

**WORKPLACE VIOLENCE PREVENTION PLAN
24-25 FY**



JULY 1st 2024

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**WEST CONTRA COSTA UNIFIED SHOOOL
DISTRICT**

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FROM

**HUMAN RESOURCES DEPARTMENT
&
DEPARTMENT OF OPERATIONAL SAFETY**



Section 1: Policy Statement Workplace Violence Prevention Plan (WVPP) Effective: July 1, 2024

Purpose:

The purpose of this Workplace Violence Prevention Plan is to ensure the safety and well-being of all employees and associated persons within the West Contra Costa Unified School District (WCCUSD). This plan aims to identify, prevent, and address workplace violence as mandated by California Senate Bill 553 and relevant sections of the California Labor Code 6401.7 and LC 6401.9 require employers to establish and implement workplace violence prevention plans to protect employees and associated persons from the hazards associated with workplace violence. These hazards encompass various forms of violence, including physical assault, threats, bullying, and hate violence.

Background:

On September 20, 2023, Governor Gavin Newsom signed Senate Bill No. 553 (“SB 553”) into law, which requires covered California employers to take steps to prevent and respond to workplace violence. Notably, SB 553 adds Section 6401.9 to the California Labor Code, which, effective July 1, 2024, requires covered employers to adopt a comprehensive workplace violence prevention plan.

District Goal Of Workplace Violence Prevention Plan:

The primary aim of the WCCUSD Workplace Violence Prevention Plan (WVPP) is to reduce incidents of violence by establishing a robust framework for proactive prevention and efficient response. Integrated within the broader Injury and Illness Prevention Program, the WVPP strives to mitigate risks and cultivate a safer workplace environment for everyone involved.



The framework established by the West Contra Costa Unified School District for safeguarding employees from workplace violence encompasses the following elements:

- I.) **Designation of Responsible Parties:** Identification of individuals tasked with implementing the program.
- II.) **Hazard Identification and Evaluation:** The employer's system for recognizing and assessing workplace hazards, including regular inspections to identify unsafe conditions and practices. This process should involve employee participation.
- III.) **Corrective Measures:** Procedures for promptly addressing unsafe or unhealthy conditions and practices.
- IV.) **Occupational Health and Safety Training:** Implementation of a training program to educate employees on general safety practices and job-specific hazards.
- V.) **Communication Protocol:** A system for communicating with employees regarding occupational health and safety matters, fostering an environment where employees feel comfortable reporting hazards without fear of retaliation.
- VI.) **Employee Concern Investigation:** Procedures for addressing and investigating employee concerns.
- VII.) **Emergency Response Plan:** Protocols for responding to workplace violence emergencies, including alerting employees, seeking assistance from designated responders, and implementing evacuation and shelter plans.
- VIII.) **Enforcement of Safe Practices:** Methods to ensure employee compliance with safety protocols, potentially including disciplinary measures.
- IX.) **Post-Incident Procedures:** Guidelines for responding to and investigating incidents of workplace violence.



- X.) **Compliance with Section 6401.9:** Ensuring that the Workplace Violence Prevention Program adheres to the requirements outlined in Section 6401.9.

Definitions:

- I.) **Emergency:** A situation posing an immediate risk of harm to individuals or property, requiring prompt action to mitigate the threat.
- II.) **Engineering Controls:** Physical measures implemented to mitigate workplace violence hazards, such as security systems, access controls, and environmental modifications.
- III.) **Violent Incident Log:** A documented record of workplace violence incidents as required by LC section 6401.9.
- IV.) **Workplace Violence Prevention Plan:** A comprehensive plan developed to prevent and address workplace violence risks and incidents, as mandated by LC section 6401.9.
- V.) **Serious Injury or Illness:** Any injury or illness requiring medical treatment beyond first aid, including but not limited to hospitalization, surgery, or prolonged medical care.
- VI.) **Threat of Violence:** Any indication, verbal or non-verbal, of intent to inflict harm or engage in violent behavior.
- VII.) **Workplace Violence:** Any act of violence, threat of violence, or behavior that may reasonably be perceived as intending to cause harm or fear within the workplace.

