

# BP 6800 Occupational Safety

09/25/23



P&P Chapter Lead Recommendation  
San Bernardino Community College District

**Current Step:**  
BOT 1st Reading

Point Person	Date Requested	Anticipated Date of Recommendation:	Recommendation Received:
J Torres	8/7/2023	Recommendation Received	9/6/2023

**Reason(s) for Review/Changes**

> Legal Update 42: The Service updated this policy to clarify legal citations.

## Review Level

### Level 1

## Anticipated AP2410 Schedule *(for info on this process, visit <https://sbccd.edu/ap2410>)*

- 09/12/2023 BPPAC Approval
- 09/18/2023 PPAC Approves Review Level
- 09/19/2023 Level 1 to Constituents for Information Only
- 10/19/2023 BOT First Reading
- 11/09/2023 BOT Final Approval

## Action Requested

1. Please review this Chapter Lead recommendation based on the reasons above.
2. Staff recommended changes are **shown in red**.
3. Legal changes are **shown in blue** and should only be considered **optional** if indicated.
4. If there are no changes showing, this item is being presented for information only.
5. For questions on this recommendation, please contact J Torres or [kgoodric@sbccd.edu](mailto:kgoodric@sbccd.edu).

RECOMMENDATION STARTS ON NEXT PAGE



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> Legal Update 42: The Service updated this policy to clarify legal citations.

~~(Replaces current SBCCD BP 6800)~~

The Chancellor shall establish administrative procedures to ensure the safety of employees and students on District owned or operated property, including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
- Establishment of an Injury and Illness Prevention Program in compliance with applicable Occupational Health and Safety Administration (OSHA) regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.
- Prohibition of the use of tobacco in all public buildings.

### References:

[Government Code Section 7597.1;](#)

49 Code of Federal Regulations, Parts 40 and 655;

Title 8 Section 3203;

29 Code of Federal Regulations, [Parts](#) 1910.101 et seq.;

[Health & Safety Code Section 104420](#)

**End of Recommendation for BP 6800 Occupational Safety**

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> Minor Clerical Edit

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> Minor Clerical Edit

~~(Replaces current SBCCD AP 6800)~~

**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 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 Police and Safety Services for review and recommendation.

**Crisis and Conflict Intervention**

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

**Employee Crisis Assistance Team**

An Employee Crisis Assistance Team is established to provide regular training and advice to individuals and departments. Training activities may include, but not be limited to, skill development in conflict resolution, communication, anger management and early identification of unsafe working conditions in the workplace.

Team advising activities may include individual consultations, peer mediation, conflict resolution services and referral to outside sources.

Immediately upon notification of an act of violence or threat of violence involving an employee, the team member notified will initiate Employee Crisis Assistance Team procedures as stated below.

In the event of an act or threat of violence, the team will investigate the incident and forward the results of the completed investigation to the Chief of Police and Safety Services for consideration. Law enforcement will take appropriate action if the incident involves injuries or criminal activity.

The team will coordinate available resources to provide intervention, consultation or referral, which may include arranging for counselors to



work with victims and observers of the incident.

### **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 the District Police Department or local law enforcement. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact the District Police Department or local law enforcement, ensure they are aware of it, and that they have a copy of the restraining order on file.

### **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



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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.

**References:**

California Occupational Safety and Health Administration (Cal/OSHA);  
 Labor Code Sections 6300 et seq;  
 Title 8 Section 3203;  
 Code of Civil Procedure Section 527.8;  
 Penal Code Section 273.6

**End of Recommendation for AP 6800 Occupational Safety**