

Safety

Reference: 49 C.F.R., Part 40, 49 C.F.R. Part 655; Title 8, Section 3203; 29 C.F.R. 1910.101, et seq.; Health and Safety Code Section 104420; California Department of Industrial Relations, Division of Safety and Health Administration Cal/OSHA California Code of Regulations Title 8, General Industry Safety Orders, Labor Code §§142.3; 6300 et seq, Code of Civil Procedure § 527.8; Penal Code 245, 626.9, 626.10

Definitions – Prevention activities increase awareness and minimize the potential for crisis in the workplace. Training is essential for all staff to learn how to recognize early warning signs, so that appropriate intervention can be provided for identified areas of conflict in the workplace.

Crisis or conflict constitutes any inappropriate or unreasonable disruption that interferes with the normal functioning of a College District employees work.

Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual or property.

A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual or property.

Workplace includes off-campus locations as well as College District-sponsored activities where faculty, staff, or student employees are engaged in College District business or locations where incidents occur as a result of the person's relationship to the College District community.

Emergencies – Any employee shall immediately report any situation that threatens life or property and demands an immediate response of police, fire, or medical personnel by first dialing 911 and then notifying law enforcement.

Equipment and Sanitation – Should the duties of an employee require the use of equipment to ensure the safety of the employee, the College District shall furnish such equipment. Complaints related to health safety, sanitation and working conditions shall be forwarded to Maintenance, Facilities, Health & Safety Coordinator for review and recommendation.

Crisis and Conflict Intervention – Any employee experiencing an unsafe work condition should immediately contact his/her supervisor or the Director of Procurement, Central Services, and Risk Management. The supervisor shall immediately notify the Campus Police about any acts or threats of violence. The employee will be provided consultation regarding resources available to resolve the unsafe work condition.

It is the responsibility of all employees to immediately report threats, acts of violence or any other behavior which deliberately hurts or harms another person at the College District to

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their immediate supervisor and Campus Police. Such reports will be promptly and thoroughly investigated.

Restraining Orders/Court Orders – An employee shall notify law enforcement of any restraining orders/court orders when named as a plaintiff, and provide a copy of the order to Campus Police. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact Campus Police, ensure they are aware of it, and that they have a copy of the restraining order on file.

Accident Reviews and Recommendations - The Director of Procurement, Central Services, and Risk Management and Chief of Police shall review reports of accidents that have occurred on College District property or have involved staff, students, volunteers, or members of the public at a College District function. Emphasis of the review is to be on the development of recommendations for prevention of future occurrences of accidents. Recommendations requiring changes in traffic and parking regulations or facilities will be referred to the Vice President for Business and Financial Affairs.

Health Hazard Reviews and Recommendations - The Director of Procurement, Central Services, and Risk Management shall consider reports of existing or potential health hazards in the College District environment. The hazards may be to staff, students, volunteers, or members of the public. Recommendations for mitigation and prevention of future occurrences will be referred to the Vice President for Business and Financial Affairs and if the hazard includes students, to Health Services. (See Board Policy/Administrative Procedure 7330–Communicable Diseases.)

Safety Awareness and Education - A major objective of the office of Risk Management and Campus Police is to heighten awareness among staff and students of safety practices. The principal means of doing this is through various safety training and workshops offered through the office of Risk Management and Professional Development.

Cal/OSHA Requirements – The College District as an employer is required to comply with Occupational Safety and Health Administration regulations and to maintain health-and-safety records for Cal/OSHA (state) and OSHA (federal). Maintenance of these records and liaison with Cal/OSHA is the responsibility of the office of Risk Management. Questions, issues, and regulations relating to Cal/OSHA will be brought to the office of Risk Management as a means of informing employees of general issues relating to occupational health and safety.

Prohibition of the use of tobacco on all District properties - See Policy and Procedure 3570

Campus Safety - See Policy and Procedure 3500

Campus Security and Access - See Policy 3501

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Emergency Response Plan - See Policy 3505

Workplace Violence Plan - See Policy 3510

Reporting of Crimes - See Policy and Procedure 3515

Office of Primary Responsibility: Vice President for Business and Financial Affairs