

Policy Change	<input checked="" type="checkbox"/>	Subject Matter Area Review	<input checked="" type="checkbox"/>
Procedure Change	<input type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
New Policy	<input type="checkbox"/>	District Council	<input type="checkbox"/>
New Procedure	<input checked="" type="checkbox"/>	Board 1 <sup>st</sup> Reading	<input type="checkbox"/>
		Board 2 <sup>nd</sup> Reading	<input type="checkbox"/>

**KEY:**  
**BOLD=** new language  
~~strikethrough=~~ delete language

Comments:

CCLC Fall 2015 Update

Referred to:

Edited:

3/16/16



Yosemite Community College District Policies and Administrative Procedures

No. 6800

Policy

6800 Safety

~~It shall be the policy of the Yosemite Community College District to provide and maintain the safest possible conditions for its students, employees, and members of the visiting public.~~

~~The Board of Trustees, in recognition of the Occupational Safety and Health Act (OSHA) and associated state legislation, hereby authorizes the creation of an ongoing Safety program fully consistent with the purposes and objectives of the District.~~

~~The District shall make every effort to reduce job related accidents, thereby enhancing employee morale and minimizing accident insurance premium costs. Each employee shall be responsible for contributing to a productive safety program by following safe work practices and procedures.~~

**Note: This policy is legally required.**

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.

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**Cross References (see also):**  
**YCCD Policy 3510 – Workplace Violence**

**References:**  
**49 Code of Federal Regulations Part 40; 49 Code of Federal Regulations Part 655;** Government Code Section C.A.C. Title 8, Section **3203;** **29 Code of Federal Regulations 1910.101 et seq.;** **Health & Safety Code Section 104420** Education Code Section 212, 67380, 87014; Penal Code Section 245; 20 U.S.C. Section 1232(g), 1292(f); 34 C.F.R. 668.46; 34 C.F.R. 99.31(a), (14); Campus Security Act of 1990;

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**Adopted:** June 28, 2004  
**Revision Adopted:** February 11, 2009  
**Last Reviewed:**

**Administrative Procedure**

**6800 Safety**

**Note: These procedures are legally required. Safety conditions of employment are a mandatory subject of bargaining, and may be more specific than the following procedures, which are minimum standards to cover students and unrepresented employees. AP 3510 titled Workplace Violence Plan covers many of the same requirements, and some districts may prefer to not include a similar procedure here. Local practice may be inserted. The following will comply with requirements.**

**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 [designate position] 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.**

**Note: The following is suggested as good practice.**

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**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.**

**Immediately upon notification of an act of violence, the team will investigate the incident and forward the results of the completed investigation to the [*designated position*] 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 Sections [273.6](#), [626.9](#), [626.10](#), and [12021](#)**

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**Procedure Last Revised:**

**Last Reviewed:**