

Business and Fiscal Affairs

**AP 6800      INDUSTRIAL SAFETY**

**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

**Definitions:** Prevention activities increase awareness and minimize the potential for crisis in the workplace. Training is essential for all staff members 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 daily 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 District-sponsored activities where faculty, staff members, or student employees are engaged in District business or locations where incidents occur as a result of the person's relationship to the District 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 discussed with his/her/their supervisor who may then forward the concern to the Human Resources Office for review.

**Crisis and Conflict Intervention:** Any employee experiencing an unsafe work condition should immediately contact his/her/their supervisor who may then forward the concern to the Human Resources Office. The supervisor or Human Resources Office shall immediately notify the District Police Department 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 District to their supervisor and District Police Department. Such reports will be promptly and thoroughly investigated.

**Crisis Intervention Team:** The 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 the Crisis Intervention Team procedures as stated below.

In the event of an act or threat of violence, the District Police Department will investigate the incident and forward the results of the completed investigation to the District Attorney's Office 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 his/her/their supervisor and the District Police Department of any restraining orders/court orders when named as a plaintiff, and provide a copy of the order. The supervisor and/or employee will contact the District Police Department and the Human Resources Office to ensure they are aware of it and that a copy of the restraining order is placed on file.

If a student informs a faculty or staff member of a restraining order, the faculty or staff member will contact the District Police Department to ensure the District Police Department is aware of it and that a copy of the restraining order is placed on file.

**Installation of Equipment:** To assure that applicable health, safety, and other legal requirements are met, all plans for installation shall be approved in advance by Administrative Services.

*Office of Primary Responsibility: Administrative Services*

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Date Approved: February 12, 2009 (Replaced College of Marin Procedures 8.0001 DP.1, 8.0001 DP.2, and 8.0001 DP.3)

Date Revised: February 16, 2016, April 19, 2016

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