

Note: This procedure is **legally required** to comply with federal and state law. See additional notes below in box from CCLC.

New – GCCCD Procedure

First Reading–11/5/12
Second Reading–12/3/12
Final Reading–2/11/13

AP 6800 Safety

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

Date Issued:

[CCLC Template language, except italicized language]

CCLC 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.*

The Grossmont-Cuyamaca Community College District (District) is committed to providing a safe District work and learning environment for its employees and students. To that end, the Chancellor shall ensure that these procedures; and other board policies and administrative procedures related to safety and the prevention of crime are established. These administrative procedures shall include, but may not be limited to the following elements:

Definitions – Prevention activities increase awareness and minimize the potential for crisis in the workplace. Training is essential for all employees 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 the employees 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 ~~or the District Public Safety Department and then notifying law enforcement.~~

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 ~~Employee and Labor Relations Human Resources~~ Department for review and recommendation.

Crisis and Conflict Intervention – Any employee experiencing an unsafe work condition should immediately contact his/her supervisor or the ~~Employee and Labor Relations Human Resources~~ Department. The supervisor shall immediately notify the ~~Employee and Labor Relations Human Resources~~ Department 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 the *District Public Safety Department*. 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 District Public Safety Department*. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact *the District Public Safety Department*, to ensure they are aware of it, and that they have a copy of the restraining order on file.