Four Types of Workplace Violence:

- I.) **Criminal Intent:** Violence perpetrated by individuals with no legitimate relationship to the workplace, **For Example:** Custodian assaulted by stranger while locking facilities.
- II.) **Customer/Client:** Violence directed towards employees or associated persons by customers, clients, or members of the public. **For Example:** Secretary being assaulted by a student or their parent/caregiver.



III.) Worker-on-Worker: Violence instigated by a current or former employee towards another employee, supervisor, or manager. **For Example:** Employee attacks or threatens another employee.

IV.) Personal Relationship: Violence stemming from personal relationships outside of work, which manifests in the workplace. **For Example:** Domestic abuse situation where partner comes to worksite to do harm.

Definition of Associated Person:

Associated persons include, but are not limited to, parents/guardians, campus volunteers, vendors, former students, former employees, domestic partners, and relatives or friends of employees or students.

Definition of Bullying:

Bullying refers to repeated, unwanted aggressive behavior that may involve verbal, physical, or social harm inflicted upon an individual or group.

Definition of Hate Violence:

Hate violence encompasses acts of violence, intimidation, or harassment motivated by prejudice or bias against a particular race, ethnicity, religion, gender identity, sexual orientation, or other protected characteristic.

Violence encompasses more than just physical acts of aggression; it also includes the expression of threats or intentions to cause harm. In the workplace, violence can take various forms, whether verbal or physical, occurring in-person or virtually, that instill a reasonable fear for one's personal safety or the safety of their immediate family. **The West Contra Costa Unified School District guarantees the following:**

- I.) Employees will not face threats of adverse action or retaliation if they choose not to report to or leave a workplace or worksite due to a reasonable belief that it is unsafe.



II.) Employees will have unrestricted access to their mobile or other communication devices for seeking emergency assistance, assessing the safety of a situation, or communicating with someone to confirm their safety.

Section II: Responsibility

The Workplace Violence Prevention Plan administrator, supported by three key positions within the WCCUSD, is responsible for overseeing the development, implementation, and enforcement of this plan.

Plan Administrator:

Michael Booker

Position: Safety & Emergency Preparedness Consultant

Email: michael.booker@wccusd.net

Phone: 510-307-4606

Julio Franco

Position: Director of TK-12 Operations/Safety

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Phone: 510-307-4606

Charles Johnson

Position: Campus Security Officer Supervisor

Email: Charles.Johnson@wccusd.net

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Human Resources Managers:

Sylvia Greenwood, Ed. D.

Position: Director of Human Resources, Certificated

Email: sgreenwood@wccusd.net

Phone: 510- 231-1185

Jawan Eldridge

Position: Director of Human Resources, Classified

Email: jeldridge@wccusd.net

Phone: 510- 231-1185



Educational Equity - Title IX:

Jose Espinoza

Position: Office of Educational Equity / Title IX Coordinator / Equity Compliance Officer

Email: jespinoza2@wccusd.net

Phone: 510- 231-1118

All managers and supervisors within WCCUSD are tasked with executing and upholding the WVPP within their respective work domains, as well as addressing any inquiries from employees regarding the WVPP. This responsibility falls under the purview of the Workplace Violence Prevention Plan Committee.

Section III: Employee Active Involvement

West Contra Costa Unified School District ensures that the following policies and procedures are in place to foster the active involvement of employees and authorized employee representatives in the development and implementation of plans:

- I.) Management collaborates with and facilitates the participation of employees and authorized employee representatives in:

A.) Identification, assessment, and resolution of workplace violence issues:

I. Monthly safety meetings will be conducted by management, involving employees, to address concerns and hazards related to workplace violence. These sessions will include brainstorming, discussions on recent incidents, and reviews of safety protocols.

B.) Development and execution of training initiatives:

II. Employees are actively encouraged to contribute to the design and execution of training programs. Their inputs and suggestions will be integrated into the training materials. For instance, employees may propose new training scenarios inspired by recent incidents.

C.) Reporting and investigating workplace violence occurrences.

- II.) Managers will ensure that all workplace violence policies and procedures outlined in this written plan are effectively communicated to and understood by all employees. Fair and consistent enforcement of these rules will be upheld by managers and supervisors.



- III.) All employees are expected to adhere to the directives, policies, and procedures outlined in the workplace violence prevention plan, actively contributing to the maintenance of a safe work environment.
- IV.) This plan will remain operational at all times across all work areas, tailored to address specific hazards and implement necessary corrective measures for each area and operation.

