

# Westminster School District

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## WORKPLACE VIOLENCE PREVENTION PLAN

2024-2025

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**| FOCUS AREA**  
**2.0**

**Student and Staff Safety & Wellness**

Student and staff safety and wellness are essential components of an environment that is conducive to teaching and learning. WSD promotes a culture of emotional health, safety, and well-being where our educational community thrives.

**2.4**

Ensure the ongoing safety of students and staff with consistent and comprehensive district-wide systems and up-to-date procedures.

## **PURPOSE AND AUTHORITY**

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

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

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

employee representatives in reviewing the plan.

11. Maintain a written log recording incidents of workplace violence

**PERSON(S) RESPONSIBLE FOR IMPLEMENTING THE WVPP**

The ultimate responsibility for overseeing the development, implementation, and maintenance of the WVPP, rests with the Assistant Superintendent, Business Services. The WVPP Administrators are:

Manuel Cardoso  
Assistant Superintendent, Business Services  
Westminster School District  
14121 Cedarwood Street  
WestminsterCA92683  
[mcardos@wstk8.us](mailto:mcardos@wstk8.us)  
(714) 894-7311

Dr. Moises M. Merlos  
Executive Director, School Support and Safety  
Westminster School District  
14121 Cedarwood Street  
WestminsterCA92683  
[mmerlos@wstk8.us](mailto:mmerlos@wstk8.us)  
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They have the authority and responsibility for:

- Preparing and updating the plan.
- Implementing the provisions in the plan.
- Making sure accidents, injuries, illnesses and exposures in our workplace are investigated.
- Conducting regular workplace inspections for hazard identification.
- Acting to mitigate identified hazards.
- Providing health and safety training to employees.
- Instituting a Health and Safety Committee.
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries, illnesses and general safety concerns.

All administrators, supervisors, and employees are responsible for implementing and maintaining our plan.

## **PROCEDURES FOR INVOLVING EMPLOYEES IN THE DEVELOPMENT AND IMPLEMENTATION OF THE WVPP**

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

1. The District's Safety Task Force Committee will serve as consult and collaboration partner for the WVPP.
2. The Safety Task Force Committee meets regularly and supports the development, implementation, and regular review of the WVPP and districtwide safety initiatives.
3. This committee serves as a collaborative platform bringing together key stakeholders including administrators, teachers, staff, parents, and community members to address the safety needs of our District
4. In addition, the district's committee meets to assess the vulnerability to workplace violence at our sites and discuss preventive controls that are already in place and ones to be considered.
5. The committed provides input regarding the development of employee training plans in violence prevention and plans for responding to acts of violence.
6. Plan will be reviewed on an annual basis.

## **WVPP IMPLEMENTATION & COORDINATION**

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

1. Provide employee training and verify comprehension (i.e., quizzes/tests).
2. Post and share meeting agendas and minutes from committees or teams involved in the development of this plan as outlined in Section 2 above.
3. Generating emails, newsletters, memos, or other means of communication providing updates to all employees at various stages throughout the development and implementation of this plan, including timelines and next steps.

All employees are responsible and will be held accountable for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

All administrators, supervisors, and employees will comply with work practices that are designed to make the workplace more secure, and will not engage in threats or physical actions which create a security hazard for others in the workplace.

Administrators and supervisors will:

- Inform employees, supervisors and managers about our plan.
- Evaluate the performance of all employees in complying with our workplace security measures.
- Recognize employees who perform work practices which promote security in the workplace.
- Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security.
- Discipline employees for failure to comply with workplace security practices.
- Follow established workplace security directives, policies and procedures.

Administrators and supervisors will maintain an open, two-way communications system on all workplace safety, health and security issues. Communication is designed to encourage a continuous flow of safety, health and security information between administrators, supervisors, and our employees without fear of reprisal and in a form that is readily understandable

## **PROCEDURES TO ACCEPT & RESPOND TO REPORTS OF WORKPLACE VIOLENCE**

Employees should report workplace violence to Assistant Superintendent, Business Services and/or call 9-1-1 if the threat/act of violence is imminent and serious. All employees are encouraged to report any concerns or incidents related to workplace violence, and that they can do so without fear of reprisal.

