AP 6800  SAFETY

References:

Cal/OSHA;
Labor Code Sections 6300 et seq;
Title 8 Section 3203;
Code of Civil Procedure Section 527.8;
Penal Code Sections 273.6, 626.9, 626.10, and 12021

The Vice Chancellor of Administrative Services shall maintain a written Employee Injury and Illness Prevention Program which complies with all applicable regulations and related laws governing educational and workplace safety and security.

- The program will promote safe practices among employees by emphasizing training in safety awareness, recognition of early warning signals of potential workplace violence, clear lines of employer/employee communication, use of safety devices and mechanical safeguards, implementation of timely response and investigation procedures, and regular program evaluation.

- The program will include the method for identifying, reporting, and evaluating hazards and potential and actual threats to safety, and the means for correcting unhealthy and potentially dangerous conditions and practices in a timely manner.

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 your 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-sponsored activities where faculty, staff or student employees are engaged in college business or locations where incidents occur as a result of the person's relationship to the college 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. The District Police will take appropriate action if the incident involves injuries or criminal activity.

**Equipment and Sanitation**
Should the duties of an employee require the use of equipment to ensure the safety of the employee, the District shall furnish such equipment. Complaints related to health safety, sanitation and working conditions shall be forwarded to the Executive Director of Facilities Maintenance, Operations & Construction for review and recommendation.

**Crisis and Conflict Intervention**
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 to their immediate supervisor and the District Police. Such reports will be promptly and thoroughly investigated. The District will provide Violence in the Workplace training for all employees.

Any employee experiencing a possible violence in the workplace situation should immediately contact his/her supervisor or the Associate Vice Chancellor of Human Resources. The supervisor shall immediately notify Human Resources and the District Police Department about any acts or threats of violence.

**Restraining Orders/Court Orders**
An employee shall notify the District Police Department of any restraining orders/court orders when named as a plaintiff. A copy of the order should be given to the District Police Department if possible. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact District police to ensure they are aware of it, and that they have a copy of the restraining order on file.

Also see BP/AP 3500 titled Campus Safety, BP/AP 3505 titled Emergency Response Plan, and BP/AP 3510 titled Workplace Violence Plan

Date Approved: January 18, 2012
BP 6800 SAFETY – OCCUPATION-RELATED

References:
  49 Code of Federal Regulations, Parts 40 and 655;
  Title 8 Section 3203;
  29 Code of Federal Regulations Sections 1910.101 et seq.;
  Health and Safety Code Section 104420

The Chancellor or Vice Chancellor shall establish administrative procedures to ensure the safety of employees and students on District sites, including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment. (See AP 6950 titled Drug and Alcohol Testing (U.S. Department of Transportation))

- Establishment of an Injury and Illness Prevention Program in compliance with applicable Occupational Safety and Health Administration (OSHA) regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks. (See AP 6800 titled Safety)

- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials. (See AP 6850 titled Hazardous Materials)

- Prohibition of the use of tobacco in all public buildings. (See AP 3570 titled Smoking)

Also see BP/AP 3500 titled Campus Safety, BP/AP 3505 titled Emergency Response Plan, and BP/AP 3510 titled Workplace Violence Plan

Date Adopted: January 17, 2012
(Replaces current WVMCCD Policy 6.20.4)