Section V: Compliance

Our system for ensuring employee compliance with workplace security measures and prevention of threats or physical hazards includes:

- I.) Comprehensive training for employees, supervisors, and managers on the West Contra Costa Unified School District Workplace Violence Prevention Plan (WVPP), ensuring clear understanding and communication of all security policies and procedures.
- II.) Accessibility of the Departmental WVPP on the departmental intranet for further education and reference.
- III.) Fair and uniform enforcement of rules by managers and supervisors.
- IV.) Mandatory annual education and training for all employees to reinforce violence prevention best practices.
- V.) Adherence to all workplace security directives, policies, and procedures by all workers, with a commitment to maintaining a safe work environment.
- VI.) Effective procedures, such as routine site inspections, to ensure both supervisory and nonsupervisory employees comply with the WVPP.
- VII.) Retraining programs for employees whose safety performance is deemed deficient according to the WVPP.
- VIII.) Recognition of employees who exemplify safe work practices aligned with the WVPP.



- IX.) Disciplinary measures for employees failing to comply with the WVPP, potentially including termination and criminal prosecution.

Section VI: Communication With Employees

WCCUSD will communicate the Workplace Violence Prevention program policies and procedures through:

- A.) New employee orientation sessions will include information on workplace violence prevention.
- B.) Regular reviews of the Workplace Violence Prevention Program (WPVPP) will occur, with the frequency (monthly, quarterly, yearly) determined by the frequency and severity of workplace violence incidents.
- C.) Training programs tailored to address specific aspects of workplace violence prevention and security relevant to our location will be conducted.
- D.) Workplace violence prevention information will be posted and distributed.
- E.) Employees will be encouraged to report workplace violence or security threats, initially to their supervisors. If this is not feasible, they can contact Human Resources Office at 510-231-1185.
- F.) Effective communication channels will be established between employees, managers, and supervisors regarding security and violence concerns, with translation services available if needed.
- G.) Employees who report incidents of workplace violence will be protected from retaliation. Immediate actions, such as removing the threatening individual from the work area, will be taken by the company. In cases of serious threats or violence, security and/or local police will be contacted.
- H.) An anonymous reporting system will be implemented for workers to inform management about security and violence concerns.
- I.) Security issues will be addressed during workplace violence prevention/security team meetings, as well as safety/workplace violence/joint Safety Committee meetings. The Safety Committee will propose solutions to management, which will be implemented by the program administrator upon approval.



- J.) The WVPP program will be prominently posted. Departments will maintain ongoing open communication with employees about safety concerns and conduct annual reviews of the WVPP. Regularly scheduled meetings, newsletters, emails, or bulletins will serve as platforms for ongoing communication. Any updates to the WVPP following incident analyses must be communicated promptly.

Section VII: Workplace Violence Incident Reporting Procedure

- I.) Supervisors:** must be acquainted with the incident report and will undergo specialized departmental training to understand its review process, completion procedures, and deadlines. They are obligated to collaborate with the affected employee in completing the Workplace Violence Report before forwarding it to the Director of Human Resources or Director of Operations for investigation and finalization.
- II.)** Staff members are encouraged to report workplace violence incidents promptly and securely. They can inform their direct supervisor via phone, email, or in-person communication. Alternatively, they can utilize the anonymous self-reporting form available at: <https://www.wccusd.net/Page/16368>
- III.)** For administrative personnel, the protocol differs slightly. The immediate supervisor should complete the Workplace Violence Report. In cases where the supervisor is unavailable, the report should be handled by the next level of management: either the Director of Human Resources or the Director of Operations Safety Services. Before initiating any formal investigation, the supervisory authority should promptly notify the Director of Operations Safety Services about any threats or instances of physical violence.
- IV.)** Completion of the Workplace Violence Report should be swift, preferably within 24 hours of the incident, to ensure the accuracy and relevance of details. This report serves as a crucial tool for data collection and underscores the importance of fostering a workplace culture where employees feel empowered to report violent incidents. If the altercation involves an employee and their supervisor, either the Director of Human Resources or the Director of Operations & Safety Services must oversee the report's completion.
- V.) Investigation of Violent Incidents**
The Director of Operations Safety, Director of Human resources or their designate is obligated to conduct a thorough investigation of any violent incident promptly, ideally within seven (7) calendar days. Addendum B contains the necessary materials, inquiries,



and analysis criteria. In accordance with SB 553, finalized reports must be accessible to the employee (and their collective bargaining unit) within 15 days from the date of the inquiry.

