

## HARTNELL COMMUNITY COLLEGE DISTRICT

### AP 6800 Occupational Safety

**References:** Labor Code Sections 6300, et seq.; California Administrative Code, Title 8 Section 3203; Code of Civil Procedure Section 527.8; Penal Code Section 273.6

#### Responsibilities

The superintendent/president has the final authority and responsibility in all matters of safety.

All employees have the responsibility to follow safety rules, to report unsafe conditions, and to refrain from creating unsafe conditions.

The District shall operate and maintain a health and safety program which includes the identification, reporting, and mitigation of all District-wide safety concerns.

The District safety program shall include promulgation and implementation of procedures to:

1. Promote safe conditions in all District offices, classrooms, meetings spaces, and other facilities.
2. Remove obstructions to the safety and security of all personnel and of all District facilities.
3. Periodically review and update the District's Injury and Illness Prevention Program (IIPP) and Hazardous Materials Communication Plan (HMCP).
4. Coordinate with the District's Incident Command System emergency preparedness team.
5. Facilitate SWACC Property and Liability Inspection Reporting.

#### 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.

**Serious Injury or Illness** is defined in the Labor Code Section as "any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers loss of any member of the body or any serious degree of permanent disfigurement." Serious injury or illness does not include any injury, illness, or death caused by commission of a Penal Code violation, except the violation of Penal Code Section 385 (which refers to the operation of heavy equipment adjacent to electrical wires), or an accident on a public street or highway.

**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 (911 from campus phones) and then notifying Campus Safety at 831-755-6800. (King City employees must dial 911 for fire, police, ambulance; 6888 for campus security)

**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 vice president of administrative services for review and recommendation.

**Crisis and Conflict Intervention**—Any employee experiencing an unsafe work condition should immediately contact his/her supervisor. The supervisor shall immediately notify Campus Security 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. 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 the Chief Human Resources Officer. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact the Chief Human Resources Officer to ensure they are aware of it, and that they have a copy of the restraining order on file.

**Individual Responsibilities:**

All employees shall support the total District Safety Program and shall follow all safety directives to make their work area safe and accident-free.

Employees are provided workspaces and/or offices for their use during their work tenure at Hartnell College.

- Offices, classrooms, and workspaces are to be used for conducting Hartnell College business and functions relating to the mission of the College.
- The use of these offices and workspaces shall be consistent with the District's Safety Policy and Procedures, and consistent with the college's mission.
- College officials may enter offices, classrooms, and work spaces as needed, and reserve the right to require individual employees to remove items from their offices for health and safety reasons.
- While employees may bring personal items and valuables to campus, these items remain the responsibility of the employee. For security, employees should lock all offices when not occupied, and keep valuables locked.
- For the safety of employees and students, offices, workspaces, and classrooms have doors with view windows. The glass should remain un-obscured by any blockage.
- Lighted candles, incense, or similar items should not be used in any office or work space. Area heaters must be approved in advance by the Director of Facilities and Operations.

Floors in offices, workspaces, classrooms, and hallways should be kept free from boxes and other debris.

Electrical plugs and cords should be orderly and maintained so as not to present tripping hazards or fire hazards.

Approved by Superintendent/President: April 30, 2013; Rev: December 15, 2020  
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See Board Policy 6800