

**POLICY TITLE:** WORKPLACE SAFETY AND SECURITY  
**POLICY NUMBER:** 3840

**COMMITTEE APPROVAL DATE:** 11/13/2018  
**BOARD APPROVAL DATE:** 11/28/2018

**WRITTEN/REVISED BY:** HUMAN RESOURCES  
**SUPERSEDES:** 06/25/2014

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**POLICY:**

**3840** It is the policy of the Beach Cities Health District (“District”) to provide a safe workplace environment that is free of violence and the threat of violence. The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence and the prevention of workplace injuries or illnesses.

**SCOPE:**

**3840.1** This policy applies to all District employees, customers, vendors, contractors, volunteers, and members of the public who are on District property, representing the District, or are attending a District-sponsored event.

**RESPONSIBILITY:**

**3840.2** Management Responsibilities

The responsibility for the provision of a safe place of work rests with District management. Specifically, these responsibilities are to:

**3840.2.1** Maintain a safe work environment for employees, in addition to conforming to all current statutory requirements.

**3840.2.2** Provide the appropriate type and level of training to enable employees to perform their work safely and efficiently.

**3840.2.3** Make available to every employee appropriate equipment to ensure safety.

**3840.2.4** Maintain a vigilant and continuing interest in all safety matters relevant to both the District and staff.

**3840.2.5** Understand, communicate, and enforce this policy uniformly among District employees.

**3840.2.6** Treat all issues or concerns raised as important and follow up on them in a timely and efficient manner.

**3840.3** Employee Responsibilities

It is the responsibility of all employees to:

**3840.3.1** Carry themselves in a professional, courteous, responsible manner and treat all persons encountered in the workplace in a respectful manner.

**3840.3.2** Cooperate with the District in maintaining a safe work place.

**3840.3.3** Attend work free from the influence of illegal drugs or alcohol and in a condition to perform his or her duties.

**3840.3.4** Report any potential hazards to management and not work in any hazardous conditions should they, in the employee's opinion, exist.

**3840.3.5** Be aware of the location of a first aid kit, fire extinguisher, and emergency exit nearest to his or her workstation.

**3840.3.6** Never interfere with or misuse anything provided by the District in the interests of safety.

**3840.3.8** Notify Human Resources or his/her manager of any issue or concern that could pose a safety threat to employees, others or to District property.

**3840.3.7** Obey all mandatory safety signs.

**3840.3.8** Not partake in any form of horseplay or prank likely to lead to injury to self or others.

**3840.3.9** Understand the policies, guidelines, and procedures communicated by their supervisor, and to follow them accordingly.

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### **3840.4 INSPECTIONS AND SEARCHES ON DISTRICT PREMISES**

**3840.4.1** The District believes that maintaining a workplace free of illegal drugs, alcohol, weapons, explosives and other harmful or unauthorized materials as determined by the District (collectively, "prohibited materials") is vital to the health and safety of its employees and to the success of the District's business. The District intends to protect against the unauthorized use and removal of District property, including but not limited to District equipment, information, records, documents and files as well as other employees' property (collectively "District property") without consent.

**3840.4.2** The District reserves the right to conduct an inspection or search for prohibited materials on District premises, when there is reasonable cause to believe the employee has prohibited materials in his/her possession, with or without the employee's presence. Searches for prohibited materials and District property may include electronic communications, telephones, voice mail, e-mail, Internet and computer use, an office, desk, work area, file cabinet, closet, computer files, locker, vehicle or similar places where prohibited materials or District property may be stored, whether or not the places are locked or protected by access codes and/or passwords. The District may confiscate such prohibited materials and take any other appropriate action. "Reasonable cause" is defined as those facts that would lead a reasonably prudent person to believe that the employee has prohibited materials or that prohibited materials are in the area to be searched. Employees have no reasonable

expectation of privacy in District-supplied property such as workstations, desks, lockers, and cabinets.

**3840.4.3** In cases involving an inspection or search of an employee's pockets, purse, briefcase or other item of personal property that is being worn or carried by the employee, the employee will be requested to conduct a self-search (i.e., by turning out or emptying pockets, purses etc.) in the presence of an observer. Because even a routine search for prohibited materials or District property might result in the exposure of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to show to the District. Employees should be aware that the workplace is any area used to conduct work by the District, including parking areas.

## **3840.5 SECURITY**

**3840.5.1** The District is committed to making the work environment as secure as possible for all its employees. All threats and all acts of violence are taken very seriously. Acts of violence, threats of violence, or unsafe or threatening physical conduct against or by any employee of the District or any other person is unacceptable and may be subject to discipline, up to and including termination.

**3840.5.1.1** Should a non-employee, on District property or while attending a District-sponsored event, demonstrate acts of violence, threaten violent behavior, or engage in unsafe or threatening physical conduct, he/she may be subject to criminal prosecution.