- VI.) The administrative team will finalize the incident log with all necessary details and then send it to the Director of Operations Safety JFranco@wccusd.net & Directors Of Human Resources sgreenwood@wccusd.net & jeldridge@wccusd.net once the investigation is concluded. Using a record number instead of employee names ensures confidentiality while enabling tracking. Both the log and accompanying materials will be prepared for auditing purposes.

Section VII: Workplace Violence Response Procedures

Following a workplace incident, either the site administrator, Director of Operations Safety, or the Director of Human Resources will execute the subsequent post-incident procedures, encompassing the following steps:

- I.) Promptly visiting the scene of the incident once it is safe and feasible.
- II.) Conducting interviews with involved parties, including employees, witnesses, law enforcement, and/or security personnel.
- III.) Reviewing footage from existing security cameras, if available.
- IV.) Inspecting the workplace for security risk factors related to the incident, including any prior reports of inappropriate behavior by the perpetrator.
- V.) Determining the root cause of the incident.
- VI.) Implementing corrective measures to prevent similar incidents in the future.
- VII.) Documenting findings and ensuring implementation of corrective actions.
- VIII.) Acquiring any reports filed by law enforcement.



- IX.) Maintaining a violent incident log for each workplace violence occurrence, containing details such as:
 - A.) Date, time, and location of the incident.
 - B.) Types of workplace violence involved.
 - C.) Detailed incident description.
 - D.) Identification of the perpetrator (e.g., client, customer, coworker).
 - E.) Circumstances during the incident (e.g., usual job duties, poor lighting, isolation).
 - F.) Location of the incident (e.g., workplace, parking lot).
 - G.) Type of incident (e.g., physical attack, threat of force, sexual assault).

- X.) Outlining the repercussions of the incident, including:
 - A.) Contact with security or law enforcement and their response.
 - B.) Measures taken to safeguard employees and address identified hazards.
 - C.) Details of the individual completing the log, including name, job title, and completion date.

- XI.) Reviewing all past incidents for further insights and preventive measures.

EMERGENCY RESPONSE PROCEDURES:

The West Contra Costa Unified School District has established specific protocols to address workplace violence emergencies effectively. Employees are alerted to the presence, location, and nature of such emergencies through various means, including All Call phone alerts, hand-held radios deployed at WCCUSD school sites, as well as through cell phones and email notifications.

Additionally, the school district has publicly displayed evacuation or sheltering plans, accessible via <https://www.wccusd.net/domain/73> or publicrecords@wccusd.net Evacuation Map. In the event of immediate danger, individuals are instructed to contact emergency services by dialing 9-1-1, followed by notifying designated administrators Julio Franco,

Michael Booker, Charles Johnson at 510-307-4606 . These procedures are in place to ensure swift and coordinated responses to any potential threats, prioritizing the safety of all staff and students.



Section VIII: Recognize, Assess, and Address Workplace Violence

A.) Workplace Violence Hazard Identification And Evaluation

The West Contra Costa Unified School District mandates the implementation of the following policies and procedures to ascertain and assess workplace violence hazards:

Regular Inspections:

Inspections will be carried out upon the initial establishment of the plan, following each occurrence of workplace violence, and whenever the employer becomes aware of a new or previously unnoticed hazard.

B. Review of Reported Concerns:

- I. Daily or weekly examination of all submitted and reported concerns.
- II. Utilization of a Workplace Violence Hazards suggestion box.
- III. Provision of an online form for reporting workplace violence hazards.
- IV. Monitoring of voicemail, email, and text messages for any notifications regarding workplace

Peirodic Inspections:

- A.) 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.
- B.) Periodic Inspections shall be conducted monthly.

These inspections are to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace within the West Contra Costa Unified School District:

- A.) **Clinical Services Staff:** Staff or The Director and/or Administrative personnel overseeing clinical services within the district will conduct inspections to identify workplace violence and hazards within medical facilities or counseling centers associated with the district.



