

SAFETY

INJURY AND ILLNESS PREVENTION PROGRAM

The District will institute and administer a comprehensive occupational Injury and Illness Prevention Program (IIPP) for all employees. The goal of the program is to prevent accidents, to reduce personal injury and occupational illness, and to comply with all safety and health standards.

A. Responsibility

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

B. Employee Compliance

1. Employees who follow safe work practices will have this fact documented on their performance reviews. Employees who are unaware of correct safety and health procedures will be trained or retrained as necessary.
2. Willful violations of safe work practices may result in disciplinary action.

C. Communication

1. Matters concerning occupational safety and health will be communicated to employees by written documentation, staff meetings, formal and informal training and posting. Communication from employees to supervisors about unsafe or unhealthy conditions is encouraged and may be verbal or written, as the employee chooses. The employee may use the "Report of Safety Hazard" form and remain anonymous.
2. NO EMPLOYEE WILL BE RETALIATED AGAINST FOR REPORTING HAZARDS, OR POTENTIAL HAZARDS, OR FOR MAKING SUGGESTIONS RELATED TO SAFETY.
3. The results of the investigation of any employee safety suggestion or report of hazard will be reported to all employees affected by the hazards or posted on appropriate bulletin boards.

D. Inspections

1. Each supervisor and/or safety representative will conduct an inspection to identify unsafe work conditions and practices:
 - a. At least once each quarter in all work areas; and
 - b. Whenever new substances, processes, procedures, or equipment are introduced into the workplace that represent a new occupational safety and health hazard; and

- c. Whenever the supervisor is made aware of a new or previously unrecognized hazard.
2. The "Hazard Checklist" or "Hazard Assessment" form shall be used to document inspections.

E. Injury and Illness Investigation

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

F. Correction of Unsafe or Unhealthy Conditions

1. Whenever an unsafe or unhealthy condition, practice, or procedure is observed or reported, the supervisor will take appropriate corrective measures in a timely manner based upon the severity of the hazard. Employees will be informed of the hazard and interim protective measures taken until the hazard is corrected.
2. Employees may not enter an imminent hazard area, without appropriate equipment, training, and the prior specific approval of the supervisor.

G. Training

1. The program administrator shall assure that supervisors receive training on safety and health hazards to which employees under their immediate direction and control may be exposed.
2. Supervisors are responsible to see that those under their direction receive training on general workplace safety as well as specific instructions with regard to hazards unique to any job assignment.
3. This training is provided:
 - a. To all employees and those given new assignments for which training has not previously been received. The "Employee Safety Checklist" should be used to document this training;
 - b. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard; and
 - c. Whenever the employer is made aware of a new or previously unrecognized hazard.
4. When a supervisor is unable to provide the required training, he/she should request such training be given to the employee by others by notifying the program administrator. The "Request for Training" form should be used.

H. Record Keeping

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

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

APPROVED: 6/9/94

HAZARDOUS MATERIALS COMMUNICATIONS PROGRAM

The District must post at least one CAL/OSHA Notice in each location where business is conducted in a conspicuous place where notices to employees are customarily posted.

Where employers are engaged in activities that are physically dispersed such as construction or transportation, the notice required shall be posted at each location to which employees report each day.

Where employees do not usually work at, or report to, a single location, the notice or notices shall be posted at the location or locations from which the employees operate to carry out their activities.

Each employer shall take steps to insure that such notices are not altered, defaced or covered by other material

The notice shall inform employees that employers who use any substance listed as a hazardous substance by Cal/OSHA regulations must provide employees with information on the contents of material safety data sheets (MSDS) or equivalent information about the substance which trains employees to use the substance safely.

The notice must also state that the employer is required to make available on a timely and reasonable basis a MSDS on each hazardous substance in the workplace upon request of an employee, collective bargaining representative, or an employee's physician.

The notice must also state that employees have the right to see and copy the medical record and other records of employee exposure to potentially toxic materials or harmful physical agents.

If the District is required to conduct tests or to engage in monitoring or measuring to determine employee exposure to hazards by specific standards it shall notify the affected employee or employees or their representative, prior to commencement of the date, time and place of the testing, monitoring or measuring of employee exposure.

The District must provide the an employee or employees, or their representatives with the opportunity to observe the testing, sampling, monitoring or measuring undertaken pursuant to such standards.

Whenever any employee has been or is being exposed to toxic materials or harmful physical agents in concentrations or at levels exceeding those prescribed by applicable standard, order, or special order, the District must promptly notify any employee so affected in writing of the fact that the employee has been exposed, and of the corrective action being taken.

Reference:

Title 8, Section 340 et seq.

PREVENTIVE WORKPLACE VIOLENCE PLAN

The Board is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

This administrative regulation is to assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

Responding to Threats of Violence

The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence.

Violence or the threat of violence against or by any employee of the District or any other person is unacceptable.

Should a non-employee on District property demonstrate or threaten violent behavior, he/she may be subject to criminal prosecution.

Should an employee, during working hours, demonstrate or threaten violent behavior he/she may be subject to disciplinary action.

The following actions are considered violent acts:

- Striking, punching, slapping or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening or unwanted horseplay.
- Possession, use, or threat of use, of a firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, on District property, including parking lots, other exterior premises, District vehicles, or while engaged in activities for the District in other locations, unless such possession or use is a requirement of the job.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his or her employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of his or her duties.

Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to his/her supervisor or other appropriate person.

No one, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.

Any employee reported to be a perpetrator will be provided both due process and representation before disciplinary action is taken.

In the event the District fears for the safety of the perpetrator or the safety of others at the scene of the violent act, Campus Police will be called.

