

Business Services

1 **AP 6800 OCCUPATIONAL SAFETY**

2 **References:**

- 3 Cal/OSHA, Labor Code, Sections 6300 et seq.;
- 4 Title 8, Section 3203;
- 5 Code of Civil Procedure, Section 527.8;
- 6 Penal Code Section 273.6

7 The President/Superintendent delegates the authority to implement Police-related and
8 Facilities-related procedures to the Vice President of Business Services.

9 **Oversight and Coordination**

10 The District Facilities Department shall operate and maintain a health and safety program.
11 The responsibility includes the identification, reporting, and mitigation of all District-wide
12 safety concerns.

13 The Director of Physical Plant and Construction Services shall co-chair the District
14 Committee on Safety. Meetings shall address District concerns related to risk
15 management and employee health and safety. Appropriate reports shall be filed and
16 maintained.

17 **Emergencies**

18 Any employee shall immediately report any situation that threatens life or property and
19 demands an immediate response of police, fire, or medical personnel by first dialing 911
20 and then notify Cerritos College Police Department (CCPD).

21 **Equipment and Sanitation**

22 Should the duties of an employee require the use of equipment to ensure the safety of
23 the employee, the District shall furnish such equipment. Complaints related to health
24 safety, sanitation, and working conditions shall be forwarded to the Director of Physical
25 Plant and Construction Services for review and recommendation.

26 **Crisis and Conflict Intervention**

27 Any employee experiencing an unsafe work condition should immediately contact
28 his/her/their supervisor or the CCPD. The supervisor shall immediately notify the CCPD
29 about any acts or threats of violence. The employee will be provided consultation
30 regarding resources available to resolve the unsafe work condition.

31 It is the responsibility of all employees to immediately report threats, acts of violence, or
32 any other behavior which deliberately hurts or harms another person in the District to their
33 immediate supervisor and CCPD. Such reports will be promptly and thoroughly
34 investigated.

35 **Employee Assistance Program**

36 The Campus has an Employee Assistance Program (EAP) that assists in and provides
37 resources for intervention, consultation, or additional referral which may include arranging
38 for counselors as needed.

39 **Restraining Orders/Court Orders**

40 An employee shall notify law enforcement of any restraining orders/court orders when
41 named as a plaintiff and provide a copy of the order to CCPD. In the event the supervisor
42 is informed by an employee of a restraining order, the supervisor will contact CCPD to
43 ensure they are aware of it and that they have a copy of the restraining order on file.

44 **Definitions**

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

49 **Crisis or conflict** constitutes any inappropriate or unreasonable disruption that
50 interferes with the normal functioning of work responsibilities/tasks.

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

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

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

60 Offices of Primary Responsibility: Vice President, Business Services

Date Approved: March 26, 2007

Date Revised: March 11, 2019; March 3, 2025