- B.) **Child Development Services:** Designated personnel responsible for child development services within the district will focus on inspecting areas where children are cared for or educated, such as preschools and early childhood education centers, to ensure safety and prevent workplace violence.
- C.) **Campus Safety Officer Staff:** The district's campus safety officers or designated administrative personnel will conduct inspections aimed at assessing workplace violence and hazards on school campuses, ensuring the safety and security of students, faculty, and staff.
- D.) **Risk Management Staff:** Inspections will be carried out by the Risk Management department within the district to detect and mitigate potential risks associated with workplace violence, ensuring a safe environment for all employees.
- E.) **Safety Services:** Personnel from the Safety Services department will conduct inspections across various areas of the district's facilities to identify safety concerns and hazards, implementing measures to prevent accidents and injuries.
- F.) **Human Resources:** HR personnel or Director and or Administrator within the district will conduct inspections related to workplace violence prevention and mitigation efforts. This includes evaluating HR policies, employee training programs, and conflict resolution mechanisms to maintain a safe work environment.
- G.) **Maintenance & Operations:** The Maintenance & Operations department within the district will conduct inspections to address physical infrastructure and facilities maintenance concerns, ensuring that facilities are safe for staff and students.
- H.) **Educational Equity - Title IX:** Inspections in this area will be carried out by personnel or Director and/or Superintendent responsible for Title IX compliance within the district. They will focus on preventing and addressing issues related to sexual harassment, assault, and other forms of violence within educational settings, ensuring equitable and safe environments for all students and staff.

Assessments for workplace violence hazards encompass:

- A.) Evaluation of both exterior and interior workplace areas to ensure overall safety.



- B.) Determination of the necessity for violence monitoring tools like mirrors and cameras.
- C.) Review of protocols guiding employee response in the event of a criminal incident.
- D.) Examination of procedures for reporting suspicious individuals or activities.
- E.) Verification of the proper placement and functionality of emergency buttons and alarms.
- F.) Confirmation of emergency contact information display for law enforcement, fire, and medical services.
- G.) Verification of employee access to telephones with external lines.
- H.) Examination of available escape routes for employees.
- I.) Assessment of designated safe areas for employees during emergencies.
- J.) Evaluation of the adequacy of workplace security systems including door locks, entry codes, security windows, physical barriers, and restraint systems.
- K.) Analysis of the frequency and severity of threatening situations potentially leading to violence from individuals accessing our services.
- L.) Review of employee competency in managing hostile service recipients safely, exemplified by Campus Safety Specialists.
- M.) Evaluation of the effectiveness of warning systems and procedures for alerting others to actual or potential violence, including all-call systems, alarms, or panic buttons.
- N.) Confirmation of accessible employee escape routes.
- O.) Assessment of communication effectiveness between management and staff.
- P.) Examination of non-employee access and movement within the workplace, particularly regarding recently discharged employees or individuals involved in disputes with our employees.



Q.) Review of employee reports concerning threats of physical or verbal abuse by managers, supervisors, or colleagues.

R.) Investigation into any past violent incidents, threats of physical harm, verbal abuse, property damage, or other indicators of tension or strain within the workplace.

Correcting Workplace Violence Hazards:

West Contra Costa Unified School District is committed to promptly assessing and addressing workplace violence hazards. We will enact the following efficient procedures to rectify any identified hazards:

A.) If immediate action to address workplace violence risks jeopardizes employees' safety, all affected employees, except those essential to rectifying the situation, will be removed and provided with necessary protection.

B.) Document and date all corrective actions taken on relevant forms.

C.) Tailor corrective measures for workplace violence hazards to specific work areas.
Enhance workplace lighting.

D.) Display signs indicating surveillance in the facility. And Utilize surveillance tools like cameras and mirrors for monitoring and deterring criminal activity both indoors and outdoors. Install security cameras in and around the workplace.

E.) Implement workplace violence mitigation systems, such as door locks, reinforced windows, physical barriers, emergency alarms, and restraints. Display emergency contact numbers for law enforcement, fire, and medical services.

F.) Regulate access and movement within the workplace for non-employees, including individuals recently terminated or involved in disputes with employees. Install effective warning systems like alarms or panic buttons to alert others of potential violence and request assistance.

G.) Ensure employees have access to telephones with external lines and provide regular training or refreshers on the Workplace Violence Prevention Program (WVPP), **covering topics such as:**



Recognizing and managing threatening situations that may escalate to violence from service recipients.