**3840.5.1.2** Should an employee, during working hours or while representing the District in any capacity, demonstrate, threaten violent behavior, or engage in unsafe or threatening physical conduct, he/she will be subject to disciplinary action, up to and including termination from employment and criminal prosecution.

**3840.5.2** The following actions include, but are not limited to violent acts:

**3840.5.2.1** Bullying, verbal threats, false or malicious statements.

**3840.5.2.2** Stalking or intimidating and disruptive behavior.

**3840.5.2.3** Striking, punching, slapping, or assaulting another person or threatening such conduct.

**3840.5.2.4** Fighting, challenging another person to fight or threatening such conduct.

**3840.5.2.5** Grabbing, pinching or touching another person in an unwanted way.

**3840.5.2.6** Engaging in dangerous, threatening or unwanted horseplay.

**3840.5.2.7** Use or threat of use of a gun, knife, or other instrument capable of causing harm of any kind on District property, including parking lots, other exterior premises, District vehicles, or while engaged in activities for the District in other locations is prohibited, unless such possession or use is a requirement of the job.

**3840.5.3** All employees are expected to report any incidents to his/her supervisor promptly so that appropriate action can be taken to remedy the situation.

#### **3840.6 SAFETY**

**3840.6.1** Employees are expected to comply with all safety rules and regulations in order to maintain a safe work environment. Any unsafe conditions should be reported immediately to a supervisor or Human Resources. Safety is of prime concern in the District's day-to-day operations. Employees are expected to conduct themselves in a safe manner and observe any and all safety rules posted or communicated.

**3840.6.2** Any accident must be reported to Human Resources immediately. In addition, all employees are encouraged to report immediately, any unsafe or hazardous condition(s) to Human Resources or supervisor.

#### **3840.7 PERSONAL PROPERTY AND ASSIGNED WORK AREA**

**3840.7.1** It is up to each employee to assist the District in maintaining a clean and safe workplace and to keep his or her work area neat and clean as well as free of any safety hazards (e.g., extension cords, office space heaters, boxes, open file cabinets, etc.). Common areas such as lunchrooms, pantry, rest rooms etc. should be kept clean by those using them. Employees must clean up after meals and dispose of any trash properly.

**3840.7.2** The District will not assume any responsibility for personal property brought by employees to its premises. Therefore, all employees are encouraged to take adequate precautions and exercise their best judgment before bringing personal property to the District's premises. The District does not provide any reimbursement for theft or damage of personal items or money stolen either in the workplace or in the parking lot.

#### **3840.8 DISTRICT MONITORING**

**3840.8.1** The District reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection or protection of proprietary information. The District may find it necessary to monitor work areas with security cameras when there is a specific job- or business-related reason to do so. It will do so only after first ensuring that such action is in compliance with state and federal laws.

**3840.8.2** Employees should not have any expectation of privacy in work-related areas. Employee privacy in non-work areas will be respected to the extent possible. The District's reasonable suspicion of onsite drug use, physical abuse, theft or similar circumstances would be possible exceptions. Legal advice will be sought in advance in such rare cases where non-work-area privacy must be compromised.

**3480.8.3** The District will post appropriate signs and notice of video surveillance in areas subject to video monitoring;

### **3840.9 NO SMOKING**

The District maintains a smoke free environment to all District-managed facilities and campuses in order to reduce others' exposure to secondhand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products shall be prohibited completely within District buildings, on District campuses, or in District vehicles.

### **3840.10 ALCOHOL AND DRUG POLICY**

Employees are required to report to work and conduct their work in an appropriate mental and physical condition in order to perform their job in a safe and satisfactory manner. A District employee is responsible for attending work free from the influence of illegal drugs or alcohol and in a condition to perform their duties. In addition, an employee must not use, possess or sell illegal drugs on District premises, in District vehicles, using District telecommunications equipment, in conjunction with District business or at District events (see Policy 3825, Alcohol and Drug Abuse).

### **3840.11 REPORTING AN INCIDENT**

Any employee who is the victim of any conduct prohibited by this policy, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a District employee or a non-employee, shall immediately report the incident to their supervisor or other appropriate person (e.g. Manager, Department Head, Human Resources).

**3840.12** Any employee, acting in good faith that initiates a complaint or reports an incident under this policy will not be subject to retaliation or harassment.

**3840.13** In the event the District fears for the safety of any individual, law enforcement shall be called.

**3840.14** In the event of an on-the-job injury, an employee must notify his or her supervisor immediately. An employee involved in or is witness to an accident must report this immediately to Human Resources and complete an incident report.

**3840.15** Consistent with Policy 3830 - Anti-Harassment, any behavior that creates a hostile, intimidating, or abusive working environment will not be tolerated and is grounds for disciplinary action up to and including termination and criminal prosecution.

### **EXCEPTIONS:**

**3840.16** The Chief Executive Officer is the only person authorized to make exceptions to this policy.