Reference:

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

DISASTER PREPAREDNESS PLAN

- A. **Authorization**
Each District site must prepare, publish, practice/test, and update yearly a site specific INCIDENT ACTION PLAN utilizing the Standardized Emergency Management Systems (SEMS)
- B. **Content of the Incident Action Plan**
Each Incident Action Plan must contain all of the following elements:
1. The Purpose of the Plan
 2. A site personnel listing for all Command Staff and General Staff
 3. A statement of the conditions under which the INCIDENT ACTION PLAN will be activated.
- C. **Specific Disaster Preparedness Plans Must be Prepared for Each of the Following:**
1. Earthquake
 2. Major Fire
 3. Power Outage
 4. Flooding, Winds, Natural Disasters
 5. Bomb Threats
 6. Hazardous Materials Incidents
 7. Shooting on Campus, Sniper, Barricaded Suspects
 8. Civil Disorders
 9. Aircraft Accidents and/or Explosions
 10. Major Traffic Collision
- D. **Concept of Operations**
Each SEMS INCIDENT ACTION PLAN will outline the functions, duties, and responsibilities necessary for the effective responses to any situation. The SEMS Plan is the administrative guide for rapid communications and decision-making. The following topics must be addressed in each plan:
1. Administrative Authority
 2. SEMS Emergency Organizational Structure
 3. Functional Procedures Required
 4. General Emergency Functions and Operations for specific disaster
- E. **Practice Drills**
Each INCIDENT ACTION PLAN shall be tested yearly with a practice drill approved by the Site Incident Commander.

COMMUNICABLE DISEASE, EMPLOYEES

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.

All newly hired employees must show that they have been examined within the past 60 days to determine that they are free from active tuberculosis.

All employees shall be required to undergo an examination within four years of employment and every four years thereafter, to determine if they are free from tuberculosis.

Reference:

Education Code Sections 87408; 87408.6; 88021

INDUSTRIAL ACCIDENTS AND ILLNESS

A. Academic Employees

Academic employees shall be entitled to not less than 60 days leave on account of an industrial accident or illness in any one fiscal year for the same accident.

Allowable leave shall not be accumulated from year to year.

Industrial accident or illness leave shall commence on the first day of absence.

When an academic employee is absent from his or her duties on account of an industrial accident or illness, the employee shall be paid the portion of the salary due him or her for any month in which the absence occurs as, when added to his or her temporary disability indemnity under the Labor Code, will result in a payment to the employee of not more than his or her full salary. "Full salary," shall be computed so that it shall not be less than the employee's "average weekly earnings" as that phrase is used in Section 4453 of the Labor Code. For purposes of this section, however, the maximum and minimum average weekly earnings set forth in Section 4453 of the Labor Code shall otherwise not be deemed applicable.

Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.

When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him or her for the same illness or injury.

Upon termination of the industrial accident or illness leave, the employee shall be entitled to the benefits provided in Education Code Sections 87780, 87781 and 87786, and, for the purposes of each of these sections, his or her absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave. However, if the employee continues to receive temporary disability indemnity, he or she may elect to take as much of his or her accumulated sick leave which, when added to his or her temporary disability indemnity, will result in a payment to the employee of not more than his or her full salary.

During any paid leave of absence, the employee may endorse to the District the temporary disability indemnity checks received on account of his or her industrial accident or illness. The District shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the employee for periods covered by the salary warrants.

Any employee receiving benefits as a result of this section, during periods of injury or illness, shall remain within the State of California unless the Chancellor authorizes travel outside the state.

B. Classified Employees

Classified employees shall be entitled to not less than 60 days leave on account of an industrial accident or illness, in any one fiscal year for the same accident.

Allowable leave shall not be accumulative from year to year.

Industrial accident or illness leave of absence will commence on the first day of absence.

Payment for wages lost on any day shall not, when added to an award granted the employee under the workers' compensation laws of this state, exceed the normal wage for the day.

Industrial accident leave will be reduced by one day for each day of authorized absence regardless of a compensation award made under workers' compensation.

When an industrial accident or illness occurs at a time when the full 60 days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred, for the same illness or injury.

The industrial accident or illness leave of absence is to be used in lieu of entitlement acquired under Education Code Section 88191. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave will then be used; but if an employee is receiving workers' compensation, the person shall be entitled to use only so much of the person's accumulated or available sick leave, accumulated compensating time, vacation or other available leave which, when added to the workers' compensation award, provide for a full day's wage or salary.

Periods of leave of absence, paid or unpaid, shall not be considered to be a break in service of the employee.

During all paid leaves of absence, whether industrial accident leave as provided in this procedure, sick leave, vacation, compensated time off or other available leave provided by law or the action of the district, the employee shall endorse to the District wage loss benefit checks received under the workers' compensation laws of this state. The District, in turn, shall issue the employee appropriate warrants for payment of wages or salary and shall deduct normal retirement and other authorized contributions. Reduction of entitlement to leave shall be made only in accordance with this procedure.

When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of the person's position, the person, if not placed in another position, shall be placed on a reemployment list for a period of 39 months. When available, during the 39-month period, the person shall be employed in a vacant position in the class of the person's previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case the person shall be listed in accordance with appropriate seniority regulations.

The Vice Chancellor of Human Resources may require that an employee serve, or have served continuously, one year of employment before the benefits provided by this section are made available to the person. All service of an employee prior to the effective date of any such requirement shall be credited in determining compliance with the requirement.

Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California unless the Chancellor authorizes travel outside the state.

An employee who has been placed on a reemployment list, as provided above, who has been medically released for return to duty and who fails to accept an appropriate assignment, shall be dismissed.

Reference:

Education Code Sections 87787, 88192.