- H.) Ensure effective management handling of reports on violent incidents, threats, abuse, or workplace strain, with protections against retaliation for whistleblowers.
- I.) Enhance communication between management and employees. And establish procedures for reporting suspicious individuals, activities, and packages.
- J.) Provide or review emergency action procedure training for employees, supervisors, and management to ensure clear escape routes for employees.
- K.) Increase awareness among employees, supervisors, and managers of potential warning signs for workplace violence.
- L.) Incorporate considerations for workplace violence prevention into employee disciplinary and termination procedures. Establishing a policy prohibiting practices such as bringing weapons to the workplace.

Section IX: Response and Inquiry Following Workplace Violence:

In the aftermath of any incident of workplace violence, it is crucial to enact a comprehensive response and investigation strategy. This section outlines the steps to be taken in the aftermath to ensure the safety of all employees and to thoroughly examine the incident for further actions and prevention measures.

I.) Immediate Response:

- A.) Ensure the safety and well-being of all employees. This may involve evacuating the premises, securing the area, and providing medical assistance to those in need.
- B.) Notify appropriate authorities, such as law enforcement and emergency services, to manage the situation effectively.
- C.) Designate a crisis management team or individual to coordinate the immediate response efforts.



II.) Secure the Scene:

- A.) Preserve the scene of the incident to the extent possible. This may involve restricting access to the area and preserving evidence relevant to the investigation.
- B.) Document the scene through photographs, videos, and written descriptions.

III.) Provide Support:

- A.) Offer support and counseling services to affected employees to help them cope with the emotional aftermath of the incident.
- B.) Communicate with employees regularly to provide updates on the situation and available support resources.

IV.) Conduct a Thorough Investigation:

- A.) Initiate an investigation into the incident to determine its causes, contributing factors, and any lapses in security or protocol.
- B.) Interview witnesses and gather relevant evidence, including surveillance footage, witness statements, and any other pertinent information.
- C.) Collaborate with law enforcement agencies, as necessary, to conduct a comprehensive inquiry.

V.) Implement Corrective Measures:

- A.) Based on the findings of the investigation, implement corrective measures to address any identified vulnerabilities or deficiencies in security protocols.
- B.) Review and update workplace violence prevention policies and procedures to enhance safety and mitigate future risks.
- C.) Provide training and education to employees on recognizing and responding to signs of potential violence in the workplace.

VI.) Communicate Findings and Actions:

- A.) Keep employees informed of the progress of the investigation and any actions taken in response to the incident.
- B.) Foster an open and transparent communication environment to address concerns and build trust among employees.

VII.) Monitor and Follow-Up:



- A.) Continuously monitor the workplace environment for any signs of recurring or new threats of violence.
- B.) Conduct regular reviews and assessments of security measures and protocols to ensure ongoing effectiveness.
- C.) Follow up with affected employees to assess their well-being and provide ongoing support as needed.

Section X: Regular Assessment and Updating of Workplace Violence Prevention Strategy:

Review Aand Revision Of The Workplace Violence Prevention Plan:

The West Contra Costa Unified School District's WVPP will undergo assessments:

- A.) No less than once a year.
- B.) Whenever a deficiency arises or becomes evident.
- C.) Following any instance of workplace violence.
- D.) Whenever necessary.

The review and revision of the WVPP will incorporate the processes outlined in Section 3: "Staff & Employee Involvement" of this WVPP. Additionally, it will encompass further procedures aimed at securing the active participation of employees and authorized employee representatives in assessing the plan's efficacy:

The assessment of West Contra Costa Unified School District Workplace Violence Prevention Program (WVPP) should encompass, though not exclusively, the following aspects:

- A.) Examination of incident investigations and the comprehensive review of the violent incident log.
- B.) Evaluation of the efficiency of security infrastructure, comprising alarms, emergency response protocols, and the availability and effectiveness of security personnel (if applicable).
- C.) Ensuring that potential violence risks are accurately identified, thoroughly assessed, and promptly rectified. Any essential updates should be promptly implemented and communicated to all staff members.



