

FINANCE AND ADMINISTRATIVE SERVICES

AP 6800 OCCUPATIONAL 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

The Superintendent/President delegates the authority to implement procedures to ensure the safety of employees and students on District sites to the Vice President for Finance and Administrative Services-

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.

Oversight and Coordination

The District Environmental Health & Safety Department shall operate and maintain a health and safety program. The responsibility includes the identification, reporting, and mitigation of all District-wide safety concerns.

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 Campus Police.

Equipment and Sanitation

Should the duties of an employee require the use of equipment to ensure the safety of the employee, the employee's department shall furnish such equipment. Complaints related to health, safety, sanitation, and working conditions shall be forwarded to the Supervisor of Environmental Health and Safety for review and recommendation.

Crisis and Conflict Intervention

Any employee experiencing an unsafe work condition should immediately contact his/her supervisor and/or the District Environmental Health & Safety Department. Supervisors shall immediately notify the Campus Police 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 Police. Such reports will be promptly and thoroughly investigated.

Hazardous Materials

The District must post at least one Cal/OSHA Notice in each location where business is conducted in a conspicuous place where notices to employees are customarily posted. Where employers are engaged in activities that are physically dispersed such as construction or transportation, the notice required shall be posted at each location to which employees report each day.

Where employees do not usually work at, or report to, a single location the notice or notices shall be posted at the locations from which the employees operate to carry out their activities.

The District shall take steps to insure that such notices are not altered, defaced, or covered by other materials.

The notice shall inform employees that employers who use any substance listed as a hazardous substance by Cal/OSHA regulations must provide employees with information on the contents of material safety data sheets (MSDS) or equivalent information about the substance which trains employees to use the substance safely.

The notice must also state that the employer is required to make available on a timely and reasonable basis a MSDS on each hazardous substance in the workplace upon request of the employee, collective bargaining representative, or an employee's physician.

The notice must also state that employees have the right to see and copy the medical record and other records of employee exposure to potentially toxic material or harmful physical agents.

If the District is required to conduct tests or to engage in monitoring or measuring to determine employee exposure to hazards by specific standards it shall notify the affected employees or their representative, prior to commencement of the date, time and place of testing, monitoring or measuring of employee exposure.

The District must provide the employee or employees or their representatives with the opportunity to observe the testing, sampling, monitoring, or measuring undertaken pursuant to such standards.

Whenever any employee has been or is being exposed to toxic materials or harmful physical agents in concentrations or at levels exceeding those prescribed by applicable standard, order, or special order, the District must promptly notify any employee so affected in writing of the fact that the employee has been exposed, and of the corrective action being taken.

Office of Primary Responsibility: Finance and Administrative Services