

**Coast Community College District**  
**BOARD POLICY**  
Chapter 6  
Business and Fiscal Affairs

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**BP 6800 OCCUPATIONAL AND WORKPLACE SAFETY**

**References:**

49 Code of Federal Regulations, Parts 40 and 655;  
Title 8 California Code of Regulations Section 3203;  
29 Code of Federal Regulations 1910.101 et seq.

The District shall have a safe and healthful work place for its students, faculty, administrators, staff, and visitors. To that end, the District has in place an Injury and Illness Prevention Program. The prevention of accidents is considered to be an integral part of the District's operation and all reasonable efforts will be made to assure a safe environment and to always be in compliance with federal, state, and local safety regulations.

It shall be the duty of all District personnel to assist in the proper use and adequate maintenance of District buildings, grounds, installations, and instructional equipment by reporting to the proper District authority all misuse, inadequate maintenance, risks or hazards that they observe. A program of preventative maintenance will be defined and implemented to assure maximum benefit from initial investments and from budgeted maintenance funds. Health and safety factors shall be given consideration in the installation, operation, and maintenance of plant facilities and operating equipment.

Employees are required to follow safety rules and established safe work practices, exercise caution in all their work activities, and to immediately report any unsafe conditions to their supervisor. Employees at all levels of the organization who are responsible for correcting unsafe conditions will do so.

The Chancellor shall establish administrative procedures to ensure the safety of employees, students, and visitors 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 Administration and, if applicable, the Federal Transit Administration. 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 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.

Also see AP 7343 titled Industrial Accident and Illness Leave

Adopted March 4, 1992

Revised May 2, 2012

Renumbered from CCCD Policy 040-14-1, Spring 2011

Renumbered from CCCD Policy 4611, December 2, 2013

Revised December 2, 2013

Revised April 18, 2018