Section XI: Training:

All WCCUSD employees are mandated to participate in annual workplace violence training. It's crucial for employees to feel confident in recognizing and addressing any instances of violence, seeking appropriate assistance and support. Once employees become aware of any violence, prompt reporting of threats or incidents within 24 hours is strongly encouraged. Reporting avenues include utilizing the district website for anonymous reporting, contacting their supervisor directly, or making a report to the Director of Operations Safety Services at 510-307-4606, the Directors of Human Resources at 510-231-1185, and/or Educational Equity - Title IX at 510-231-1118. Contact information for reporting includes: Director of Operational Safety (Email: JFranco@wccusd.net), Directors of Human Resources (Certificated Email: sgreenwood@wccusd.net, Classified Email: jeldridge@wccusd.net) and/or Director of Office of Educational Equity/Title IX Coordinator/Equity Compliance Officer Email: (jespinoza2@wccusd.net).

Training:

The WCCUSD will offer employees initial training upon the establishment of the plan, and thereafter annually. This training will cover:

- A.) Comprehensive understanding of the WVPP plan, procedures for obtaining a copy, and avenues for participation in its development and execution.
- B.) Clear elucidation of the definitions and mandates outlined in SB 553.
- C.) Protocols for reporting workplace violence incidents or concerns to the organization or law enforcement, emphasizing protection against retaliation.
- D.) Identification of workplace violence hazards specific to individual roles, disclosure of implemented corrective measures, guidance on seeking support to prevent or address violence, and strategies for minimizing physical harm.
- E.) Familiarization with the compulsory violent incident log and procedures for accessing record copies. As well as, interactive discussions and online training sessions facilitating employee queries and discussions with knowledgeable personnel regarding the WVPP plan.



Section XII: Recordkeeping

The West Contra Costa Unified School District commits to the following:

- I.) Keeping records of workplace violence hazard identification, evaluation, and rectification for at least five (5) years.
- II.) Maintaining training records for a minimum of one (1) year, including:
 - a) Dates of training.
 - b) Contents or a summary of training sessions.
 - c) Names and qualifications of trainers.
 - d) Names and job titles of all attendees.
- III.) Retaining violent incident logs for a minimum of five (5) years.
Preserving records of workplace violence incident investigations for at least five (5) years:
 - a) These records will not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- IV.) Ensuring that all required records, including those related to workplace violence hazard identification, training, incident logs, and incident investigations as mandated by LC section 6401.9(f), are accessible to Cal/OSHA for examination and copying upon request.

In conclusion of the West Contra Costa Unified School District Workplace Violence Prevention Plan, the following addendum forms are provided for comprehensive reporting and documentation:

- 1.) **Addendum-A: Workplace Violence Reporting Form:** This form is designed for individuals to report any incidents or concerns related to workplace violence promptly. It serves as a structured means of documenting incidents, ensuring that they are properly addressed and investigated.
- 2.) **Addendum-B: Violent Incident Investigations Form:** This form facilitates the thorough investigation of reported violent incidents. It includes fields for gathering detailed information about the incident, identifying witnesses, and outlining steps taken during the investigation process.
- 3.) **Addendum-C: Violent Incident Log And Instructions:** This addendum includes a log for recording all reported violent incidents within the workplace. It provides clear instructions for



completing the log accurately and maintaining it up-to-date. This log serves as a crucial reference for monitoring trends, assessing risks, and implementing preventive measures effectively.

These addendum forms are essential components of the Workplace Violence Prevention Plan, ensuring that incidents are reported, investigated, and documented in accordance with established protocols and regulations. They contribute to creating a safer and more secure work environment for all employees within the West Contra Costa Unified School District.



A- WORKPLACE VIOLENCE REPORTING FORM

THIS FORM IS TO BE USED TO IDENTIFY AN INCIDENT, THREAT OR CONCERN RELATED TO WORKPLACE VIOLENCE. THIS FORM BRINGS THE ISSUE TO THE ATTENTION OF THE MANAGEMENT.

IT IS ILLEGAL FOR THE EMPLOYER TO TAKE ACTION AGAINST AN EMPLOYEE FOR MAKING SUCH A REPORT. THE EMPLOYER MUST INVESTIGATE THE REPORT AND EXPLAIN TO EMPLOYEES THE ACTION TAKEN AND ANY SUBSEQUENT ACTIONS, AS NECESSARY.

