

Definitions

Prevention activities are activities that 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 is any inappropriate or unreasonable disruption that interferes with the normal functioning of the workplace.

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

Effective Date: 2/16/10

References: 49 Code of Federal Regulations, Part 40
49 Code of Federal Regulations, Part 655
Title 8, §3203
29 Code of Federal Regulations, 1910.101 et seq.
Health and Safety Code §104420
California Code of Regulations Title 19, Public Safety Division, §2570.2
California Department of Industrial Relations, Division of Safety and
Health Administration Cal/OSHA California Code of Regulations
Title 8, General Industry Safety Orders
Labor Code §§142.3, 6300 et seq.
Title 8, §3203
Code of Civil Procedure §527.8
Penal Code §§273.6, 626.9, 626.10, 12021
Board Policy/Administrative Procedure 7330-Communicable Disease

safety, sanitation, and working conditions shall be forwarded to Director of Risk Management for review and recommendation.

Crisis and Conflict Intervention

Any employee experiencing an unsafe work condition should immediately contact his/her supervisor or the Director of Risk Management. The supervisor shall immediately notify the Campus 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 that deliberately hurts or harms another person at the district to their immediate supervisor and Campus Police. Such reports will be promptly and thoroughly investigated.

Face or Eye Protection

Employees working in locations where there is a risk of receiving eye injuries, such as punctures, abrasions, contusions, or burns as a result of contact with flying particles, hazardous substances, projections, or injurious light rays that are inherent in the work or environment, shall be safeguarded by means of face or eye protection. Locations include, but are not limited to, laboratories of chemistry, physics, and biology, art and drama activity areas, horticultural sciences, and the auto-technology center. Suitable screens or shields isolating the hazardous exposure may be considered adequate safeguarding for nearby employees. The district shall provide and ensure that employees use protection suitable for the exposure.

Where eye protection is required and the employee requires vision correction, such eye protection shall be provided as follows:

- A. Safety spectacles with suitable corrected lenses.
- B. Safety goggles designed to fit over spectacles.
- C. Protective goggles with corrective lenses mounted behind the protective lenses.

Eye protection shall be in accordance with American National Standard, Practice for Occupational and Educational Eye and Face Protection, Z87.1-1989, which is hereby incorporated by reference, except that integral lens and frame design will be allowed if the lens frame combination provides unit strength, as well as impact, penetration, heat, and flammability resistance, optical qualities and eye-zone coverage equal to or greater than is required by ANSI Z87.1-1989. Side-shield protection shall be used whenever the hazard of flying objects is angular as well as frontal. Reference: CCR Title 8 §3382.

Each faculty member has a direct responsibility to assure that all students, teachers, and visitors wear approved eye-protection devices in classrooms where activities or the use of hazardous substances are likely to cause injury to the eyes. Hazardous substances include working with hot molten metal; milling, sawing of solid materials; heat treating, tempering or kiln firing of any metal or other materials; gas or electric arc welding; repairing, servicing, or operating vehicles or other equipment; working with hot liquids or solids or with chemicals that are flammable, toxic, corrosive to living tissues,

radioactive, or irritating. The district will install and maintain eyewash stations where appropriate.

Safety Footwear

Appropriate foot protection shall be required for employees who are exposed to foot injuries from electrical hazards; hot, corrosive, poisonous substances; falling objects; crushing or penetrating actions that may cause injuries; or who are required to work in abnormally wet locations.

Protective footwear for employees purchased after January 26, 2007, shall meet the requirements and specifications in American Society for Testing and Materials (ASTM) F 2412-05, Standard Test Methods for Foot Protection and ASTM F 2413-05, Standard Specification for Performance Requirements for Foot Protection, which are hereby incorporated by reference. Reference: CCR title 8, §3385; Labor Code §142.3.

For district safety purposes, employee shall refer to permanent and probationary employees and temporary workers who are assigned to work activities that may expose them to foot injury and/or exposure to related hazards. This class shall wear steel-toed safety boots or other footwear at all times that meet or exceeds standards stated above.

Permanent and probationary employees who are required to wear safety shoes will be provided with or reimbursed up to the current maximum for the purchase of new safety shoes and foot liners each fiscal year. The maximum annual allowance amount is \$170 (total allowance including tax).

Permanent and probationary employees who are eligible may obtain new safety shoes and foot liners using either of the methods described below:

- A. The employee shall present a receipt to his/her supervisor for reimbursement of the actual expenses incurred up to the current fiscal year annual maximum allowed. Said receipt shall indicate the date and full price of the safety shoe purchased. The supervisor will verify that the safety shoes meet or exceed ASTM F 2413.05 and will promptly prepare and submit a purchase request to their budget manager for approval.
- B. The employee shall obtain a signed voucher from his/her supervisor that he/she may use to purchase new safety shoes and foot liners from an approved vendor. A list of vendors approved by the district's Purchasing Department shall be available in the Facilities Department and the list will be updated annually.

Costs incurred in excess of the fiscal year maximum annual allowance shall be borne by the employee or, with budget manager approval, from the department's supply allowance.

SAFETY PROGRAM

Accident Reviews and Recommendations

The Director of Risk Management shall review reports of accidents that have occurred on district property or have involved staff, students, volunteers, or members of the public at a district function. Emphasis of the review is to be on the development of recommendations for prevention of future occurrences of accidents. Recommendations requiring changes in traffic and parking regulations or facilities will be referred to Campus Committee. All other recommendations will be transmitted for disposition to the Director of Risk Management.

Health Hazard Reviews and Recommendations

The Director of Risk Management shall consider reports of existing or potential health hazards in the college environment. The hazards may be to staff, students, volunteers, or members of the public. Recommendations of the Director of Risk Management will be directed to the Campus Committee, and if the hazard includes students, to Health Services. (See Board Policy/Administrative Procedure 7330–Communicable Diseases.)

Security Hazard Reviews and Recommendations

The Campus Police shall consider reports of security hazards to the security and personal safety of staff, students, volunteers, or members of the public. Recommendations are to be made to the Campus Committee and the Vice President, Student Services, as the division vice president responsible for security matters. The Campus Committee will consider security topics relating to property protection.

Handicapped Access Reviews and Recommendations

Although the Campus Committee is not the initial evaluator of handicapped access conditions, the ADA Coordinator and the Coordinator of Disabled Student Services may occasionally bring to the committee's attention access issues if there are evident health-and-safety implications. Since most access issues entail physical plant, recommendations of the Campus Committee will be made to the Vice President, Business and Administrative Services, as the responsible division vice president.

Safety Awareness and Education

A major objective of the Campus Committee is to heighten awareness among staff and students of safety practices. The principal means of doing this is through review and approval of workshops and other staff development activities and through circulation of minutes of the committee's meetings.

Cal/OSHA Requirements

MiraCosta College as an employer is required to comply with Occupational Safety and Health Administration regulations and to maintain health-and-safety records for Cal/OSHA (state) and OSHA (federal). Maintenance of these records and liaison with Cal/OSHA is the responsibility of the Risk Management Department. Questions, issues, and regulations relating to Cal/OSHA will be brought to the Campus Committee as a means of informing employees of general issues relating to occupational health and

safety. Occasionally the Campus Committee may recommend district policy on Cal/OSHA topics.