

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Safety
Adoption Date:
Responsible Area: Administrative Services
Responsible Office: President's Office
Policy Reference: 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; 385; 626.9; 626.10; and 12021;
Cal/OSHA' ; BP 6800; AP 3500; AP 3505; AP 3510;
AP 5112; AP 7343.

1. Scope

A. In compliance with the District Safety Policy (BP 6800), the following responsibilities and procedures are established to promote safe school conditions for employees and students.

2. Definitions

A. **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.

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

C. **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 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.

D. **Serious Injury or Illness.** A 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.

E. **Workplace.** Workplace includes off-campus locations as well as college-sponsored activities where faculty, staff, or student employees are engaged in District business or locations where incidents occur as a result of the person's relationship to the college community.

3. Emergencies

A. 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 Campus Safety at #5911.

4. Equipment and Sanitation

A. 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 the V. P. of Admin/Information Services for review and recommendation.

5. Crisis and Conflict Intervention

A. Any employee experiencing a crisis, conflict, or any other unsafe work condition should immediately contact his/her supervisor. The supervisor shall immediately notify Campus Safety, the V. P. of Admin/Information Services, and their immediate supervisor about any reported issues. The employee will be provided consultation regarding resources available to resolve the unsafe work condition.

B. 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 within the workplace to their immediate supervisor and Campus Safety, and the Weed/Yreka Police Department. Such reports will be promptly and thoroughly investigated as appropriate.

6. Restraining Orders/Court Orders

A. An employee shall notify local law enforcement of any restraining orders/court orders when named as a plaintiff, and provide a copy of the order to the Weed/Yreka Police Department. It is strongly advised that employees also notify Campus Safety and the Human Resources Office of such documents.

B. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact the Weed/Yreka Police Department to ensure they are aware of it, and that they have a copy of the restraining order on file.

***Note: Student restraining orders/court orders are addressed in AP 3500.

7. Safety Procedures

A. Responsibilities

- 1) **Superintendent/President.** The Superintendent/President of Siskiyou Joint Community College District has the final authority and responsibility in all matters of safety.
- 2) **Vice President of Administrative/Information Services.** The Vice President of Admin/Information Services shall be responsible for:
 - a. The District safety program, and shall appoint the Safety Committee Chairperson
 - b. Coordinates with the Superintendent/President and the Director of Human Resources as appropriate.
 - a. Injury and Illness Prevention Program (IIPP)
 - b. Hazardous Materials Communication Plan (HMCP)
 - c. Hazardous Materials Business Plan (HMBP)
 - d. Administering all applicable state and federal transportation policies and regulations
 - e. Crisis Action Team (CAT) and Emergency Response Plan (AP 3505)
 - f. SWACC Property and Liability Inspection Reporting
 - g. Implementation of AP 3570 prohibiting the use of tobacco in all buildings
- 3) **Director of Facilities & Operations.** The Director of Facilities & Operations shall:
 - a. Keep informed of federal, state and local safety laws and regulations.
 - b. Inform the Vice President of Admin/Information Services and the Safety Committee of all changes in safety laws and regulations.
 - c. Conduct annual safety inspections of all campus physical facilities.
 - i. Each area inspection shall be conducted with the person having responsibility for that area.
 - ii. A copy of all such reports shall be submitted to the Vice President of Admin/Information Services
 - iii. Report to the Vice President of Administrative Services (with a copy to the Superintendent/President) all infractions of safety rules and regulations.
 - d. Assist in the correction of safety hazards as directed by the Vice President Administrative Services.
 - e. Maintain safety equipment.
 - f. Serve as an ex-officio member of the Safety Committee.
 - g. Review inspection and accident reports with the Vice President of Administrative Services and the Safety Committee.
 - h. Carry out other tasks pertaining to safety as directed by the Vice President of Admin/Information Services and the Safety Committee.

