
Administrative Procedure
Chapter 6 – Business & Fiscal Affairs

AP 6800 OCCUPATIONAL SAFETY

– Prevention activities increase awareness of crisis in the workplace. Training is essential for recognizing warning signs, so that appropriate intervention can be taken to prevent conflict in the workplace.

Crisis or conflict constitutes any inappropriate or disruptive behavior with the normal functioning of your work.

Acts of violence include any physical action, whether intentional or unintentional, or threatens the safety of self, another individual, or property.

A threat of violence includes any behavior that is perceived by a reasonable person as intent to cause physical injury to a person or property.

Workplace includes off-campus locations as well as on-campus locations. p Emergencies Any employee shall immediately report any emergency or property and demands an immediate response. Complaints related to health safety, sanitation, and safety shall be reported to the Manager, Environmental Health and Safety.

Crisis and Conflict Intervention – Any employee who experiences a crisis or conflict should immediately contact his/her/their supervisor or the designated Resources. The supervisor shall immediately

Resources 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 Long Beach Police Department. Such reports will be promptly and thoroughly investigated.

Restraining Orders/Court Orders – An employee shall notify law enforcement of any restraining orders/court orders when named as a plaintiff and provide a copy of the order to the Long Beach Police Department. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact the Long Beach Police Department and the Vice President, Human Resources ensure they are aware of it, and that they have a copy of the restraining order on file.

Also see BP/AP 3500 Campus Safety, BP/AP 3505 Emergency Response Plan, BP/AP 3510 Workplace Violence Plan, BP/AP 3530 Weapons on Campus, BP 6800 Occupational Safety, AP 6850 Hazardous Materials, and AP 7343 Industrial Accident and Illness Leave.

Approved : July 20, 2022

(This is a new procedure)