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San Bernardino Community College District  
**Administrative Procedure**  
Chapter 6 – Business and Fiscal Affairs

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**AP 6800 OCCUPATIONAL SAFETY**

*(Replaces current SBCCD AP 6800)*

**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 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 Police and Safety Services for review and recommendation.

**Crisis and Conflict Intervention**

44 Any employee experiencing an unsafe work condition should immediately contact  
45 his/her supervisor or Police and Safety Services. The supervisor shall immediately  
46 notify Police and Safety Services about any acts or threats of violence. The employee  
47 will be provided consultation regarding resources available to resolve the unsafe work  
48 condition.

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50 It is the responsibility of all employees to immediately report threats, acts of violence or  
51 any other behavior which deliberately hurts or harms another person at the college to  
52 their immediate supervisor and the District Police Department or local law enforcement.  
53 Such reports will be promptly and thoroughly investigated.

#### 54 55 **Employee Crisis Assistance Team**

56 An Employee Crisis Assistance Team is established to provide regular training and  
57 advice to individuals and departments. Training activities may include, but not be  
58 limited to, skill development in conflict resolution, communication, anger management  
59 and early identification of unsafe working conditions in the workplace.

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61 Team advising activities may include individual consultations, peer mediation, conflict  
62 resolution services and referral to outside sources.

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64 Immediately upon notification of an act of violence or threat of violence involving an  
65 employee, the team member notified will initiate Employee Crisis Assistance Team  
66 procedures as stated below.

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68 In the event of an act or threat of violence, the team will investigate the incident and  
69 forward the results of the completed investigation to the Chief of Police and Safety  
70 Services for consideration. Law enforcement will take appropriate action if the incident  
71 involves injuries or criminal activity.

72  
73 The team will coordinate available resources to provide intervention, consultation or  
74 referral, which may include arranging for counselors to work with victims and observers  
75 of the incident.

#### 76 77 **Restraining Orders/Court Orders**

78 An employee shall notify law enforcement of any restraining orders/court orders when  
79 named as a plaintiff, and provide a copy of the order to the District Police Department or  
80 local law enforcement. In the event the supervisor is informed by an employee of a  
81 restraining order, the supervisor will contact the District Police Department or local law  
82 enforcement, ensure they are aware of it, and that they have a copy of the restraining  
83 order on file.

#### 84 85 **INJURY AND ILLNESS PREVENTION PROGRAM**

86  
87 The District will institute and administer a comprehensive occupational Injury and Illness  
88 Prevention Program (IIPP) for all employees. The goal of the program is to prevent

89 accidents, to reduce personal injury and occupational illness, and to comply with all  
90 safety and health standards.

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## 92 **A. Responsibility**

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94 The Executive Director, Facilities Planning/Administrative Services, is responsible for  
95 district-wide coordination of the program. The College President is responsible for  
96 administration of the program on campus. Each supervisor is responsible for  
97 implementing the IIPP in his/her work area. A copy of the IIPP shall be available from  
98 each supervisor. Questions regarding the program should be directed to one's  
99 supervisor, the College President, or the Executive Director, Facilities Planning/  
100 Administrative Services.

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## 102 **B. Employee Compliance**

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104 1. Employees who follow safe work practices will have this fact documented on  
105 their performance reviews. Employees who are unaware of correct safety and  
106 health procedures will be trained or retrained as necessary.

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108 2. Willful violations of safe work practices may result in disciplinary action.

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## 110 **C. Communication**

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112 1. Matters concerning occupational safety and health will be communicated to  
113 employees by written documentation, staff meetings, formal and informal training  
114 and posting. Communication from employees to supervisors about unsafe or  
115 unhealthy conditions is encouraged and may be verbal or written, as the  
116 employee chooses. The employee may use the "Report of Safety Hazard" form  
117 and remain anonymous.

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119 2. NO EMPLOYEE WILL BE RETALIATED AGAINST FOR REPORTING  
120 HAZARDS, OR POTENTIAL HAZARDS, OR FOR MAKING SUGGESTIONS  
121 RELATED TO SAFETY.

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123 3. The results of the investigation of any employee safety suggestion or report of  
124 hazard will be reported to all employees affected by the hazards or posted on  
125 appropriate bulletin boards.

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## 127 **D. Inspections**

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129 1. Each supervisor and/or safety representative will conduct an inspection to  
130 identify unsafe work conditions and practices:

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132 a. At least once each quarter in all work areas; and

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134 b. Whenever new substances, processes, procedures, or equipment are  
135 introduced into the workplace that represent a new occupational safety  
136 and health hazard; and

137  
138 c. Whenever the supervisor is made aware of a new or previously  
139 unrecognized hazard.

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141 2. The "Hazard Checklist" or "Hazard Assessment" form shall be used to  
142 document inspections.

### 143 **E. Injury and Illness Investigation**

144 Occupational injuries and illness will be investigated in accordance with established  
145 procedures and documented.

### 146 **F. Correction of Unsafe or Unhealthy Conditions**

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148 1. Whenever an unsafe or unhealthy condition, practice, or procedure is  
149 observed or reported, the supervisor will take appropriate corrective measures in  
150 a timely manner based upon the severity of the hazard. Employees will be  
151 informed of the hazard and interim protective measures taken until the hazard is  
152 corrected.

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154 2. Employees may not enter an imminent hazard area, without appropriate  
155 equipment, training, and the prior specific approval of the supervisor.

### 156 **G. Training**

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158 1. The program administrator shall assure that supervisors receive training on  
159 safety and health hazards to which employees under their immediate direction  
160 and control may be exposed.

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162 2. Supervisors are responsible to see that those under their direction receive  
163 training on general workplace safety as well as specific instructions with regard to  
164 hazards unique to any job assignment.

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166 3. This training is provided:

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168 a. To all employees and those given new assignments for which training  
169 has not previously been received. The "Employee Safety Checklist"  
170 should be used to document this training;

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172 b. Whenever new substances, processes, procedures or equipment are  
173 introduced to the workplace and represent a new hazard; and  
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179 c. Whenever the employer is made aware of a new or previously  
180 unrecognized hazard.

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182 4. When a supervisor is unable to provide the required training, he/she should  
183 request such training be given to the employee by others by notifying the  
184 program administrator. The "Request for Training" form should be used.

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186 **H. Record Keeping**

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188 1. The supervisor shall keep records of inspections, including the name of the  
189 person(s) conducting the inspection, the unsafe conditions and work practices  
190 that have been identified and action taken to correct the identified unsafe  
191 conditions and work practices. These records shall be maintained for three  
192 years.

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194 2. The supervisor shall also keep documentation of safety and health training  
195 attended by each employee, including employee name, training dates, type(s) of  
196 training and training providers. This documentation shall be maintained for three  
197 years.

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199 **References:** Cal/OSHA;  
200 Labor Code Sections 6300 et seq;  
201 Title 8 Section 3203;  
202 Code of Civil Procedure Section 527.8;  
203 Penal Code Section 273.6  
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