

**PALO VERDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE**

**6800-0**

**Safety**

Reference: Cal/OSHA; Labor Code Sections 6300 et seq.; Title 8, Section 3203; Code of Civil Procedure Section 527.8; Penal Code Sections 273.8, 626.9, 626.10 and 12021

The Palo Verde Community College District shall provide and maintain the safest possible conditions for its students, employees, and members of the visiting public.

The Board of Trustees, in recognition of the Occupational Safety and Health Act (OSHA) and associated state legislation, hereby authorizes an ongoing Safety Program fully consistent with the purposes and objectives of the District.

The District shall make every effort to reduce job-related accidents, thereby enhancing employee morale and minimizing accident insurance premium costs. Each employee shall be responsible for contributing to a productive safety program by following safe work practices and procedures including, without limitation, this policy and procedure and those referenced below.

**Definitions**

Prevention activities increase awareness and minimize the potential for crisis in the workplace. Training is essential for all staff to learn how to recognize early warning signs, so that appropriate intervention can be provided for identified areas of conflict in the workplace.

Crisis or conflict constitutes any inappropriate or unreasonable disruption that interferes with the normal functioning of your work.

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 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 business or locations where incidents occur as a result of the person's relationship to the college 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 law enforcement.

**Equipment and Sanitation**

Should the duties of an employee required 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 Superintendent/President for review and recommendation.

**Crisis and Conflict Intervention**

Any employee experiencing an unsafe work condition should immediately contact his/her supervisor or the department administrator. The supervisor shall immediately notify the department administrator 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 local law enforcement. Such reports will be promptly and thoroughly investigated.

**Restraining Orders/Court Orders**

An employee shall notify law enforcement of any restraining orders/court orders when named as a plaintiff, and provide a copy of the order to local law enforcement, ensure they are aware of it, and that they have a copy of the restraining order on file.

See also Chapter 3 - General Institution

See also BP/AP 6530 - District Vehicles

See also BP/AP 7340 - Leaves (AP 7340-2 - Industrial Accident and Illness)

*(Formerly PVC Board Policy 4020)*

7/26/11 Board Information Item