

# Washington Unified School District



## Workplace Violence Prevention Plan

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Washington Unified School District's (WUSD) Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code section 6401.9. Nothing in this policy is intended to interfere with the ability of WUSD officials to maintain order and discipline in the work environment or school setting. The WUSD shall review this policy regularly in the context of issues that may occur. Department/program leadership are encouraged to guide, support, and evaluate the WUSD efforts to establish and reinforce a culture and environment free of workplace violence.

## I. DEFINITIONS

**Emergency** - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

**Engineering controls** - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

**Log** - The violent incident log required by Labor Code section 6401.9.

**Plan** - The workplace violence prevention plan required by Labor Code section 6401.9.

**Threat of violence** - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

**Workplace violence** - Any act of violence or threat of violence that occurs in a place of employment.

*Workplace violence* includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following are the four workplace violence types:

**Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

**Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

**Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.

**Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

*Workplace violence* does not include lawful acts of self-defense or defense of others.

**Work practice controls** - Procedures and rules which are used to effectively reduce workplace violence hazards.

## II. RESPONSIBILITY

The WUSD has overall responsibility for the plan. The WUSD Educational Support Services, Facilities Management and Assistant Superintendent of Human Resources have the authority and responsibility for implementing the provisions of this plan for WUSD.

<b>Job Title/Position</b>	<b>WVPP Responsibilities</b>	<b>Phone Num.</b>
Washington Unified School District WVPP Team	Overall responsibility for the plan; approves the final plan and any major changes.	(559) 495-5600
Educational Support Services, Facilities Management and Assistant Superintendent of Human Resources	Organizes Safety Committee meetings, coordinates training and training materials, and handles any reports of workplace violence; responsible for emergency response, hazard identification, and coordination with other employers; conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.	(559) 495-5600
Assistant Superintendent of Human Resources	Responsible for employee involvement in development, implementation, and revision of the WVPP.	(559) 495-5628

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas, and for answering employee questions about the WVPP.

## III. EMPLOYEE ACTIVE INVOLVEMENT

The WUSD ensures the following procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
  - Developing and implementing the WVPP. WUSD will have quarterly Safety Committee meetings in accordance with the Injury Illness Prevention Plan with employees and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them.
  - Designing and implementing training. Employees and authorized employee representatives are encouraged to participate in designing and implementing training

programs through the work of the Safety Committee.

- Reporting and investigating workplace violence incidents.
- Employees and authorized employee representatives may provide suggestions, comments, observations, and affirmations regarding the WVPP through emails, the suggestion form, and phone calls.
- Management will ensure that all workplace violence procedures within this written plan are clearly communicated and understood by all employees.
- All employees will comply with the WVPP and assist in maintaining a safe work environment. Applicable policies, administrative regulations, and procedures include, but are not limited to:
  - Board Policy 0450 - Comprehensive Safety Plan
  - Administrative Regulation 0450 - Comprehensive Safety Plan
  - Board Policy 1250 – Visitors/Outsiders
  - Administrative Regulation 1250 – Visitors/Outsiders
  - Board Policy 3515.3 – District Security
  - Board Policy 5131 – Conduct
  - Board Policy 5131.1 – Bus Conduct
  - Administrative Regulation 5131.1 – Bus Conduct
  - Board Policy 5131.2 – Bullying
  - Administrative Regulation 5131.2 – Bullying
  - Board Policy 5131.4 – Student Disturbances
  - Administrative Regulation 5131.4 – Student Disturbances
  - Board Policy 5131.7 – Weapons and Dangerous Instruments
  - Administrative Regulation 5131.7 – Weapons and Dangerous Instruments
  - Board Policy 4119.11, 4219.11, 4319.11 – Sexual Harassment
  - Administrative Regulation 4119.11, 4219.11, 4319.11 – Sexual Harassment
  - Board Policy 4030 – Nondiscrimination
  - Administrative Regulation 4030 - Nondiscrimination
  - Internal Procedure – Emergency Procedures
  - Internal Procedure – Injury & Illness Prevention Plan
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

#### **IV. EMPLOYEE COMPLIANCE**

WUSD methods and procedures to ensure that employees comply with the WVPP, and supporting policies, administrative regulations, Superintendent internal procedures, and standard operating procedures, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include, at a minimum:

- Training employees, supervisors, and managers on the provisions of the WUSD WVPP will occur at time of hire and annually thereafter. Additional training will be provided when substantive changes are made to the WVPP.

