

# Polk State College Procedure

Subject	Reference	Date	Number
Safety Reports	F.A.C. Chapter 6A-2	12/3/19	7007

## I. Purpose

This procedure describes the College's annual state safety inspection reports and the procedure used in responding to them.

## II. Objectives

The objectives of this procedure are:

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

## III. Scope

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

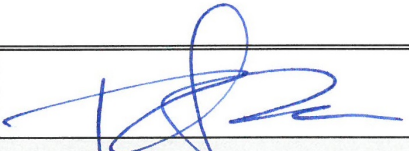
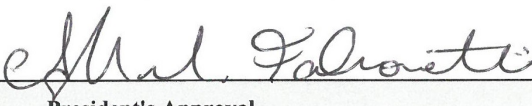
- A. Safety, Casualty, and Sanitation Inspection
- B. Fire Safety Inspection

## IV. Procedure

- A. The inspection reports are received by the Director of Risk Management and Safety.
- B. The Director of Risk Management and Safety, in conjunction with the District Director of Facilities, evaluates the reports to identify any necessary corrective actions and to establish a timeline for these corrective actions.
- C. A *Comprehensive Safety Report* is prepared for the College President and the District Board of Trustees for approval. The *Comprehensive Safety Report* includes:
  - 1. Safety Reports for each campus and center, with estimated dates for any corrections that must be completed.

- 2. Comments concerning the inspections and any 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