

CHAPTER 2: Administration
BOARD POLICY NO. 2.28 (BP 3510, 3530, and 6800)

BOARD POLICY
San Mateo County Community College District

Subject: BP 2.28 Safety; Injury and Illness Prevention Program
Revision Date: 11/12
Policy References: Cal/OSHA: Labor Code Section 6300 et seq; 8 Cal. Code Regs. Section 3203; "Workplace Violence Safety Act of 1994" (Code of Civil Procedure, Section 527.8; and Penal Code Section 273.6 and 626.7); Title 8, Section 3203, Illness & Injury Prevention Program; California Penal Code Sections 626.9 and 626.10; Education Code Section 76403

1. It is the policy of the San Mateo County Community College District to provide a safe environment for students, employees and visitors that is free from violence and threat of violence. The District is committed to the implementation of safety and health policies and procedures involving workplace security for employees and students.
2. The District strictly prohibits the possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous objects on College/District property or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency. The District also strictly prohibits possession of an imitation firearm, knife or explosive on College/District property with the intent to threaten, frighten or intimidate.
3. The District prohibits any behavior that poses a threat to the safety of its students, employees, and visitors, and will implement investigative and disciplinary procedures immediately, as appropriate, in order to maintain a safe educational and work environment.
4. Employees and students shall be directly responsible for conducting themselves in a manner that is consistent with current District Rules and Regulations.
5. The District shall establish administrative procedures that assure that employees are informed regarding what actions could potentially pose a threat to the safety of its students, employees and visitors. The District also shall require any employee who is the victim of any such conduct in the workplace, or is a witness to such conduct to report the incident and that employees be informed that there will be no retaliation for such reporting.
6. The Vice Chancellor-Human Resources & Employee Relations will maintain a written Employee Injury and Illness Prevention Program which complies with all applicable sections of the California Labor Code; California General Industrial Safety Orders; California Department of Industrial Relations; California Occupational Safety and Health Act regulations; and related laws governing educational and workplace safety and security.
 - a. The program will promote safe workplace practices among employees by emphasizing training in safety awareness, recognition of early warning signals of potential workplace violence, clear lines of employer/employee communication, use of safety devices and

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- mechanical safeguards, implementation of timely response and investigation procedures, and regular program evaluation.
- b. The program will include the method for identifying, reporting and evaluating hazards and potential and actual threats to safety, and the means for correcting unhealthy and potentially dangerous conditions and practices in a timely manner.
 - c. The program will be administered by the Office of Human Resources.

The District's Injury and Illness Prevention Program is available online at:
[Injury and Illness Prevention Program](#)

- 7. The Chancellor shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.