- Provide additional training to employees whose behavior does not comply with this WVPP.
- Employees whose behavior does not comply with the WVPP may be counseled or subjected to disciplinary action.

## **V. COMMUNICATION WITH EMPLOYEES**

The WUSD recognizes that open, two-way communication between management, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following are designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes review of this WVPP and related policies and procedures.
- Annual employee notifications will include review of the WUSD WVPP.
- Regularly scheduled Safety Committee meetings that address potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns. Supervisors shall be available to discuss workplace violence concerns/suggestions and are encouraged to agendaize workplace violence at staff meetings.
- Posted or distributed workplace violence prevention information.
- Communication is encouraged and safety suggestions or information about hazards at the worksite may be submitted to any supervisor or administrator without fear of reprisal through the Safety Concern/Suggestion form in the IIPP or Workplace Violence Reporting Form.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.
- Employee concerns will be investigated in a timely manner. Affected employees will be informed of the results of the investigation and any corrective actions to be taken through emails, Safety Committee meetings, department/site meetings, training, and personal conversations.

## **VI. COORDINATION WITH OTHER EMPLOYERS**

When applicable, the WUSD will implement the following procedures to coordinate implementation of its plan with other employers to ensure that those employers may inform their employees of their respective roles and responsibilities, as provided in the plan.

- All WUSD employees will be trained regarding workplace violence prevention and other employers will be provided with this WVPP.
- Workplace violence incidents are reported, investigated, and recorded. Incidents at multiemployer sites will be cooperatively investigated with other employers at the site.
- At a multiemployer worksite, WUSD will ensure that if its employees experience workplace

violence incidents, WUSD will record the information in a violent incident log and provide a copy of the corresponding log entry to the controlling employer. Personally identifiable information shall be omitted from all log entries shared with other employers.

## **VII. WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE**

The WUSD will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to the employee's immediate supervisor, department, or program administration.
- The immediate supervisor will complete the Workplace Violence Reporting Form and route to the parties noted on the form.
- If it is not practical to report to the immediate supervisor, a report may be made directly to the district office.

A strict non-retaliation policy is in place, and any instances of retaliation are unacceptable and will not be tolerated.

## **VIII. EMERGENCY RESPONSE PROCEDURES**

The WUSD has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Emergency numbers and medical facilities, power outage procedures, fire procedures, bomb threat call instructions, disaster response kits, active assailant procedures, evacuation procedures, and defibrillator procedure.
- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies through public address systems, pre-recorded lockdown and shelter-in-place messages, and panic buttons.
- Evacuation or sheltering plans are posted in easily visible and accessible locations at WUSD sites.
- Employees seeking emergency assistance are to call security personnel or law enforcement (these numbers are posted in easily visible and accessible locations.) Employees, if possible, should notify their immediate supervisor, department or program administration or the district office. If there is immediate danger, dial 9-1-1.

## **IX. WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION**

The WUSD has established procedures to ensure that workplace violence hazards are identified and evaluated. The WUSD WVPP team will organize efforts to periodically inspect workplace facilities and grounds for potential workplace violence hazards.

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

- All submitted/reported concerns of potential workplace violence hazards will be addressed in a timely manner based on the severity of the hazard. Imminent hazards shall be immediately abated or the operation suspended until corrective measures can be taken.
- Law enforcement will be contacted for consultation as needed.
- Reports will be reviewed by the WUSD WVPP team on an ongoing basis and will be elevated to the appropriate administrator to investigate/address the reported threat.
- Reports are reviewed and discussed at the Safety Committee meetings to identify recurring threats and mitigation measures.

