

# CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-4161  
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## SAFETY PROCEDURES

In compliance with the District Safety Policy, the following responsibilities and procedures are established to promote safe school conditions.

1. Responsibilities
  - a. Superintendent/President. The Superintendent/President of Citrus College has the final authority and responsibility in all matters of safety.
  - b. Vice President-Business. The Vice President-Business shall be responsible for the safety program. He shall appoint the Safety Coordinator. He shall coordinate with the Superintendent/President and the Vice President-Instruction as appropriate.
  - c. Safety Coordinator. The Safety Coordinator shall:
    - (1) Keep informed of federal, state and local safety laws and regulations.
    - (2) Inform the Vice President-Business and the safety committee of all changes in safety laws and regulations.
    - (3) Conduct annual safety inspections of all campus physical facilities before the end of the spring semester. Each area inspection shall be conducted with the person having responsibility for that area (teacher, head of department, supervisor, etc.). A copy of all such reports shall be submitted to the Vice President-Business.
    - (4) Report to the Vice President-Business (with a copy to the Superintendent/President) all infractions of safety rules and regulations.
    - (5) Assist in the correction of safety hazards as directed by the Vice President-Business.
    - (6) Maintain safety equipment.
    - (7) Serve as an ex-officio member of the District Safety Committee.
    - (8) Review inspection and accident reports with the Vice President-Business and the District Safety Committee.
    - (9) Carry out other tasks pertaining to safety as directed by the Vice President-Business.
- D. District Safety Committee. The District Safety Committee shall be comprised of the following members.

- (1) Certificated Staff - (Three years terms - staggered)
  - (a) Faculty Senate Representative, selected by Faculty Senate.
  - (b) Heads of Departments Representative, selected by the Heads of Departments.
  - (c) Vocational Education Representative, selected by the Dean of Vocational Education.
  - (d) School Nurse.
- (2) Classified Staff - (Three year terms - staggered)
  - (a) Maintenance and Operations Representative, selected by the Classified Employee Organization.
  - (b) Office Staff Representative, selected by the Classified Employee Organization.
  - (c) Personnel Office Representative.
  - (d) Student Union Representative, selected by the Dean of Student Activities.
  - (e) Campus Security Representative.
- (3) Safety Coordinator, Ex-officio
- (4) Vice President-Business, Ex-officio
- e. The District Safety Committee shall:
  - (1) Study the District accident reports provided by the Personnel Officer and inspection reports provided by the Safety Coordinator; and make recommendations for corrective action to the Vice President-Business (with a copy to the Superintendent/President).
  - (2) Make recommendations to the Vice President-Business concerning District safety training programs.
  - (3) Review the District Safety Policy and Procedures and, where necessary, make recommendations to the Vice President-Business concerning their updating.
  - (4) Meet at least once a semester.
- f. Supervisors and Heads of Departments - It shall be the responsibility of the heads of departments and supervisors to coordinate the safety program in their areas. The classroom teacher shall be responsible for safety training and orientation of the students in the classroom, and the supervisor or head of department shall be responsible for safety training and orientation of employees. This training and orientation shall comply with Federal and State Laws, and the District policies and directives.
- g. All Employees - All employees of Citrus Community College District shall be responsible for the implementation of safety laws, regulations, policies and procedures which apply to them. All employees shall support the total District Safety Program and shall attempt to make their work area safe and accident-free.

- h. All Students - All students shall comply with all appropriate safety laws, regulations, policies and procedures.
2. Procedure for Handling Work Related Accidents
- a. Work Related Accidents Requiring the Attention of a Physician - All work related accidents requiring the attention of a physician shall be referred to a physician designated by the District. State law does provide that the injured employee may attend the physician of his/her choice after 30 days of the date of the work related injury.
  - b. Reporting Work Related Accidents - All work related accidents shall be handled as follows. Injuries must be reported immediately to the supervisor or head of department submitted in writing to the Personnel Office immediately after the injured employee has had proper attention, with the following information (State Compensation Form #78):
    - (1) Name of injured employee.
    - (2) Date and time of accident/injury.
    - (3) Location of accident/injury.
    - (4) What the employee was doing when injured.
    - (5) Description of what happened, how the accident/injury occurred, and the specific tools, equipment or material the employee was using.
    - (6) Nature of injury or illness and part of body affected.
    - (7) Whether or not the school nurse was called upon to give first aid.
    - (8) Whether or not the employee required medical attention.
    - (9) If known, when employee may be able to resume work duties.
  - c. Procedure for Handling Accidents and Emergencies. The following is the procedure for handling accidents and emergencies where physical health is involved:
    - (1) The College switchboard operator shall be notified immediately in all cases of emergencies where an ambulance or fire rescue equipment is needed.
    - (2) In the event the switchboard operator is unavailable, (between the hours of 9 p.m. and 7:30 a.m.) contact the San Dimas Sheriff.
  - d. Reporting Fatalities and Serious Injuries. - In every case involving death or a serious injury or illness, a report shall be made immediately by the Personnel Office, Administrator or Campus Security to the California Division of Industrial Safety by telephone or telegraph. Citrus College will call the "around-the-clock" telephone number in El Monte (818) 572-6970.

A serious injury or illness is defined in the Labor Code Section as "any injury or illness occurring in a place of employment or in connection with any employment which required inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers loss of any member of the body or any serious degree of permanent disfigurement." Serious injury or illness does not include any injury, illness, or death caused by commission of a Penal Code violation, except the violation of Penal Code Section 385 (which refers to the operation of heavy equipment adjacent to electrical wires), or an accident on a public street or highway.

- e. Reporting Accident/Injuries to State Compensation Insurance Fund and Record Maintenance - Upon receipt of an accident/injury or illness report the Personnel Office shall complete four copies of Form 67 from State Compensation Insurance Fund. Two copies will be mailed to State Compensation Insurance Fund, the third copy will be sent to the Accounting Department and the fourth copy will be maintained by the Personnel Office.

The Personnel Office shall enter all reports of occupational accidents/injuries or illnesses in the Log of Occupations Injuries and Illnesses (Cal/OSHA form 100A). A summary of Occupational Injuries and Illnesses (CAL/OSHA 102A) will be completed following the close of the calendar year. Copies of the summary are posted at locations accessible for review by all employees from February 1 through March 1 of each year to furnish timely information on safety performance.

- f. Reporting Accident/Injuries to the Safety Coordinator and Safety Committee - It shall be the responsibility of the Personnel Officer to make a report of all accident/injuries to the Safety Coordinator and Safety Committee as required. The reports shall be available for inspection by the Safety Coordinator and Safety Committee at all times.

Adopted .....7/20/76