

# HARTNELL COLLEGE

## AP 6800 SAFETY

References: Labor Code Sections 6300, et seq., and 6302(h); California Administrative Code, Title 8 Section 3203; Code of Civil Procedure Section 527.8; Penal Code Sections 273.6; 626.9; 626.10; and 12021

### Responsibilities:

The Superintendent/President has the final authority and responsibility in all matters of safety.

All employees have the responsibility to follow safety rules, to report unsafe conditions, and to c1Tj14P7 -.001TJ0.25.9 Tw -0352 -1.22 Td(f)-4(ac)4(ili c)4(251 o)8(a .ic)4(t)1 6 PInjury and Illness Prevention P and Hazardous Materials Communication Plan (HMCP).

4. Coordinate with the District's Incident Command System emergency preparedness team.
5. Facilitate SWACC Property and Liability Inspection Reporting.

### Definitions:

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

Acts of Violence. 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

**Restraining Orders/Court Orders:**

An employee shall notify local law enforcement of any restraining orders/court orders when

- 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.

Approved: 04/30/13