

Acalanes Union High School District

WORKPLACE VIOLENCE PREVENTION PLAN

April 8, 2024

TABLE OF CONTENTS

PURPOSE AND AUTHORITY.....	4
PERSON(S) RESPONSIBLE.....	5
PROCEDURES AND IMPLEMENTATION	6
COORDINATION.....	7
PROCEDURES TO ACCEPT AND RESPOND	8
EMPLOYEE COMPLIANCE	9
EMPLOYEE COMMUNICATION	10
EMPLOYER EVALUATION AND RESPONSE	11
WORKPLACE VIOLENCE REPORT FORM.....	12
EMPLOYEE TRAINING	16
RECORDKEEPING	17
SAFETY TRAINING RECORD LOG.....	18

PURPOSE AND AUTHORITY

California SB 553 requires California employers to establish, implement, and maintain at all times in all work areas an effective Workplace Violence Protection Plan (WVPP).

The WVPP, a component of the Injury and Illness Prevention Program, is intended to establish a framework for protecting employees from workplace violence. This plan includes the following components:

1. Names or job titles of the persons responsible for implementing the plan. If there are multiple persons responsible for the plan, their roles shall be clearly described.
2. Effective procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan.
3. Methods that will be used to coordinate implementation of the plan with other employers, when applicable, to ensure that those employers and employees understand their respective roles, as provided in the plan.
4. Effective procedures for the employer to accept and respond to reports of workplace violence, and to prohibit retaliation against an employee who makes such a report.
5. Effective procedures to ensure that supervisory and nonsupervisory employees comply with the plan
6. Effective procedures to communicate with employees regarding workplace violence matters, including, but not limited to, both of the following:
 - a. How an employee can report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal.
 - b. How employee concerns will be investigated.
7. Effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following:
 - a. Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.
 - b. Evacuation or sheltering plans that are appropriate and feasible for the worksite.
 - c. How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement.
8. Procedures to develop and provide employee training
9. Procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns. Inspections shall be conducted:
 - a. When the plan is first established
 - b. After each workplace violence incident
 - c. Whenever the employer is made aware of a new or previously unrecognized hazard.
10. Procedures to correct workplace violence hazards identified above, in a timely manner consistent with the IIPP, including:
 - a. Procedures for post incident response and investigation.
 - b. Procedures to review the effectiveness of the plan and revise the plan, including:
 - i. Procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan.
11. A written log recording incidents of workplace violence

1. PERSON(S) RESPONSIBLE FOR IMPELEMENTING THE WVPP

The ultimate responsibility for overseeing the development, implementation, and maintenance of the WVPP, rests with the Deputy Superintendent for Administrative Services and the Director of Student Services.

2. PROCEDURES FOR INVOLVING EMPLOYEES IN THE DEVELOPMENT AND IMPELMENTATION OF THE WVPP

Involving employees in the development and implementation of our WVPP is a critical component to the program's overall effectiveness. We welcome and encourage employees to participate in both the initial development and implementation as well as the ongoing/annual refresher of this plan. We will utilize the following procedures to involve employees in the development and implementation of this plan:

- Annually, representatives from both SEIU Local 1021, the Acalanes Education Association, and district and site administrators shall meet to review the plan and make any changes. The meeting will be advertised and open to any staff member wanting to attend.
- Union leadership plays an important role in obtaining feedback from members on facility improvements that can improve safety, and ensuring that staff know the importance of knowing how to report safety concerns.
- Administrators shall ensure staff members know how to report safety incidents and follow up when incidents are reported.

3. WVPP IMPLEMENTATION & COORDINATION

In an effort to ensure that all employees understand their respective roles in this plan, that they understand all aspects of this plan, and they understand how to report incidents of workplace violence, we will take the following steps:

1. Annually, site administrators will ensure that employees are provided training in how to report incidents related to workplace violence, including suggestions for improvements in safety procedures.
2. The Director of Student Services and Deputy Superintendent of Administrative Services will post and share meeting agendas and minutes from committees or teams involved in the development of this plan as outlined in Section 2 above. Any staff who want to participate can attend and give input.
3. Any important changes to the plan or new training information will be provided to staff in a timely manner.

4. PROCEDURES TO ACCEPT & RESPOND TO REPORTS OF WORKPLACE VIOLENCE

Employees should report workplace violence to their site supervisor and/or call 9-1-1 if the threat/act of violence is imminent and serious. The site supervisor will adhere to the following process for accepting and responding to reports of workplace violence:

1. The site supervisor will immediately contact administrative services/HR to report the incident and ensure that the reporting employee is protected against any immediate threat.
2. The site supervisor, along with the Deputy Superintendent will investigate the report to gather all relevant information (interview employees, visit the location, document evidence, ask follow-up questions).
3. The site supervisor, along with the Deputy Superintendent will:
 - a. evaluate the findings to identify the root cause.
 - b. Define corrective actions/steps to be taken to address each cause.
 - c. Coordinate with the necessary departments/staff to implement the corrective actions.
 - d. Communicate the findings and corrective actions back to the reporting employee.
 - e. Monitor the effectiveness of the corrective actions.
 - f. Document the incident and all correlating information in the “Violent Incident Log” for recordkeeping and reporting purposes.

All employees are encouraged to report any concerns or incidents related to workplace violence, and that they can do so without fear of reprisal.

