

Coast Community College District
ADMINISTRATIVE PROCEDURE
Chapter 6 Business and Fiscal Affairs

AP 6800 OCCUPATIONAL AND WORKPLACE SAFETY

References:

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

Definitions

“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 or emotional 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 or District business, or locations where incidents occur as a result of the person's relationship to the College or District 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 the College’s public safety department.

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 Vice Chancellor of Finance and Administrative Services for review and recommendation.

Crisis and Conflict Intervention

Any employee experiencing an unsafe work condition should immediately contact his/her supervisor or the Vice Chancellor of Finance and Administrative Services. The supervisor

shall immediately notify the Vice Chancellor of Finance and Administrative Services 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 of violence, acts of violence, or any other behavior which deliberately hurts or harms another person, at the District to their immediate supervisor and the College Public Safety Department. Such reports will be promptly and thoroughly investigated.

Threat Assessment Team

Each College has established a Behavioral Assessment Team (BAT) that has the responsibility to review, monitor, and respond to issues or concerns involving students. In the event of a report that involves a threat or poses any risk to a faculty or staff member, the incident will immediately be reported to the College Director of Personnel Services for review. The Director of Public Safety will be notified and shall coordinate any assistance by local law enforcement, if needed.

In the event where an incident rises to the level beyond the capability of the College Behavioral Assessment Team, or the nature of the event requires the involvement of District staff or resources, the College will immediately notify the Vice Chancellor of Finance and Administrative Services and/or the Vice Chancellor of Human Resources.

Upon such notification, the District Threat Assessment Team will be assembled to review the incident and coordinate appropriate resources and actions.

A Threat Assessment Team is established to provide assessment of individuals who may pose a risk of harm to themselves or to others. A secondary purpose of the Threat Assessment Team is to assist the District and its Colleges in conflict resolution and communication, anger management and the early identification of unsafe working conditions in the workplace caused by employees or students.

Immediately upon notification of an act of violence or threat of violence involving an employee, the Threat Assessment Team member notified will inform the District or College Human Resources office for assistance. The District Chief of Police will be consulted to provide any guidance or recommendations as to any criminal acts. The Chief will coordinate any response or assistance from local law enforcement.

In the event of an act of violence or threat of violence, the Threat Assessment Team will investigate the incident and forward the results of the completed investigation to the Vice President of Administrative Services of the College or the Vice Chancellor of Finance and Administrative Services for consideration. Law enforcement will take appropriate action if the incident involves injuries or criminal activity.

The Threat Assessment 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 law enforcement of any restraining orders/court orders when named as a plaintiff or Petitioner, and provide a copy of the order to their supervisor and the College Public Safety Department.

Also see AP 7343 titled Industrial Accident and Illness Leave.

Ratified December 2, 2013

Ratified April 18, 2018