

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
8 procedures to the Vice President of Business Services and Facilities-related procedures
9 to the Vice President of Business Services.

10 **Oversight and Coordination**

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

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

18 **Emergencies**

19 Any employee shall immediately report any situation that threatens life or property and
20 demands an immediate response of police, fire, or medical personnel by first dialing 911.

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 his/her
28 supervisor or the Campus Police. The supervisor shall immediately notify the Campus
29 Police 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 Campus Police. 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 Campus Police. In the event the
42 supervisor is informed by an employee of a restraining order, the supervisor will contact
43 Campus Police to ensure they are aware of it and that they have a copy of the restraining
44 order on file.

45 **Definitions**

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

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

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

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

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

61 Offices of Primary Responsibility: Vice President, Business Services

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