

# **CITRUS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE SERVICES**

## **AP 6800 SAFETY**

References: Labor Code Sections 6300 et seq.; California Administrative Code, Title 8 Section 3203; Code of Civil Procedure Section 527.8; Penal Code Sections 273.6; 626.9; 626.10; and 12021; Cal/OSHA

### **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 District business or locations where incidents occur as a result of the person's relationship to the college community.

### **Emergencies**

As specified in AP 3515 Reporting of Crimes 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 Safety by calling 626-914-8611 or 8611.

### **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 the Risk Management Supervisor for review and recommendation.

### **Crisis and Conflict Intervention**

1. Any employee experiencing an unsafe work condition should immediately contact

his/her supervisor or the Risk Management Supervisor. The supervisor shall immediately notify their supervisor and the Risk Management Supervisor 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 District to their immediate supervisor, Campus Safety or the Glendora Police Department. Such reports will be promptly and thoroughly investigated as stated in AP 3515 Reporting of Crimes.

### **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 Glendora Police Department and Campus Safety. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact the Glendora Police Department and Campus Safety to ensure they are aware of it, and that they have a copy of the restraining order on file.

## **SAFETY PROCEDURES**

In compliance with the District Safety Policy, the following responsibilities and procedures are established to promote safe school conditions.

### **1. Responsibilities**

- a. Superintendent/President. The Superintendent/President of Citrus College has the final authority and responsibility in all matters of safety.
- b. Vice President of Finance and Administrative Services. The Vice President of Finance and Administrative Services shall be responsible for the safety program and shall appoint the Environmental Health and Safety Programs Supervisor and coordinates with the Superintendent/President and the Director of Human Resources as appropriate.
- c. Environmental Health and Safety Programs Supervisor. The Environmental Health and Safety Programs Supervisor shall:
  - (1) Keep informed of federal, state and local safety laws and regulations.
  - (2) Inform the Vice President of Finance and Administrative Services and the Physical Resources Committee of all changes in safety laws and regulations.
  - (3) Conduct annual safety inspections of all campus physical facilities.

Each area inspection shall be conducted with the person having responsibility for that area. A copy of all such reports shall be submitted to the Vice President of Finance and Administrative Services.

- (4) Report to the Vice President of Finance and Administrative Services (with a copy to the Superintendent/President) all infractions of safety rules and regulations.
  - (5) Assist in the correction of safety hazards as directed by the Vice President of Finance and Administrative Services.
  - (6) Maintain safety equipment.
  - (7) Serve as an ex-officio member of the Physical Resources Committee.
  - (8) Review inspection and accident reports with the Vice President of Finance and Administrative Services and the Physical Resources Committee.
  - (9) Carry out other tasks pertaining to safety as directed by the Vice President of Finance and Administrative Services
- d. Physical Resources Committee. The Physical Resources Committee may be comprised of the following members.
- (1) Certificated Staff - (Three-year terms - staggered)
    - (a) Faculty Senate Representative, selected by Faculty Senate
    - (b) Career, Technical and Continuing Education Representative, selected by the Dean of Career, Technical and Continuing Education
    - (c) College Nurse
  - (2) Classified Staff - (Three-year terms - staggered)
    - (a) Maintenance and Operations Representative, selected by the Classified Employee Organization
    - (b) Office Staff Representative, selected by the Classified Employee Organization
    - (c) Human Resources Office Representative
    - (d) ASCC Representative, selected by the Dean of Students.
    - (e) Campus Safety Representative
  - (3) Environmental Health and Safety Programs Supervisor
  - (4) Vice President of Finance and Administrative Service

- e. The Physical Resources Committee may:
  - (1) Study the District accident reports provided by the Risk Management Office and inspection reports provided by the Environmental Health and Safety Programs Supervisor; and make recommendations for corrective action to the Vice President of Finance and Administrative Services (with a copy to the Superintendent/President).
  - (2) Make recommendations to the Vice President of Finance and Administrative Services concerning District safety training programs.
  - (3) Review the District Safety Policy and Procedures and, where necessary, make recommendations to the Vice President of Finance and Administrative Services concerning their updating.
  - (4) Meet at least once a semester.
- f. Supervisors - It shall be the responsibility of the supervisors to coordinate the safety program in their areas. The classroom teacher shall be responsible for safety training and orientation of the students in the classroom, and the supervisor shall be responsible for safety training and orientation of employees. This training and orientation shall comply with Federal and State Laws, and the District policies and directives.
- g. All Employees - All employees of Citrus Community College District shall be responsible for the implementation of safety laws, regulations, policies and procedures which apply to them. All employees shall support the total District Safety Program and shall attempt to make their work area safe and accident-free.
- h. All Students - All students shall comply with all appropriate safety laws, regulations, policies and procedures.

## 2. Procedure for Handling Work-Related Accidents

- a. Work-Related Accidents Requiring the Attention of a Physician - All work-related accidents requiring the attention of a physician shall be referred to a physician designated by the District.
- b. Reporting Work-Related Accidents - All work-related accidents shall be handled as follows. Injuries must be reported immediately to the supervisor submitted in writing to the Risk Management Office immediately after the injured employee has had proper attention, with the following information:
  - (1) Name of injured employee.
  - (2) Date and time of accident/injury.

- (3) Location of accident/injury.
- (4) What the employee was doing when injured.
- (5) Description of what happened, how the accident/injury occurred, and the specific tools, equipment or material the employee was using.
- (6) Nature of injury or illness and part of body affected.
- (7) Whether or not the employee required medical attention.
- (8) If known, when employee may be able to resume work duties.

- c. Procedure for Handling Accidents and Emergencies. The following is the procedure for handling accidents and emergencies where physical health is involved:

- (1) Campus Safety shall be notified immediately in all cases of emergencies where an ambulance or fire rescue equipment is needed.
- (2) In the event Campus Safety is unavailable, please call 911.

- d. Reporting Fatalities and Serious Injuries. - In every case involving death or a serious injury or illness, a report shall be made immediately by the Human Resource Office, Risk Management Office, Administrator or Campus Safety to the California Division of Industrial Safety by telephone or fax. Citrus College will call the "around-the-clock" telephone number in West Covina (626) 472-0046.

A 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 required 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.

- e. The Risk Management Office shall enter all reports of occupational accidents/injuries or illnesses in the Log of Occupations Injuries and Illnesses. A summary of Occupational Injuries and Illnesses will be completed following the close of the calendar year.
- f. Reporting Accident/Injuries to the Environmental Health and Safety Programs Supervisor and Physical Resources Committee - It shall be the responsibility of the Environmental Health and Safety Programs Supervisor to

make a report of all accident/injuries to the Physical Resources Committee as may be required.

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