

**ADMINISTRATIVE PROCEDURE 6800 OCCUPATIONAL SAFETY****I. Definitions**

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

C. Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual or property.

D. 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.

E. 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.

**II. 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 (510) 466-7236 (Peralta Police Services Dispatch) or 911 to notifying law enforcement.

**III. 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 Risk Management for review and recommendation.

**IV. Crisis and Conflict Intervention**

A. Any employee experiencing an unsafe work condition should immediately contact his/her supervisor or the Human Resource Department (EEO Officer). The supervisor shall immediately notify the Peralta Police Services about any acts or threats of violence. 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 at the college to their immediate supervisor and Peralta Police Services. Such reports will be promptly and thoroughly investigated.

**V. Employee Crisis Assistance Team**

A. 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.

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

C. 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.

D. 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 Vice Chancellor for Human Resource for consideration. Law enforcement will take appropriate action if the incident involves injuries or criminal activity.

E. 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.

#### **VI. 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 Peralta Police Services. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact Peralta Police Services, ensure they are aware of it, and that they have a copy of the restraining order on file

#### Reference:

- Cal/OSHA;
- Labor Code Sections 6300 et seq.;
- Title 8 Section 3203;
- Code of Civil Procedure Section 527.8;
- Penal Code Section 273.6

Approved by the Chancellor: February 11, 2016

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