### Periodic Inspections

Periodic inspections will be conducted to identify workplace violence hazards. This may require assessment for more than one type of workplace violence. These inspections are performed by onsite administration.

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to criminal activity.
- The need for surveillance measures, such as cameras.
- Procedures for employee response during a workplace violence emergency, including power outage procedures, fire procedures, bomb threat call instructions, disaster response kits, active assailant procedures, evacuation procedures, and defibrillator procedures.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency button(s) and alarm(s) and staff awareness.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, and physical barriers.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms, public address systems or panic buttons.

- The use of work practices such as the "buddy" system for specified emergency events.
- How well our establishment's management and employees communicate with each other regarding workplace violence.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

## **X. WORKPLACE VIOLENCE HAZARD CORRECTION**

The WUSD evaluates and corrects workplace violence hazards identified through the process above in a timely manner. The WUSD will implement the following procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition.
- All corrective actions taken will be documented in writing and dated on the Workplace Violence Hazard Identification, Evaluation and Correction form.
- Corrective measures for workplace violence hazards will be specific and individualized to a given location and/or hazard.

## **XI. PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION**

After a workplace violence incident, the WUSD WVPP team or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras, if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.



- Obtain any reports completed by law enforcement.
- The Violent Incident Log will be used for every workplace violence incident and will include information such as:
  - The date, time, and location of the incident.
  - The workplace violence type or types involved in the incident.
  - A detailed description of the incident.
  - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, former partner or spouse, parent or relative, or other perpetrator.
  - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
  - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other location.
  - The type of incident, including, but not limited to, whether it involved any of the following:
    - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
    - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
    - Threat of physical force/attack or threat of the use of a weapon or other object.
    - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
    - Animal attack.
    - Other.
  - Consequences of the incident, including, but not limited to:
    - Whether security or law enforcement was contacted and their response.
    - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
    - Information about the person completing the log, including their name, job title, and the date completed.

- Reviewing all previous related incidents.
- Provide appropriate support and resources to affected employees.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

## **XII. TRAINING AND INSTRUCTION**

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, online trainings, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever 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.

The WUSD will provide its employees with training and instruction regarding the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, including the definitions and requirements of Labor Code 6401.9, subdivision (e), how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures WUSD has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The Violent Incident Log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and Violent Incident Log records.

Opportunities the WUSD has for interactive questions and answers with a person knowledgeable about the WUSD WVPP plan.

## **XIII. EMPLOYEE ACCESS TO THE WRITTEN WVPP**

The WUSD ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Division of Occupational Safety and Health (Cal/OSHA) at all times. This will be accomplished by posting on the WUSD intranet site available to all employees. Paper or electronic copies will be provided

to Cal/OSHA upon request.

#### **XIV. RECORDKEEPING**

The WUSD will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
  - Training dates.
  - Contents or a summary of the training sessions.
  - Names and qualifications of individuals conducting the training.
  - Names and job titles of all individuals attending the training sessions.
- Maintain Violent Incident Logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
  - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by Labor Code section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

#### **XV. EMPLOYEE ACCESS TO RECORDS**

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent Incident Log records.

#### **XVI. REVIEW AND REVISION OF THE WVPP**

The WUSD WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the employee active

involvement section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of the WUSD's WVPP should include, but is not limited to:
  - Review of incident investigations and the Violent Incident Log.
  - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees.

Date Initiated: July 1, 2024

Date of Last Review:

Date of Last Revision(s):

# Washington Unified School District

## Workplace Violence Reporting Form

*Attorney-Client Privileged Communication*

To be completed by the individual investigating the incidents related to third party or employee related workplace violence. Workplace violence means any act of violence or threat of violence that occurs in a place of employment. This form is to be completed by the immediate supervisor or other investigator as soon as possible following an incident.