### Reporting Procedures

1. Safety Concerns
  - a. Any concerns should be first communicated with an employee's supervisor or site office. Employees can complete the [Employee Safety Recommendation Form](#).
  - b. Supervisor or site office will review the concern and request additional assistance as needed from district administration
2. Injuries/Accidents
  - a. Employee will follow employee injury/incident reporting steps:
    - i. Immediately Report injury to supervisor
    - ii. If supervisor is not available, contact the [Company Nurse Hotline](#) and Business Services Division at 714-894-7311 ext. 1010
  - b. Supervisor will complete the [Supervisor's Report of Employee Injury](#)
3. Incidents/Threats/Violence
  - a. Employee will complete the [Workplace Violence Reporting Form](#) and submit to their supervisor.
  - b. Supervisor will review the concern and request additional assistance as needed from plan administrators

As required by California Code Regulation (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, Westminster School District 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.

## **PROCEDURES TO ENSURE EMPLOYEES COMPLY WITH THE WVPP**

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

- Ensuring employees take/attend the training(s) and refresher training(s) assigned to them.
- Monitor employee adherence to topics and concepts covered in the training they received.
- Follow our established disciplinary action process if an employee or supervisor does not follow elements of this plan.

### Disciplinary Action

We will actively enforce all aspects of the WVPP. An employee that fails to adhere to the procedures and practices of this plan shall be disciplined through the following progressive discipline system:

1. Conference Summary with Required Retraining
2. Written Warning
3. Written Reprimand (placed in Personnel File)
4. Notice of Unprofessional Conduct
5. Suspension
6. Move for Demotion or Dismissal

While adhering to a Progressive Discipline process is a “best practice” management reserves the right to proceed directly to any progressive disciplinary step without having completed prior steps when the employee conduct threatens the safety of others or is deemed to have reached a level of egregiousness that warrants skipping to a greater level of discipline.

Whenever an employee is disciplined, the employee’s supervisor shall document the action taken and report such action to the Assistant Superintendent, Human Resources.



## EMPLOYEE COMMUNICATION

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

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

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

### Employer's Evaluation & Response

When responding to a report of workplace violence, the Assistant Superintendent, Business Services as outlined above, will adhere to the following process:

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

## **EMPLOYEE TRAINING**

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

1. Our WVPP plan, how to obtain a copy of the plan at no cost, and how to participate in development and implementation of the plan.
2. The definitions and requirements of SB 553.
3. How to report workplace violence incidents or concerns to us and/or law enforcement, without fear of reprisal.
4. Workplace violence hazards specific to employees' jobs, the corrective measures we have implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
5. The required violent incident log and how to obtain copies of records.
6. An opportunity for interactive questions and answers with a person knowledgeable about the employer's plan.

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

## **RECORDKEEPING**

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

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


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

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

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

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

# WORKPLACE VIOLENCE REPORTING FORM



**WESTMINSTER SCHOOL DISTRICT  
WORKPLACE VIOLENCE REPORTING FORM**

This form is to be used by employees that have been identified 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 the employee(s) 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 Assistant Superintendent, Business Services. **Attach witness statements to this form.**

Report submitted by:	Date:
General Description:	Phone:
Date of Incident:	Date of Incident:
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:

**Classification of Incident (Select One)**

<input type="checkbox"/> Type 1 <small>Committed by a person who has no legitimate purpose at the worksite.</small>	<input type="checkbox"/> Type 2 <small>Committed by a person who does have a legitimate purpose at the worksite</small>	<input type="checkbox"/> Type 3 <small>Committed by a present or former employee, supervisor, or manager.</small>	<input type="checkbox"/> Type 4 <small>Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee.</small>
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**Classification of Incident Location (Select One)**

<input type="checkbox"/> At Workplace, Indoors <small>(Please Include Bldg. Name/Room No.)</small>	<input type="checkbox"/> At Workplace, Outdoors <small>(Please Specify)</small>	<input type="checkbox"/> Other Area <small>(Please Explain)</small>
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**Type of Incident**

<input type="checkbox"/> Physical Attack – no weapon/object	<input type="checkbox"/> Physical Assault - Hitting, fighting, pushing, or shoving
<input type="checkbox"/> Physical Attack – with weapon/object	<input type="checkbox"/> Sexual assault/threat (incl. rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
<input type="checkbox"/> Threat of physical force and/or threat of use of a weapon/object	<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"/> First Aid Received?
<input type="checkbox"/> Security called	<input type="checkbox"/> Employee Assistance Program Resources Provided?	<input type="checkbox"/> Law Enforcement notified
		If Yes, Name of Agency and Report Number:
<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**

Yes	No	Name	Signature	Date
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

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

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