmental Health and Safety, in Consultation with the Office of Human resources, will develop a written policy to address this recommendation. | | |
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| **Six-month Follow-up:** 10/20/2023 | | | |
| **Reported Status** | Work in Progress. Human Resources is still working on reviewing existing policies as well as crafting a new policy as per the Division’s recommendation outlined above. | | |
| **Division Response to Agency** | Based on the reported status, the Division will follow up with university personnel again in six months. | | |
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| **Twelve-month Follow-up:** 5/21/2024 | | | |
| **Reported Status** | This task has been completed. | | |
| **Division Response to Agency** | Chris Kinsley wrote a policy entitled:” Reporting Liability claims to the State of Florida DRM. This policy will be sent out next week on May 31, 2004. It will also be available, via a link, on the EHS/EM web page. | | |

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| Wendy McSwain | SFLPP-20-21/22-NCF | Report from an Evaluation of the  NCF Risk Management Program | April 20, 2023 |
| Observation and Recommendation 6 | | | |
| **Observation**  Guideline 36 | The Division observed that while NCF does have policies addressing the responsibilities of employees operating motor vehicles for assigned job tasks, these policies do not address the prohibition of distracted driving behaviors, including cellular phone texting, while operating a motor vehicle. | | |
| **Recommendation** | The Division recommends NCF develop and implement a policy prohibiting employees from engaging in any distracted behavior while operating a motor vehicle in the performance of their job duties, including, but not limited to, cellular phone texting. | | |
| **Original Response** | The EHS office is currently working on this policy. A draft of the policy will be ready for internal review soon and will be implemented in the near future. | | |
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| **Six-month Follow-up:** 10/20/2023 | | | |
| **Reported Status** | Work in Progress. The office of EHS/EM has written a draft policy on Distracted Driving. The policy is currently going through the review process. | | |
| **Division Response to Agency** | Based on the reported status, the Division will follow up with university personnel again in six months. | | |
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| **Twelve-month Follow-up:** 5/21/2024 | | | |
| **Reported Status** | The policy changes have been implemented. The compilation of eligible drivers lists will be an ongoing process. | | |
| **Division Response to Agency** | We will update existing NCF regulation 3-3008 on Vehicles to include: “ Florida statute 316.305 must be complied with and all other existing state vehicle and driving regulations.” We are compiling and will be maintaining a listing of authorized drivers for NCF vehicles. We will require employees to self-report any change in the driving or license status, that could affect their ability to drive, immediately to HR. | | |

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| Wendy McSwain | SFLPP-20-21/22-NCF | Report from an Evaluation of the  NCF Risk Management Program | April 20, 2023 |
| Observation and Recommendation 7 | | | |
| **Observation**  Guideline 37 | The Division observed that NCF requires employees who operate golf carts/utility vehicles on campus to complete a Cart Safety Training Program prior to operating a cart on NCF property. However, there is no training provided for the safe operation of other motor vehicles by NCF employees. | | |
| **Recommendation** | The Division recommends the university conduct periodic automobile safety training for employees who regularly operate all types of motor vehicles in the performance of job tasks. Training should include university trends and a record of training participation should be documented for each employee. | | |
| **Original Response** | Human Resources will study this issue, including a review existing policies, procedures and current practices in connection with this recommendation, and determine appropriate processes and procedures needed. | | |
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| **Six-month Follow-up:** 10/20/2023 | | | |
| **Reported Status** | Work in Progress. This issue is being studied by the Office of Finance and Administration with the goal of crafting policies that govern the use of all vehicles that are used on campus. | | |
| **Division Response to Agency** | While the Division acknowledges that the Office of Finance and Administration is reviewing the issue of a vehicle use policy, the recommendation that the university conducts periodic automobile safety training for employees who regularly operate motor vehicles in the performance of job tasks remains. The Division will follow up on the status of implementation of this recommendation with university personnel again in six months. | | |
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| **Twelve-month Follow-up:** 5/21/2024 | | | |
| **Reported Status** | This task has been completed. | | |
| **Division Response to Agency** | NCF now provides optional training for all employees using the DOT training module available via an EH&S website link. Human Resources has also added DOT training to the onboarding process. | | |