

Polk State College Procedure

Subject	Reference	Date	Number
Safety Reports		12/3/19	7007

I. Purpose

This procedure describes the annual state safety inspection reports the College receives and prescribes the procedure to be used in responding to them.

II. Objectives

The objectives of this procedure are:

- A. To standardize process for handling the safety annual reports.
- B. To provide a safe environment to the community and the protection of property.

III. Scope

The following annual safety inspections which are conducted no later than June 30 of each year are required by Chapter 6A-2 of the Florida Administrative Code.

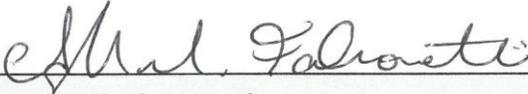
- A. Safety, Casualty and Sanitation Inspection
- B. Fire Safety Inspection

IV. Procedure

- A. Reports are received by the Director of Risk Management & Safety.
- B. The Director of Risk Management & Safety in conjunction with the District Director of Facilities evaluates reports to identify the corrective action and to establish a timeline for the corrective action.
- C. A comprehensive report will be prepared for the President and the College Board Members for their approval. The Comprehensive Safety Report includes:
 - 1. Safety Reports for each campus and center with estimated date for corrections to be completed.

2. Comments concerning the inspections and plans for corrective actions to be taken.

History: Adopted: June 30, 1986
Revised: July 27, 2010, and December 3, 2019

	12/4/19		12/4/19
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			12/5/19
President's Approval			Date