



AP 6800

HEALTH AND SAFETY

References:

Cal/OSHA: Labor Code Sections 6300 et seq.;
Title 8 Section 3203;
Code of Civil Procedure Section 527.8;
Penal Code Sections 273.6

This procedure addresses the responsibilities of District employees if they believe unsafe work conditions have or are occurring in the workplace.

It is the responsibility of all employees to immediately report any unsafe working conditions, emergencies, threats or acts of violence, crisis or conflict, or any other behavior which deliberately hurts or harms another person in the workplace to their immediate supervisor, the Campus Safety and Emergency Response Department, and/or local law enforcement. Such reports will be promptly and thoroughly investigated.

In the event of an emergency that threatens life or property and demands an immediate response of police, fire, or medical personnel, employees shall immediately report by first dialing 911, thereby notifying law enforcement, then notifying their immediate supervisors or the Campus Safety and Emergency Response Department.

Definitions:

Crisis or Conflict: There is a crisis or conflict if any inappropriate or unreasonable disruption interferes with the normal functioning of the employee's work.

Acts of Violence: An act of violence includes any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual, or property.

Threat of Violence: 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: Workplace includes the main campus, Wake and Schott Campuses, Cosmetology Academy, and District-sponsored activities where faculty, staff, or student employees are engaged in college business, or locations where incidents occur as a



result of the employee's relationship to the District.

Emergency: An emergency is any situation that threatens life or property and demands an immediate response of police, fire, or medical personnel.

Equipment: 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 Risk Manager for review and recommendation.

Crisis and Conflict Intervention: Any employee experiencing an unsafe work condition should immediately contact his/her/their supervisor and/or the Campus Safety. The supervisor shall immediately notify 911 and Campus Safety 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 local law enforcement and Campus Safety. The employee shall also notify their immediate supervisor once it is safe to do so. Such reports will be promptly and thoroughly investigated.

Restraining Orders and Court Orders: An employee who has obtained a restraining order or court order restraining another individual from contact with the employee shall provide a copy of the order to Campus Safety. In the event the supervisor is informed by an employee of a restraining order or court order, the supervisor will contact the Campus Safety and Emergency Response Department to ensure they are aware of it, and that they have a copy of the restraining order on file. If the individual restrained appears on campus law enforcement as well as Campus Safety shall be notified immediately.

Also see the Injury and Illness Prevention Program Handbook available in Business Services as well as BP/AP 3500 titled Campus Safety and BP/AP 3510 titled Workplace Violence.



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