B. Safety committee

- 1) The Safety Committee may be comprised of the following members:
 - a. Chair person, as appointed by the Vice President of Admin/Information Services
 - b. Director of Human Resources Office, or delegate
 - c. Director of Campus Safety, or delegate
 - d. Director of Facilities & Operations, or delegate
 - e. Director of Yreka campus, or delegate
 - f. Faculty Representative
 - g. ASM representative
 - h. CSEA representative
 - i. District Insurance/Claims Administrator representative (this is a Non-Voting Position)

- 2) The Safety Committee may:
 - a. Study the District accident reports provided by the Human Resource Office and inspection reports provided by the Director of Facilities & Operations; and make recommendations for corrective action to the Vice President of Admin/Information Services
 - b. Make recommendations to the Vice President of Admin/Information Services concerning District safety training programs.
 - c. Review the District Safety Policy and Procedures and, where necessary, make recommendations to the Vice President of Admin/Information Services concerning their updating.
 - d. Meet at least quarterly during a calendar year.

C. Supervisors

- 1) It shall be the responsibility of the supervisors to coordinate the safety program in their areas.
 - a. The supervisor shall be responsible for safety training and orientation of employees.
 - b. The classroom teacher shall be responsible for emergency safety and for safety training and orientation as related to instruction.
 - c. This training and orientation shall comply with Federal and State Laws, and the District policies and directives.

D. All Employees

- 1) All employees of the Siskiyou Joint Community College District shall be responsible for the implementation of safety laws, regulations, policies and procedures which apply to them.

- 2) All employees shall support the total District Safety Program and shall attempt to make their work area safe and accident-free.

E. All Students

- 1) All students shall comply with all appropriate safety laws, regulations, policies and procedures.

8. Procedure for Handling Work-Related Accidents

A. All work-related accidents requiring the attention of a physician shall be referred to a physician designated by the District.

B. All work-related accidents shall be handled as follows:

- 1) Procedure for Handling Accidents and Emergencies. The following is the procedure for handling accidents and emergencies where physical health is involved:
 - a. Call 911
 - b. Campus Safety shall be notified immediately in all cases of emergencies where an ambulance or fire rescue equipment is needed.
 - c. In the event the Campus Safety is unavailable, (between the hours of 2:30 AM and 7:30 AM) contact the Weed/Yreka Police Department.
- 2) Employee Responsibilities
 - a. Injuries must be reported immediately to the supervisor
 - b. Written accident reports must be submitted to Human Resources within 24 hours of the incident
- 3) Supervisor Responsibilities
 - a. Supervisors must submit reports in writing to the Human Resources Office immediately after the injured employee has had proper attention
- 4) Follow up on preventative measures taken—written reports will contain the following information:
 - a. Name of injured employee.
 - b. Date and time of accident/injury.
 - c. Location of accident/injury.
 - d. What the employee was doing when injured.
 - e. Description of how the accident/injury occurred.
 - f. Nature of injury or illness and part of body affected.
 - g. Whether or not the employee required medical attention.
 - h. If known, when employee may be able to resume work duties.
 - i. Name of person reporting accident/injury.

- 5) Reporting Fatalities and Serious Injuries
 - a. In every case involving death or a serious injury or illness (as defined in this report under section 2D), a report shall be made immediately to the California Division of Occupational Safety and Health at (530) 224-4743 by the Human Resource Office, a District Administrator, or Campus Safety.
 - b. More detailed instructions on reporting requirements are listed in the District's Injury and Illness Prevention Plan (IIPP).
 - c. The Human Resource Office shall enter all reports of occupational accidents/injuries or illnesses in the Log of Occupations Injuries and Illnesses. At COS, this is known as the "Cal/OSHA Log" and is maintained in the Human Resources Office
 - i. A summary of Occupational Injuries and Illnesses will be completed following the close of the calendar year.

- 6) Reporting Accident/Injuries to the Director of Human Resources and Safety Committee
 - a. It shall be the responsibility of the Director of Human Resources to make a report of all accident/injuries to the Safety Committee as may be required.