

## HEALTH AND SAFETY

- 13.1 Safety Policy.** Every employee shall be provided a safe place and safe conditions in which to work. To this end, every effort will be made in the interest of accident prevention, fire protection and health preservation. The District shall make every effort to conform to, and comply with all health, safety and sanitation requirements of the California Occupational Safety and Health Act.
- 13.2 Responsibility.** It shall be the District's responsibility to conduct periodic safety inspections, to communicate the results of those inspections to the areas affected and to provide safety training where indicated. Each employee shall report, in writing, any alleged unsafe conditions in the working environment to her/his supervising manager. The supervising manager shall respond in writing to the employee on the alleged conditions.
- 13.3 Health Hazard Communication Program.** The District's written Health Hazard Communication Program meets the requirements of California's "Right To Know Law." Employees are provided important health and safety information about hazardous substances used in the workplace and comprehensive training if they may be potentially exposed to such substances.
- 13.4 Drug-Free Workplace**
- 13.4.1 Policy.** It is the policy of the District to maintain a drug-free workplace. This District seeks to ensure all employees are free from the effects of drug use during work hours, and that drugs are not permitted on District premises. A drug-free workplace is essential to maintaining the health, safety and efficiency of operations, and the health and safety of employees, students and the public.
- 13.4.2 Implementation.** Employees shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances prohibited on District property, during District-sponsored trips, activities or workshops, and in any facility or vehicle operated by the District.. An employee who violates this policy shall be subject to appropriate disciplinary action, including the possibility of discharge, in accordance with Board Policy on discipline and the Education Code. Employees, as a condition of employment, must abide by this policy and notify the District within five days of any criminal drug-statute conviction for a violation occurring in the workplace.
- 13.5 Damage to Personal Effects.** The District will pay for replacing or repairing personal effects normally worn or required which are damaged in the line of duty without fault of the employee. The value of such item(s) shall be determined as of the time the damage was incurred. If unrepairable, the actual value of such item(s) shall be paid to a maximum of \$125 dollars.

Reports of damage shall be given to the immediate supervisor as soon as possible after damages occur. Claims for replacing personal effects shall be given to the immediate supervisor, and, upon approval by College President, Vice Chancellor, or designee, reimbursement shall be made to the employee upon presentation of receipt(s).