

Glendale Community College District

6800

Administrative Regulation

SAFETY

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 an employee's 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 the appropriate manager/supervisor, Risk Manager and/or Chief Human Resources Officer for review and recommendation.

Crisis and Conflict Intervention – Any employee experiencing an unsafe work condition should immediately contact his/her supervisor or the Chief of Police. The supervisor shall immediately notify the Chief Human Resources Officer and/or the Chief of Police 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, the Chief Human Resources Officer and/or the Chief of

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Police or local law enforcement such as the Glendale Police Department. Such reports will be promptly and thoroughly investigated.

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 Chief Human Resources Officer and the Chief of Police. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact the Chief Human Resources Officer and the Chief of Police to ensure they are aware of it, and that they have a copy of the restraining order on file.

References:

- Cal/OSHA;
- Labor Code Sections 6300 et seq.;
- Title 8 Section 3203;
- Code of Civil Procedure Section 527.8;
- Penal Code Section 273.6,
- Accreditation Standard III.B.1 (2014)

See Board Policy 6800

Adopted: 07/12/16