5. PROCEDURES TO ENSURE EMPLOYEES COMPLY WITH THE WVPP

While the Deputy Superintendent of Administrative Services and the Director of Student Services are responsible for overseeing the development, implementation, and maintenance of the WVPP, all employees are responsible for adhering to their roles, responsibilities and training provided under this plan. Supervisors and managers will use the following procedures to ensure employees comply with the WVPP:

- Ensuring employees clearly understand reporting procedures and how to report safety concerns.
- Follow our established disciplinary action process if an employee or supervisor does not follow elements of this plan.

Disciplinary Action

We will actively enforce all aspects of the WVPP. An employee that fails to adhere to the procedures and practices of this plan shall be disciplined. Employees who do not report safety incidents in a timely manner shall be retrained, warned, and then subject to the discipline procedures outlined in the contract.

6. EMPLOYEE COMMUNICATION

Employees should report any and all workplace violence related incidents, threats and concerns to their site administrator or supervisor or by contacting emergency services directly by calling 9-1-1 if the threat/act of violence is imminent and serious.

When making a report of workplace violence, please include the following information (please note, workplace violence does **not** include lawful acts of self-defense or defense of others):

1. Date
2. Time
3. Location
4. Type of workplace violence:
 - a. Type 1 = Committed by a person who has no legitimate purpose at the worksite
 - b. Type 2 = Committed by a person who does have a legitimate purpose at the worksite (parent, student, or visitor).
 - c. Type 3 = Committed by a present or former employee, supervisor, or manager.
 - d. Type 4 = Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee
5. Circumstances at the time of the incident, including but not limited to the following:
 - a. Was the employee completing usual job duties?
 - b. Was the area poorly lit?
 - c. Was the work being “rushed”?
 - d. Was the employee working during a low staffing level?
 - e. Was the employee isolated/alone?
 - f. Was the employee able to get help/assistance?
 - g. Was the employee working in a community setting, for example, on a field trip or off site?
 - h. Was the employee working in an unfamiliar/new location?
 - i. Other: please explain
6. Classification of where the incident occurred:
 - a. At the workplace, indoors (please include building name and/or room number)
 - b. At the workplace, outdoors (please specify)
 - c. Other area (please explain)
7. Type of incident (including but not limited to):
 - a. Physical attack – no weapon/object
 - b. Physical attack – with a weapon/object
 - c. Threat of physical force or threat of use of a weapon/object
 - d. Sexual assault/threat (including rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
 - e. Other (please specify):

AUHSD Evaluation & Response

When responding to a report of workplace violence, the Deputy Superintendent and/or Director of Student Service along with the site supervisor or administrator(s) as outlined above, will adhere to the following process:

1. Determine any steps that need to be taken to protect the reporting employee, or any other employee, against an immediate threat of violence.
2. Investigate the report to gather all relevant information (interview employees, visit the location, document evidence, ask follow-up questions), including capturing the following information:
 - a. Consequences of the incident (including but not limited to):
 - i. Was security or law enforcement contacted?
 1. If so, what was their response (please explain):
 - ii. Actions taken to protect employees from a continuing threat or any other hazards resulting from the incident (please explain)
 - b. Information about the person completing the employer's response/log:
 - i. Name
 - ii. Title
 - iii. Date
3. Evaluate the findings to identify the root cause.
4. Define corrective actions/steps to be taken to address each cause.
5. Coordinate with the necessary departments/staff to implement the corrective actions.
6. Communicate your findings and corrective actions back to the reporting employee.
7. Monitor the effectiveness of the corrective actions.
8. Document the incident and all correlating information in the "Violent Incident Log" for recordkeeping and reporting purposes.

WORKPLACE VIOLENCE REPORTING FORM

EMPLOYEES SHOULD FILL OUT THIS [ELECTRONIC FORM](#) TO REPORT INCIDENTS.

Any witness statements should be submitted to admins@auhsdschools.org . They may be directly emailed or handwritten on the form below.

Witness Statements:

Describe Incident in Detail

Include what happened, where, who was involved, what you heard, saw, etc. Also include the circumstances at time of incident (i.e.: was the employee completing usual job duties, was the area poorly lit, was the work being rushed, was the employee working during a low staffing level, was the employee isolated/alone, was the employee able to get help/assistance, was the employee working in a community setting, was the employee working in an unfamiliar/new location, other – please explain).

List Names of Other Witnesses

Signature

Date

Person Receiving Witness Statement

Date

7. EMPLOYEE TRAINING

We will provide employees with initial training when the plan is first established, and annually thereafter, on all of the following:

1. Our WVPP plan is available on our website under the Staff section (Staff Forms and Advisements)
2. The definitions and requirements of SB 553.
3. How to report workplace violence incidents or concerns to us and/or law enforcement, without fear of reprisal.
4. Workplace violence hazards specific to employees' jobs, the corrective measures we have implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
5. The required violent incident log and how to obtain copies of records.
6. An opportunity for interactive questions and answers with a person knowledgeable about the employer's plan.

Additional training shall be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

8. RECORDKEEPING

Records of workplace violence hazard identification, evaluation, and correction will be created and maintained for a minimum of five years.

Training records will be created and maintained for a minimum of one year and include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.

Violent incident logs will be maintained for a minimum of five years.

Records of workplace violence incident investigations will be maintained for a minimum of five years. These records shall not contain “medical information,” as defined in subdivision (j) of Section 56.05 of the Civil Code.

All records required above by will be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.

The Deputy Superintendent of Administrative Services will be responsible for ensuring that all relevant records are completed, maintained, and made available upon request as required by this program and/or Cal/OSHA. A safe and healthy workplace is the goal of everyone at AUHSD with responsibility shared by management and staff alike.