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SUPPORT SERVICES

Policy 5110
(Regulation 5110)

Buildings and Grounds Management

Asbestos Inspection

The College shall survey and assess the exposure of friable asbestos in all buildings. A written report shall be filed with appropriate state agencies and will be available for public review in the President's Office. The report shall be filed as required by law. The College shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the Environmental Protection Agency.

(approved 6/27/05)

SUPPORT SERVICES

Policy 5120

Building and Grounds Management

Maintenance of Facilities

A proper program of preventive maintenance is a requirement for efficient and economic building operation. A maintenance division, under the supervision of the Vice President for Finance and Administration, shall be provided to perform maintenance tasks. The primary function of the maintenance division shall be to safeguard the public's investments in College facilities, grounds, and equipment by ensuring their continued useful service to the instruction program and to the community. Custodians are employed to do routine cleaning tasks under the supervision of the Physical Plant Supervisor.

(approved 6/27/05)

SUPPORT SERVICES

Policy 5130
(Regulation 5130)

Building and Grounds Management

Energy Conservation Measures

The Board of Trustees requires the college to promote and invest in energy conservation (electricity, natural gas and motor fuels), use alternative energy sources when possible, conserve water, reduce the college's carbon footprint, reuse and recycle when appropriate, select environmentally friendly cleaning and other chemicals, maintain high indoor air quality and foster an environmentally sustainable culture among employees and students.

(approved 6/27/05)

SUPPORT SERVICES

Policy 5210
(Regulation 5210)

Safety, Security and Communications

Hazardous Materials

The College will develop and implement written procedures for the purchase, use, storage and disposal of substances designated as hazardous by local, state and federal authorities.

It shall be the responsibility of the College administrators to insure that hazardous substances used and produced in the operation of the educational programs and support services of the College are managed in such a way as to insure safety of persons and property and to assure that the College is in compliance with applicable federal, state and local laws and regulations.

(approved 6/27/05)

SUPPORT SERVICES

Policy 5211

Safety, Security and Communications

Protective Devices and Clothing

All students, faculty, staff and visitors are required to wear industrial quality protective devices or clothing when participating in or observing the following activities in any class or laboratory:

1. Exposure to molten materials;
2. Milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials;
3. Heat treatment, tempering or kiln firing of any materials;
4. Gas, electric arc or other forms of welding;
5. Repair or servicing of any vehicle; or
6. Exposure to/or laboratory use of caustic or explosive materials, hot liquids or solids, injurious radiation, or other similar hazards.

Protective devices and clothing designed to provide protection for the hazards involved and to meet standards specified by state law may be issued to the students or provided at workstations for individual activities.

(approved 6/27/05)

SUPPORT SERVICES

Policy 5212

Safety, Security and Communications

Missouri Occupational Safety and Health (OSHA) Law and Standards

The Board of Trustees directs the President to insure that the administration and management of all College operations be in compliance with local laws and regulations pertaining to student and staff safety and state and federal laws and standards regarding occupational safety and health.

(approved 6/27/05)

SUPPORT SERVICES

Policy 5213

Safety, Security and Communications

Emergency/Crisis Management Plan

The College will maintain an emergency/crisis management plan that is in compliance with all local, state and federal regulations. The plan will be made available on the college's web site and included in all appropriate handbooks and manuals.

(approved 7/24/06)

SUPPORT SERVICES

Policy 5220
(Regulation 5220)

Safety, Security and Communications

Safety and Health Program

The personal safety and health of employees and students of State Fair Community College is of primary importance. The prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, the administration will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

The College will maintain a safety and health program conforming to the best practices of organizations of this type. Such a program must embody the proper attitudes toward injury and illness prevention on the part of both supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his/her fellow workers as well as between each member of the faculty and his/her students.

(approved 6/27/05)

SUPPORT SERVICES

Policy 5240

Safety, Security and Communications

Emergency Closings

The President may order the delay of opening, early dismissal or the closing of the College due to inclement weather, hazardous road conditions or specific emergency situations which would make the operation of the College impractical or hazardous to students. Notification of such actions will be given over local radio and television stations. Unless individually approved by the President, after-class activities will be canceled when the College is closed or dismissed early due to weather or other emergency conditions.

(approved 6/27/05)

SUPPORT SERVICES

Policy 5250 **(Regulation 5250)**

Safety, Security and Communications

Tobacco Free Campus

State Fair Community College is committed to providing its students, employees and visitors a safe, clean and healthy learning and working environment. Due to the acknowledged hazards arising from tobacco use, due to the acknowledged hazards arising from environmental tobacco smoke or second hand smoke, and due to sanitary issues and others related to both smoking and smoke-free tobacco, effective June 1, 2006, tobacco use is only permitted within vehicles parked or driven on designated college parking areas and roads. The term “tobacco products” shall include, but not limited to; unlit cigarettes, smokeless tobacco, e-cigarettes, hookah and such other smoking-related substances and products as the College chooses to prohibit. This policy applies to all faculty, staff, students, employees, contractors, performers and visitors. SFCC is committed to providing its students, employees and visitors with a safe and healthy environment. Persons using tobacco in private vehicles must dispose of the tobacco prior to exiting the vehicle and entering campus grounds. In all other areas, State Fair Community College is designated a tobacco-free campus. Violation of this policy may result in sanctions ranging from verbal reminders to dismissal from campus and from employment, as defined in Regulation 5250.

(approved 3-27-06, 7-25-11, 4-5-12)

SUPPORT SERVICES

Policy 5260
(Regulation 5260)

Safety, Security and Communications

Safety Standards

The Board of Trustees directs the President to ensure that the administration and management of all College operations be in compliance with local laws and regulations pertaining to student and staff safety and state and federal laws and standards regarding occupational safety and health. At various times the Administration will issue specific safety standards and will provide ongoing directives, oral and written, to maximize employee and student safety. Failure to comply with such safety directives will be considered serious misconduct and will result in disciplinary action up to and including dismissal. (approved 1/23/05)

SUPPORT SERVICES

Policy 5270
(Regulation 5270)

Safety, Security and Communications

Security of Buildings and Grounds

The administration will develop procedures to ensure that College facilities are safeguarded against criminal acts and negligent use. All College employees are responsible for the care and proper use of College property. Maintenance personnel are responsible for the care, repair and annual maintenance of College equipment and facilities. After hours access to College facilities is limited to authorized individuals and groups. (approved 6/27/05)

SUPPORT SERVICES

Policy 5290
(Regulation 5290)

Safety, Security and Communications

Parking Permits

Parking accommodations on campuses maintained by the College shall be provided free to students and employees. Safe and prudent use of this space shall be the responsibility of the College administration.

In accordance with Board policy, the President will establish appropriate procedures regarding the control of traffic and parking on the College campus. Such procedures will be consistent with the College's safety and security program developed by the Vice President for Finance and Administration.

(approved 6/27/05)

SUPPORT SERVICES

Policy 5291

Safety, Security and Communications

Parking Fines

A \$50 fine will be issued for disability parking violations. A \$25 fine will be issued for all other violations regardless of the number of prior violations. Parking regulations will be put on cars parking where prohibited for the first week of each semester, after which time tickets will be issued and fines paid. However, no grace period will be honored for disability parking or fire lane violations, and tickets will be issued immediately.

(approved 7-25-11)

SUPPORT SERVICES

Policy 5292
(Regulation 5292)

Safety, Security, and Communications

Wireless Telephone Service

The Business Office has the central coordinating responsibility for all wireless telephone transactions, and contracts with local wireless providers for reduced-rate service and arranges for wireless telephone activation, and also insures that all requisite procedures are followed. (approved 7/24/06)