


Applicable Employee Classes: All Florida Tech Employees	Effective Date: 05/30/2019	Approved by: 
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ES-1001 Safety Policy and Procedures


Policy

It is the policy of Florida Institute of Technology (Florida Tech) to provide and ensure a safe and healthy environment for the Florida Tech community by constantly maintaining an effective safety and environmental/occupational health program. In fulfilling this task as an educational institute, the greatest responsibilities of the Florida Tech are to protect personnel safety, preserve its physical assets and protect the environment. It is also Florida Tech's policy to comply with all applicable safety, health, and environmental protection laws, regulations and requirements. In the absence of specific regulatory statutes and mandates for particular situations, best management safety practices shall be followed.


Florida Tech's goal is to prevent all workplace injuries and illnesses, property losses or damage, and adverse environmental impacts. Achieving this goal is the responsibility of every member of the Florida Tech's community.

Procedures and Responsibilities

1. Environmental Health and Safety (EHS) Department Responsibilities.
 - a. The EHS office shall identify applicable regulatory requirements, develop and implement corresponding compliance programs, provide consultative technical and compliance support to departments, and develop and provide necessary safety training programs when applicable.
 - b. The EHS office shall post compliance programs, including, policies, procedures, safety manuals, training programs, and other safety requirements on Florida Tech web sites.
 - c. All applicable materials posted on EHS web sites are incorporated into this policy. Additionally, EHS will continually assess overall compliance effectiveness and develop revisions to compliance programs, procedures, and training programs as warranted.

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- d. The EHS office will conduct regular, periodic facility and equipment inspections; investigate all work-related employee accidents, injuries and illnesses; make recommendations for corrections or improvements; and promote increased safety awareness by regularly communicating accident prevention goals and objectives to all members of the Florida Tech community.
 - e. EHS shall communicate and meet as necessary to review accident, injury, and illness reports, safety hazard reports, near-miss reports, and Workers' Compensation claims data to determine trends and develop targeted actions to reduce accidents, injuries, and other losses resulting from those trends.
2. Administration, Management and Supervisor's responsibilities.
 - a. Each person in an administrative, management or supervisory capacity is responsible for providing and maintaining safe working conditions in their respective areas and for distribution and enforcement of all applicable safety rules and regulations.
 - b. To promote and support all safety procedures, training, and hazard elimination practices.
 - c. Management and supervisory personnel shall immediately address any safety-related deficiencies brought to their attention and shall consult with EHS if assistance in correcting a deficiency is needed.
 - d. Supervisors shall ensure that their employees are informed of the hazards associated with their job assignments, trained on and use the corresponding safe work practices for those hazards including (but not limited to) the selection and use of personal protective equipment, and know how to respond in case of an emergency. Supervisors in consultation the EHS office shall investigate all work-related accidents, injuries, and illnesses to determine their cause and to take actions to prevent recurrence.
 3. Faculty & Student's responsibilities.

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- a. Instructors shall follow their department's procedures for reporting student accidents, injuries and illnesses. Students shall immediately report any classroom/coursework or dormitory related accident, injury or illness to their instructor and/or resident advisor.
4. Employee's responsibility.
 - a. Employees shall immediately report any work-related accident, injury or illness to their supervisors. Employees and supervisors shall complete the appropriate accident, injury, and illness forms as soon as possible and forward copies to the EHS office.
 - b. Employees who are notified of an accident, injury or illness involving a visitor shall contact emergency services and Security for assistance.
5. Florida Tech community involvement.
 - a. All safety hazards, accidents, and failures to comply with policies, rules and regulations shall be reported to supervisory personnel in the immediate area and to the EHS office.

References

- a. General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health Act (OSHA) of 1970.
- b. Title 40 of the Code of Federal Regulation, Protection of the Environment.
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