



AP 6800 Industrial Safety

References: California Occupational Safety and Health Administration (Cal/OSHA); Labor Code Sections 6300 et seq.; Title 8 Section 3203; Code of Civil Procedure Section 527.8; Penal Code Section 273.6

Approved: April 2014

Last Revised: July 2023

Last Reviewed:

The Director of Facilities Planning and Management is the Program Administrator responsible for administrating the District's Safety Program.

All employees must comply with the District's health and safety policies and procedures. To fulfill these goals, the District shall take the following steps:

1. Control and reduce employee exposure to all known or clearly suspected occupational health and safety risks and attempt to lower exposure levels as quickly as governmental regulations, technology and economic feasibility allow.
2. Maintain an ongoing program to identify all health and safety risks to employees. The District shall see to it that all employees clearly understand all facets of the District's health and safety programs directly affecting them and their duties.
3. Establish supervisory responsibility for training and directing employees in safe practices, taking disciplinary action if needed to assure the highest degree of safety possible, and setting a good example on following safety practices.
4. Recognize that despite every effort the District makes, the basic responsibility for employee health and safety rests with the individual. It is a condition of employment to conduct work in a safe and healthful manner. It is the responsibility of every employee to rectify, if possible, any unsafe condition and inform the immediate supervisor of the condition. Prompt and accurate reports must be submitted to the immediate supervisor for:
 - All unsafe conditions that could lead to accidents,
 - Any accident or injury, regardless of severity.

If the supervisor is not available, contact the Program Administrator or the Human Resources Department of any accident or injury within twenty-four (24) hours.

Violations of safety rules and policies can have serious consequences, even jeopardize lives. Therefore, safety violations may result in corrective action, up to and including termination, depending on the violation.

Injury Illness Prevention Program - The District has established an Injury and Illness Prevention Program (IIPP). The program includes accident investigation forms, possible unsafe conditions forms, workplace self-inspection checklists, and an employee safety orientation checklist. The complete IIPP can be located at: [Injury Illness Prevention Plan \(IIPP\)](#)

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 calling 911.

Communications - The District will inform employees of matters relating to occupational safety and health through posted notices and inter-office memos. Safety issues may also be raised and discussed at staff meetings, board meetings, and training meetings.

Employees may direct any questions regarding safety to the Program Administrator. Employees should also notify their supervisor, or the Program Administrator immediately of any hazard or unsafe conditions at the work site.

Employees wishing to report concerns anonymously may call or write the Program Administrator and indicate the desire to remain anonymous.

Identification of Workplace Hazards - The District will inspect the work site periodically in a continuing effort to identify and evaluate possible unsafe conditions and work practices. Inspections may occur when new procedures or equipment are introduced into the workplace that may represent a hazard or whenever the District is made aware of a new or previously unrecognized hazard.

The District is committed to full compliance with the Americans with Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973.

Investigation of Injuries and Illness - The District will investigate occupational injuries and illnesses in the manner it deems appropriate. This may include inspecting the following:

- Location where an injury occurred
- Investigating the circumstances that led to the injury or illness
- Analyzing whether specific procedures, practices, or preventative measures could have helped reduce or eliminate the danger or prevent the injury or illness

Correction of Unsafe Conditions - Where the District determines that an unsafe or unhealthy condition, work practice or work procedure exists; it will take appropriate corrective action. The District will consider the severity of the hazard along with other relevant factors when evaluating the most appropriate method for correcting any hazardous situation and the time

frame within which to make the correction. If an imminent hazard exists that cannot be abated immediately without endangering employees or property, the District may find it necessary to remove all exposed personnel from the area in which the hazard exists. In such cases individual employees shall not have access to the area declared hazardous by the Program Administrator/supervisor/authorized law or fire officer and may not return to the area unless specifically authorized by the officer in charge. Employees who disregard the directions of the officer in charge may be subject to discipline up to and including termination. Should the District need the assistance of any employee to correct the hazardous conditions, they will be provided necessary safeguards and/or personal protective equipment (PPE).

Training and Instruction - Periodically, various health and safety training instruction will be provided to employees. The District will keep records of required inspections and required training conducted under the safety program for the period required by law.

OSHA and EPA Compliance - The District shall attempt to comply with all Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) requirements.

The District will cooperate with all reasonable OSHA or EPA inspections and compliance reviews. The Program Administrator will be present at such inspections or reviews, along with other appropriate management officials.

The Program Administrator will be available to answer questions and assist in these areas as well as assisting with safety plans and activities.

Protective Equipment and Clothing - Employees are required to wear all appropriate protective equipment at the proper times and in the proper manner. Failure to wear required protective equipment is cause for disciplinary action up to and including termination. The District is legally and morally bound to make sure each employee complies with this policy.

Employees are directed not to override or tamper with safety devices installed on equipment.

Environmental Protection - The District sets a high priority on protecting the environment. It is the responsibility of every employee to make sure that materials are disposed of correctly. The District will not tolerate contamination of the environment.

Supervisors/Instructors - Supervisors and instructors are responsible for maintaining safe conditions for students and staff on campus. These individuals will inspect the area in a continuing effort to identify and evaluate possible unsafe conditions.

Blood-borne Pathogens Exposure Control Plan - In accordance with the CAL/OSHA Blood-borne Pathogens standard, Title 8 CCR - Section 5193, and in order to provide a safe work place for employees, the District has adopted a Blood-borne Pathogens Exposure Control Plan, which is found in the IIPP, to lessen the risk of having exposure to blood-borne infectious disease agents, such as Hepatitis B virus (HBV) and human immune deficiency virus (HIV). CAL/OSHA

requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials.

Crisis and Conflict Intervention – Any employee experiencing an unsafe work condition should immediately contact their supervisor or the Executive Director of Human Resources. The supervisor shall immediately notify the College Police 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 College Police. Such reports will be promptly and thoroughly investigated.

Restraining Orders/Court Orders – An employee shall notify College Police of any restraining orders/court orders when named as a plaintiff and provide a copy of the order to them. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact College Police to ensure they are aware of it, and that they have a copy of the restraining order on file

For Campus Safety, Emergency Response Plans and Workplace Violence, see AP 3500 – AP 3530.