

**CHAPTER 2: Administration and General Institution
ADMINISTRATIVE PROCEDURE NO. 2.28.1 (AP 6800)**

**ADMINISTRATIVE PROCEDURE
San Mateo County Community College District**

Subject: AP 2.28.1 Safety; Injury and Illness Prevention Program
Revision Date: 10/12
References: Cal/OSHA; Labor Code Sections 6300 et seq.; Title 8 Section 3203; Code of Civil Procedure Section 527.8; Penal Code Sections 273.6, 626.9 and 626.10

1. The District is committed to providing a safe work environment. 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.
2. Crisis or conflict constitutes any inappropriate or unreasonable disruption that interferes with the normal functioning of work.
3. Workplace includes off-campus locations as well as District or College-sponsored activities where faculty, staff or student employees are engaged in District or College business or locations where incidents occur as a result of the person's relationship to the District or College community.
4. Any employee shall immediately report any situation that threatens life or property and demands an immediate response of police, fire or medical personnel by contacting the District Public Safety Department at (650) 574-6415 and/or by dialing 911 for local police.
5. 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 the Vice Chancellor, Human Resources and Employee Relations for review and recommendations.
6. Any employee experiencing an unsafe working condition should immediately contact his/her supervisor or the Vice Chancellor, Human Resources and Employee Relations. The employee will be provided consultation regarding resources available to resolve the unsafe working condition.
7. Also see Procedure 2.28.2, Workplace Violence Plan:
[Administrative Procedure 2.28.2, Workplace Violence Plan](#)