



ADMINISTRATIVE PROCEDURES

No. 6800.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

SAFETY

The District shall establish a Safety Committee comprised of representatives of College constituent groups to identify safety concerns, develop recommendations, and assist management in the implementation of approved recommendations. Recommendations developed by the Safety Committee shall be forwarded to the Vice President of Administrative Services who will bring them to the Planning and Budgeting Committee (PBC) as needed.

Complaints regarding campus conditions shall be forwarded in writing, to the Director of Facilities. These will be forwarded to and be addressed by the Safety Committee. Concerns regarding the condition of offices, workrooms, classrooms, and break rooms shall be forwarded in writing to the Director of Facilities. When necessary, these will be forwarded to the Safety Committee, which shall review the complaint and recommend action.

If problems are not resolved within 30 days or a time specified by the Safety Committee, employees may report the problem to their Union President. For employees without union representation, they may report to the constituent group President. Students may report to the Dean of Student Services.

The Vice President of Administrative Services, Safety Committee Chair and the union representative or constituent president shall meet and confer in an attempt to resolve such problems.

A report shall be published annually of all crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication.

A safety plan shall be prepared and posted or otherwise made available to students and employees.

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 your 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 Campus Security.

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 Director of Facilities 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 Human Resources. The supervisor shall immediately notify the Director of Human Resources 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 and to Campus Security. Such reports will be promptly and thoroughly investigated.

Restraining Orders/Court Orders – An employee shall notify the Director of Facilities of any restraining orders/court orders when named as a plaintiff, and provide a copy of the order. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact the Director of Facilities, ensure they are aware of it, and that they have a copy of the restraining order on file.

References: Cal/OSHA and Labor Code Sections 6300 et seq.;
Title 8 Section 3203
Code of Civil Procedure Section 527.8
Penal Code Sections 273.6, 626.9, 626.10, and 12021