



CENTRAL FLORIDA COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURE

Title: Criminal Justice Institute Safety Program

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Implementing Procedure for Policy 8.05

Date Approved: 11/26/03

Division: Instruction

1.1 PURPOSE:

The purpose of this policy is to establish guidelines and provide information for the establishment of a safe working environment for students in vocational and technical training classes. Consult the CF Safety Management Manual for further information.

1.2 PROCEDURE:

Safety Training

Specific safety training is determined by the Criminal Justice Standards and Training Commission. Specific requirements are contained in the Florida Statute 943.

GENERAL SAFETY PRACTICES

BODY MECHANICS

1. Use proper muscle groups and distribute any weight.
2. Both hands are used to pick up heavier objects.
3. Lifting heavy objects alone is not recommended. Help should be requested.
4. Pushing should be preferred to pulling.
5. Leg muscles should be used to lift heavy objects rather than back muscles.
6. Bending and unnecessary twisting of the body for any length of time should be avoided.
7. Work should be done at the proper level.
8. Two people should carry long pieces of equipment..
9. Do not lift heavy loads above shoulder level.

PERSONAL PROTECTION

1. Confine long hair so that it is not exposed and does not interfere with vision.
2. Require the wearing of safety goggles, glasses, or other eye protection when there is a danger of eye injury.
3. Determine the physical defects and limitations of all students so that they will not be assigned tasks detrimental to their health or physical condition.

4. Where noise levels are excessive over long periods of time, ear protection should be worn.

FACILITY CONDITION

1. Machines, and other equipment should be arranged to conform to good safety practices.
2. Stairways, aisles, and floors should be maintained, clean, dry, and unobstructed with no protruding objects.
3. Walls, windows, and ceilings should be clean, maintained in good repair, and free of protrusions.
4. Illumination should be safe, sufficient, and well placed.
5. Ventilation and temperature controls should be proper for conditions.
6. Fire extinguishers and other necessary fire equipment should be properly selected, adequately supplied, properly located, inspected, and periodically recharged as required.
7. Exits should be properly identified and illuminated.
8. Lockers and drawers should be clean, free of hazards, and doors kept closed.
9. Personnel should know the procedures for notification of fire and evacuation of premises.
10. Workplaces should be free of excessive dust, smoke, and airborne toxic materials.
11. Stairways, floor openings, and overhead storage areas should be properly guarded with rails and toe boards and have the proper clearances.

HOUSEKEEPING PRACTICES

1. Provide for the storage and daily removal of all waste materials.
2. Utilize sturdy racks and bins for material storage, arranged to keep material from falling on students and to avoid injuries from protruding objects.
3. Employ a standard procedure to keep floors free of oil, water, and foreign material.
4. Provide for the cleaning of equipment and facilities after each use.
5. Provide regular custodial service in addition to end of class cleanup.
6. Keep walkways and work areas free of all obstructions.
7. Floor surfaces must be maintained in a “nonskid” condition.

EQUIPMENT

1. All equipment should be operated in accordance with specifications as stated in the owner’s manual.
2. Machines and apparatus should be arranged so that operators are protected from hazards of other machines or passing individuals.
3. Machines should be turned off when the instructor is out of the room and/or if the machine is unattended.
4. Proper cleaning equipment should be used (avoid air for cleaning purposes).

5. Nonskid areas should be maintained around dangerous equipment.
6. A preventive maintenance program should be established for all equipment.
7. Equipment cords and adapters should be maintained in a safe working condition.
8. Adjustment and repair of any machine should be restricted to experienced persons.
9. Ladders should be maintained and stored properly.

RECORDKEEPING

1. Always keep an adequate record of accidents and report it through proper channels.
2. An analysis of accidents should be made for the purpose of corrective action.

1.3 RESPONSIBILITY

It is the responsibility of each instructor to insure that a safe environment is maintained in their area and that this policy is adhered to.

Vice President of Instructional Affairs

Date

Approved by:
President

Date

