



Policy

6800 Safety

The 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 Administrative (FWHA) and, if applicable, the Federal Transit Administrative (FTA). Compliance with these policies and procedures may be a condition of employment.
- Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
- 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.
- Prohibition of the use of tobacco in all public buildings.

Cross References (see also):

YCCD Policy 3510 – Workplace Violence

References:

[49 Code of Federal Regulations Part 40](#); [49 Code of Federal Regulations Part 655](#); Title 8 Section [3203](#); [29 Code of Federal Regulations 1910.101 et seq.](#); Health & Safety Code Section [104420](#)

Adopted: June 28, 2004

Revision Adopted: ~~February 11, 2009~~, September 14, 2016

Last Reviewed: September 14, 2016

Administrative Procedure

6800 Safety

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, when safe to do so, notify Campus Safety.

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 immediate supervisor for review and recommendation.

Crisis and Conflict Intervention – Any employee experiencing an unsafe work condition should immediately contact his/her supervisor or Campus Safety. The supervisor shall immediately notify Campus Safety and/or local law enforcement 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 to their immediate supervisor and Campus Safety and/or local law enforcement. Such reports will be promptly and thoroughly investigated.

Employee Crisis Assistance Team – An Employee Crisis Assistance Team is established to provide regular training and advice to individuals and departments. Training activities may include, but not be limited to, skill development in conflict resolution, communication, anger management and early identification of unsafe working conditions in the workplace.

Team advising activities may include individual consultations, peer mediation, conflict resolution services and referral to outside sources.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20

Immediately upon notification of an act of violence, the team will investigate the incident and forward the results of the completed investigation to the Vice Chancellor of Human Resources for consideration. Law enforcement will take appropriate action if the incident involves injuries or criminal activity.

The team will coordinate available resources to provide intervention, consultation or referral, which may include arranging for counselors to work with victims and observers of the incident.

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

References:

Cal/OSHA; Labor Code Sections [6300 et seq.](#); Title 8 Section [3203](#); Code of Civil Procedure Section [527.8](#); Penal Code Section [273.6](#)

Procedure Last Revised: September 14, 2016

Last Reviewed: September 14, 2016