Report submitted by:	Date:
Email:	Telephone:

General Description of Incident:	
Date(s) of Incident:	Time(s):
Address(es)/Location(s) of Incident	

Type of workplace violence: (If known, check all that apply)

- Type 1 – workplace violence committed by a person who has no legitimate business at the worksite. Type 1 includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
- Type 2 – workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- Type 3 – workplace violence against an employee by a present or former employee, supervisor, or manager.
- Type 4 – workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Individuals Involved in the Incident: (Attach additional pages, if needed)

Name:	Name:
<input type="checkbox"/> Victim <input type="checkbox"/> Perpetrator (if known)	<input type="checkbox"/> Victim <input type="checkbox"/> Perpetrator (if known)
Title:	Title:
Department:	Department:
Phone:	Phone:
Email:	Email:
Immediate Supervisor:	Immediate Supervisor:

Classification of Perpetrator: (If known, check all that apply)

<input type="checkbox"/> Client or Customer	<input type="checkbox"/> Family or Friend of Client or Customer
<input type="checkbox"/> Stranger with Criminal Intent	<input type="checkbox"/> Co-worker
<input type="checkbox"/> Supervisor or Manager	<input type="checkbox"/> Partner or Spouse
<input type="checkbox"/> Parent or Relative	<input type="checkbox"/> Other Perpetrator:

Circumstances at Time of Incident: (If known, check all that apply)

<input type="checkbox"/> During completion of usual job duties	<input type="checkbox"/> Working in poorly lit area
<input type="checkbox"/> Rushed	<input type="checkbox"/> Low staffing levels
<input type="checkbox"/> Isolated or alone	<input type="checkbox"/> Unable to get help or assistance
<input type="checkbox"/> In community setting (public place)	<input type="checkbox"/> Unfamiliar or new location
<input type="checkbox"/> Other (specify)	

Where the Incident Occurred: (If known, check all that apply)

<input type="checkbox"/> In the workplace	<input type="checkbox"/> Parking lot or other area outside the workplace
<input type="checkbox"/> Other (specify)	

Type of Incident: (If known, check all that apply)

<input type="checkbox"/> Physical attack without a weapon (e.g. biting, choking, grabbing, hairpulling, kicking, slapping, etc.)
<input type="checkbox"/> Attack with a weapon or object (e.g. including but not limited to a firearm, knife or other object)
<input type="checkbox"/> Threat of physical force/attack or threat of use of a weapon or other object
<input type="checkbox"/> Sexual assault or threat (e.g. rape, attempted rape, physical display or unwanted verbal or physical sexual contact)
<input type="checkbox"/> Animal attack
<input type="checkbox"/> Other

Consequences of Incident: (Check all that apply)

<input type="checkbox"/> Law Enforcement notified (list case number if applicable). If Yes, Name and contact information of Agency and Response:	<input type="checkbox"/> Security contacted (list incident number if applicable). If Yes, Name and contact information of Security Contractor and Response:
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<input type="checkbox"/> Employee Assistance Program (EAP) referral	Other Actions Taken to Protect Employees (specify):
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**Description:**

Describe Incident in Detail <i>What happened (what you heard, saw, etc.)?</i>  <i>Who was involved?</i>
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List Names of Other Witnesses (including contact information for each witness)
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Printed Name and Title of person completing form: Name: _____ Title: _____	
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Signature: _____	Date: _____
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Routing	Date
Legal Department	
Immediate Supervisor	
Cabinet Member	
Human Resources	
WUSD WVPP Team	

Attach any findings, witness statements, evidence, or other follow-up documents to this form.

## Washington Unified School District

### Workplace Violence Hazard Identification, Evaluation and Correction Form

To be completed by the WUSD WVPP Team or designee upon identification of a workplace violence hazard.

Form completed by:	Date:
General Description of Hazard:	
Address(es)/Location(s) of Hazard:	
Detailed Description of Hazard:	
Evaluation of Hazard:	
Corrective Measures Recommended:	

<b>Administrative Use Only</b>	
Comments, including if corrective measure is modified:	
Corrective Measure Approved: Y/N	Date:
Name and Title:	
Signature:	

Copy Sent To:	Date
WUSD WVPP Team	
Supervisor of Applicable Location	
Cabinet Member	
Human Resources	