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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURE**

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TITLE: CAMPUS SAFETY

NUMBER: PRO 7-02

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REFERENCE: State Requirements for Educational Facilities (SREF)

**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

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