To be completed by the individual investigating the incident. Return completed form within 2 days following incident to JFranco@wccusd.net and/or sgreenwood@wccusd.net, jeldridge@wccusd.net **Attach witness statements to this form.**

Report submitted by:	Date:
General Description:	Phone:

Date of Incident:	Time:
Address/Location of Incident:	

Individuals involved in the incident (use additional sheet(s) if necessary)

Name:	Name:
<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant	<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant

Job Title:	Job Title:
Department:	Department:
Phone:	Phone:
Immediate Supervisor:	Immediate Supervisor:



At Workplace, Indoors (Please Include Bldg. Name/Room No.)	At Workplace, Outdoors (Please Specify)	Other Area (Please Explain)
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Classification of Incident (Select One)

<ul style="list-style-type: none"> Type 1 Committed by a person who has no legitimate purpose at the worksite. 	<ul style="list-style-type: none"> Type 2 Committed by a person who does have a legitimate purpose at the worksite 	<ul style="list-style-type: none"> Type 3 Committed by a present or former employee, supervisor, or manager. 	<ul style="list-style-type: none"> 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.
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Classification/Type of Incident Location (Select One)

<input type="checkbox"/> Physical Attack – no weapon/object
<input type="checkbox"/> Physical Attack – with weapon/object
<input type="checkbox"/> Threat of physical force and/or threat of use of a weapon/object
<input type="checkbox"/> Physical Assault - Hitting, fighting, pushing, or shoving
<input type="checkbox"/> Sexual assault/threat (incl. rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
<input type="checkbox"/> Other (specify)

How was the incident communicated? (Check one or more)

<input type="checkbox"/> Communicated directly to victim	<input type="checkbox"/> Verbal	<input type="checkbox"/> Mail	<input type="checkbox"/> Note	<input type="checkbox"/> Email
<input type="checkbox"/> Communicated to another person	<input type="checkbox"/> Verbal	<input type="checkbox"/> Mail	<input type="checkbox"/> Note	<input type="checkbox"/> Email
<input type="checkbox"/> Other (specify)				



Initial Response or Follow up Activity: (Check all that apply)

<input type="checkbox"/> Situation defused	<input type="checkbox"/> Occupational Medicine notified
<input type="checkbox"/> Security called	<input type="checkbox"/> Law Enforcement notified If Yes, Name of Agency and Report Number:
<input type="checkbox"/> First Aid Received?	<input type="checkbox"/> Employee Assistance Program Resources Provided?
<input type="checkbox"/> Other (specify)	

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

Routing

<i>Yes</i>	<i>No</i>	<i>Name</i>	<i>Signature</i>	<i>Date</i>
<input type="checkbox"/>	<input type="checkbox"/>	[APPLICABLE CONTACT/DEPT]		

<input type="checkbox"/>	<input type="checkbox"/>	[APPLICABLE CONTACT/DEPT]		
<input type="checkbox"/>	<input type="checkbox"/>	[APPLICABLE CONTACT/DEPT]		

Upon completion of investigation, attach a findings/follow-up document to this form.



Addendum B – Violent Incident Investigation

The Director of Operations Safety, or Director of Human Resources or Administration Designee, will complete the investigation into the violent incident. Further investigation and resolution of the incident is expected within seven (7) days in addition to submitting a copy of the completed investigation to the Director of Operations Safety & Directors of Human Resources.

Incident Analysis To be completed by Director of Operations Safety & Directors of Human Resources, WCCUSD Administration Designee:

Has this type of incident occurred before at the workplace? Yes No

What were the main factors that contributed to the incident?

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What could have prevented or at least minimized the damage caused by this incident?

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Post-Incident Response

- Yes No Did the employee(s) require medical attention as a result of the incident?
- Yes No Did the employee(s) miss work as a result of the incident?
- Yes No Did the employee(s) apply for workers' compensation?
- Yes No Was law enforcement contacted?
- Yes No Was immediate counseling provided to affected workers and witnesses?
- Yes No Was critical incident debriefing provided to all affected staff who desired it?
- Yes No Was post-trauma counseling provided to affected staff who desired it?
- Yes No Was all counseling provided by a professional counselor?

Has there been follow-up with the Employee(s)? Yes No

Is this a recurring event? Yes No

Are there modifications to be made to WVPP to reflect updated practices? Yes No

Describe updates to WVPP _____

Investigation completed by: _____

Department/Job Title: _____

Date: _____ Phone number: _____

Email: _____

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Copy to Operations