



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Administrative Procedure

Chapter 6 – Business and Financial Services

AP 6800 – OCCUPATIONAL SAFETY

Safety conditions in the workplace are mandatory requirement of State and Federal regulating agencies as well as employee bargaining and may be more specific than the following procedures, which are minimum standards to cover students and unrepresented employees. These procedures are a framework and commitment for the District's health and safety goals.

1. 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.

2. 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.

3. Authority

The Chancellor has designated the Vice Presidents of Administrative Services and the Regional Facilities Officers to implement the procedures in an Injury and Illness Prevention Program.

4. Program Hazard Prevention

Should the duties of an employee require the use of equipment or materials, the District will provide a specific program plan that outlines the required steps and safety instructions to maintain a safe environment, avoid associated duty risks, and to ensure the safety of the employee. Complaints related to health safety, sanitation, and working conditions shall be

forwarded to the Associate Vice Chancellor (AVC), Risk Management, for review and recommendation.

It is the responsibility of the employee, supervisor, and management to comply with District and College safety programs and policies.

Specific training and required personal protective equipment (PPE) shall be provided to any employee engaging in a duty that poses a safety risk exposure.

The District shall routinely provide safety inspections and establish clear guidelines for reporting accidents, injuries, near-misses, and unsafe conditions.

5. Crisis and Conflict Intervention

Any employee experiencing an unsafe work condition should immediately contact their supervisor or the Campus Safety Officer. The supervisor shall immediately notify the Vice President of Administrative Services 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 District to their immediate supervisor and college police. Such reports will be promptly and thoroughly investigated.

The District has established an Emergency Response Procedure guideline in the event of a crisis event. The Workplace Violence Prevention Plan has been established to identify and assess potential threats in the workplace. This plan provides prevention steps and training for employees. The plan provides for a reporting and complaint process along with an incident response plan to effectively maintain and foster a safe and healthy workplace culture.

References: California Occupational Safety and Health Administration (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: 4/14/26

Supersedes: AP 6800 – New Procedure