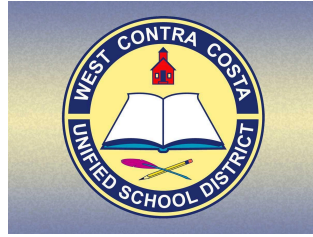




WORKPLACE VIOLENCE PREVENTION PROGRAM



Workplace Violence Prevention Program

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Background

California Senate Bill 553 (SB 553) requires California workplaces to have a policy in place to address the rising episodes of violence occurring at the worksite. SB 553 has multiple requirements of an employer which can be broadly grouped into two categories: 1) pre-violent incident activities and 2) post-violent incident activities. The details of both categories are presented in greater detail in the following WVPP.

Purpose

The purpose of the Workplace Violence Prevention Plan (WVPP) is to have a clearly understood, accessible, and actionable policy to respond quickly to episodes of workplace violence. The WVPP complements the existing CCSF anti-violence policies¹ by laying out more specifically the steps to identify, report, track, and analyze violent incidents to reduce the likelihood of recurrence.

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 LC section 6401.9

Plan- The workplace violence prevention plan required by LC section 6401.9.

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

Serious injury or illness- Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Workplace violence includes, but 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 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 are procedures and rules which are used to effectively reduce workplace violence hazards.

Violence may include not only acts of violence but also threats to commit violence or do harm. Workplace violence includes any conduct, verbal or physical, in-person or virtual, which causes another to reasonably fear for their own personal safety or that of their immediate family.

Responsibility

The WVPP administrator, District Superintendent, and Employee Health, Safety and Training Manager have the authority and responsibility for implementing the provisions of this plan for West Contra Costa Unified School District. If there are multiple persons responsible for the plan, their roles will be clearly described.

Job Title/Position	WVPP Responsibilities	Phone #	Email
Employee Health, Safety and Training Manager	Organizes WPVPP related training and makes amendments to plan.	(341) 240-9459	derrick.miller@wccusd.net
Associate District Superintendent	Makes necessary amendments to WVPP	(510) 231-1188	camille.johnson@wccusd.net
Director of District Safety Operations	Responsible for emergency response, hazard identification, and coordination with other employees.	(510) 231-1143	jfranco@wccusd.net
Director of Classified Employees	Recordkeeping all workplace violence incidents	(510) 307-4521	dsteen@wccusd.net

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

Employee Active Involvement

West Contra Costa Unified School District ensures the following policies and 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:

- Monthly safety meetings with employees and their representatives to discuss identification of potential workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them.
- Designing and implementing training such as Crisis Prevention Training and online workplace violence prevention training.
- Reporting and investigating all workplace violence incidents.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment

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.

Employee Compliance

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, 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 in the provisions of WCCUSD Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP by utilizing monthly meetings and ongoing training.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace.

Communication With Employees

WCCUSD recognizes that an open, two-way communication between management, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is 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 workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Staff are made aware that they can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
- 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.

Workplace Violence Incident Reporting Procedure

WCCUSD will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by using the K-12 reporting system and email. If that's not possible, employees will report incidents directly to the Director of District Safety Operations.
- The utilization of walkie-talkies for school site safety teams.
- Incidents are reported using the K-12 system and are distributed to all involved parties and managers.
- Utilization of the WCCUSD, We Tip Hotline (800)782-7463

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively.

Emergency Response Procedures

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

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:
 - Emergency Hotline
 - Direct landline
 - Alarm systems /PA announcements
 - Walkie-talkies
 - Email sent to relevant district staff regarding matter
- WCCUSD will have evacuation plans catered to each school site and personnel

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific Location
Campus Security Officers	Individually assigned school site
Employee Health and Safety manager	All school sites
Principals & Vice Principals	Individually assigned school site

Inspections for workplace violence hazards include assessing:

- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for reporting suspicious persons or activities
- Posting of emergency telephone numbers for law enforcement, fire and medical services
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Whether employees have a designated safe area where they can go in an emergency.
- Identify and correct potential hazards and risk within the work environment
- 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.
- The availability of employee escape routes.

- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.

Procedures for Post-Incident Response and Investigation

After a workplace incident, the WVPP administrator 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 risks 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 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 and location of the incident.
- A classification of who committed the violence, including whether the perpetrator was a student, family or friend of the student, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or another 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.

Including the above mentioned the violent log will also include the following information:

- A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- 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 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.

Support and resources known as the Employee Assistance Program offers services such as counseling services, are provided to affected employees These resources could include referrals to counseling services, information about employee assistance programs, and time off work if necessary.

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, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- During New Hire Orientation.
- 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.

West Contra Costa Unified School District will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, 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 WCCUSD 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 logs.

Ensure that no personal identifying information is recorded or documented in the violent incident log. 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.

Recordkeeping

The Employee Health, Safety and Training Manager 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 persons conducting the training.
- Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for a 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 LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

Employee Access to the Written WVPP

West Contra Costa Unified School District ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by providing easy accessibility through the district website. Access to the site and plan will be unobstructed meaning that the **employee will** have common accessibility to all portions of the plan.

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 logs.

Review and Revision of the WVPP

The West Contra Costa Unified School Districts WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.

- After a workplace violence incident.

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 WCCUSD'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. These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

Employer Reporting Responsibilities

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work Connected Fatalities and Serious Injuries. West Contra Costa will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

I, Derrick Miller, Employee Health & Safety Manager of WCCUSD, hereby authorize and ensure the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention.



Derrick S. Miller

February 27, 2025

Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence. • Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

Date the incident occurred (Day, Month, Year)]

[Time the incident occurred] a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)

Check which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. **For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.**

- 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 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.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on a separate sheet of paper if necessary.]

References and Resources

- [Cal/OSHA Workplace Violence Standard – California Senate Bill 553 labor code 6401.9](#)
- [Workplace Violence Training and Resources](#)
- [Workplace Violence Frequently Asked Questions](#)
- [Workplace Violence Warning Signs](#)
- [WCCUSD, We Tip Hotline- \(800\)782-7463](#)