

## 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 6911 (from a campus phone) or calling College Police at (760) 795-6640 to notify law enforcement.

### MiraCosta Community College District

Page 1 of 3

Effective Date: 2/16/10, 4/1/21

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 §§6300 et seq.  
 Code of Civil Procedure §527.8  
 Penal Code §273.6  
 Board Policy/Administrative Procedure 7330-Communicable Disease  
 #11, 8/06, #27, 10/15, #28, 4/16

CCLC Update:  
 Steering:

VPAS/VPHR

## **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 and safety manager for review and recommendation.

## **Crisis and Conflict Intervention**

Any employee experiencing an unsafe work condition should immediately contact their supervisor or the risk and safety manager. The supervisor or the risk and safety manager shall immediately notify the college police about any acts or threats of violence. The college police will also notify Human Resources. 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 college police. Such reports will be promptly and thoroughly investigated.

Restraining Orders/Court Orders – An employee shall notify law enforcement of any restraining order/court orders when named as a plaintiff and provide a copy of the order to the college police department. The College Police Department will notify the Title IX coordinator of any Title IX-related restraining order/court orders. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact the College Police Department, ensure they are aware of it, and that they have a copy of the restraining order on file. The College Police Department will notify the Title IX coordinator of any Title IX-related restraining order/court orders.

## **SAFETY PROGRAM**

### **Accident Reviews and Recommendations**

The risk and safety manager 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 Advisory Committee. All other recommendations will be transmitted for disposition to the risk and safety manager.

### **Health Hazard Reviews and Recommendations**

The risk and safety manager 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 risk and safety manager will be directed to the Campus Advisory Committee and, if the hazard includes students, to Health Services. (See Board Policy/Administrative Procedure 7330–Communicable Diseases.)

## **Security Hazard Reviews and Recommendations**

The College 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 Advisory Committee and the vice president, administrative services, as the division vice president responsible for security matters. The Campus Advisory Committee will consider security topics relating to property protection.

## **Disabled Access Reviews and Recommendations**

Although the Campus Advisory Committee is not the initial evaluator of disabled 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 Advisory Committee will be made to the vice president, administrative services, as the responsible division vice president.

## **Safety Awareness and Education**

A major objective of the Campus Advisory 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 and safety manager. Questions, issues, and regulations relating to Cal/OSHA will be brought to the Campus Advisory Committee as a means of informing employees of general issues relating to occupational health and safety. Occasionally the Campus Advisory Committee may recommend district policy on Cal/OSHA topics.