



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.

Serious Injury or Illness is defined in the Labor Code Section as "any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers loss of any member of the body or any serious degree of permanent disfigurement." Serious injury or illness does not include any injury, illness, or death caused by commission of a Penal Code violation, except the violation of Penal Code Section 385 (which refers to the operation of heavy equipment adjacent to electrical wires), or an accident on a public street or highway.

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 (8-911 from campus phones) and then notifying Campus Safety at 831-755-6800. (King City employees must dial 9-911 for fire, police, ambulance; 6888 for campus security)

Equipment and Sanitation Should the duties of an employee require the use of equipment to ensure the safety of the employee, the District shall

Employees are provided workspaces and/or offices for their use during their work tenure at Hartnell College.

Offices, classrooms, and workspaces are to be used for conducting Hartnell College business and functions relating to the mission of the College.

The use of these offices and workspaces shall be consistent with the District's Safety Policy and Procedures, and consistent with the college's mission.

College officials may enter offices, classrooms, and work spaces as needed, and reserve the right to require individual employees to remove items from their offices for health and safety reasons.

While employees may bring personal items and valuables to campus, these items remain the responsibility of the employee. For security, employees should lock all offices when not occupied, and keep valuables locked.

For the safety of employees and students, offices, workspaces, and classrooms have doors with view windows. The glass should remain un-obscured by any blockage.

Lighted candles, incense, or similar items should not be used in any office or work space.

Area heaters must be approved in advance by the Director of Facilities and Operations.

Floors in offices, workspaces, classrooms, and hallways should be kept free from boxes and other debris.

Electrical plugs and cords should be orderly and maintained so as not to present tripping hazards or fire hazards.

See Board Policy 6800

Adopted by the Board of Trustees: April 30, 2013; Rev: December 15, 2020