

## **AP 6800 Occupational Safety**

### **References:**

Occupational Safety and Health (OSH) Act of 1970;  
29 Code of Federal Regulations Parts 1910 et seq.  
Oregon Safe Employment Act (ORS 654)

### **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.

### **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 law enforcement.

### **Equipment and Sanitation**

Should the duties of an employee require the use of equipment to ensure the safety of the employee, the College shall furnish such equipment. Complaints related to health safety, sanitation and working conditions shall be forwarded to Director of Human Resources for review and recommendation.

### **Crisis and Conflict Intervention**

Any employee experiencing an unsafe work condition should immediately contact their supervisor or the Director of Human Resources. The supervisor shall immediately notify the Director of Human Resources 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 college to their immediate supervisor and local law enforcement. Such reports will be promptly and thoroughly investigated.

**Threat Assessment Team**

A Threat Assessment Team is established to provide regular training and advice to individuals and departments. Training activities may include, but not be limited to, skill development in conflict resolution, communication, anger management and early identification of unsafe working conditions in the workplace.

Team advising activities may include individual consultations, peer mediation, conflict resolution services and referral to outside sources.

Immediately upon notification of an act of violence or threat of violence involving an employee, the team member notified will initiate Threat Assessment Team procedures as stated below.

In the event of an act or threat of violence, the team will investigate the incident and forward the results of the completed investigation to the President or designee for consideration. Law enforcement will take appropriate action if the incident involves injuries or criminal activity.

The team will coordinate available resources to provide intervention, consultation or referral, which may include arranging for counselors to work with victims and observers of the incident.

**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 Director of Human Resources. In the event the supervisor is informed by an employee of a restraining order, the supervisor will contact the Director of Human Resources, ensure they are aware of it, and that they have a copy of the restraining order on file.

Approved: April 9, 2019

Rescinds: