

Guajome Schools



WORKPLACE VIOLENCE PREVENTION PLAN

WORKPLACE VIOLENCE PREVENTION PROGRAM for Guajome Schools

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review: 05/01/2024

Date of Last Revision(s): N/A

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.

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.

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 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.

RESPONSIBILITY

The WVPP administrators, the Superintendent and/or the Head of School, have the authority and responsibility for implementing the provisions of this plan for Guajome Schools. If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Kevin Humphrey	Superintendent	Overall responsibility for the plan: <i>The Superintendent has authority to approve the final plan and any major changes.</i>	(760) 631-8500	humphreyke@guajome.net
Judd Thompson	Head of School	Overall responsibility for the plan: <i>The Head of School has authority to approve the final plan and any major changes.</i>	(760) 631-8500	thompsonju@guajome.net
Julie Hoopes	HR Specialist	Responsible for employee training and record maintenance; <i>The HR Specialist updates training materials and handles any reports of workplace violence.</i>	(760) 631-8500	hoopesju@guajome.net
Sylvia Harper	Site Manager	Responsible for employee involvement: <i>The Site Manager organizes safety meetings and ensures meeting minutes are recorded.</i>	(760) 631-8500	harpersy@guajome.net
Luis Llamas	Plant Manager	Responsible for emergency response, hazard identification, and coordination with other employers; <i>The Plant Manager conducts safety inspections, facilitates safety meetings, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(760) 631-8500	llamaslu@guajome.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

Guajome Schools 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:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. Management will have quarterly (at minimum) safety meetings 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. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.

- Designing and implementing training
 - New employee orientation on our establishment's workplace security policies, procedures, and work practices.
 - Training programs designed to address specific aspects of workplace security unique to our establishment.
 - Regularly scheduled safety meetings with all personnel that include workplace security discussions.
 - A system to ensure that all employees, including managers and supervisors, understand the workplace security policies.
 - Posted or distributed workplace security information
 - A system for employees to inform management about workplace security hazards or threats of violence.
 - Procedures for protecting employees who report threats from retaliation by the person making the threats.
 - Addressing security issues at our workplace security team meetings.

- Reporting and investigating workplace violence incidents.
 - Reviewing all previous incidents.
 - Visiting the scene of an incident as soon as possible.
 - Interviewing threatened or injured employees and witnesses.
 - Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
 - Determining the cause of the incident.
 - Taking corrective action to prevent the incident from recurring.
 - Recording the findings and corrective actions taken.

- 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 Guajome Schools Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
- Inform employees, supervisors, and managers of the provision of our WVPP as well as our IIP Program for Workplace Security.
- Evaluate the performance of all employees in complying with our establishment's workplace security measures.
- Regular communication of effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP will be discussed on a quarterly basis at Administrative Cabinet meetings and annually at a Faculty Meeting or all staff In-Service Day.
- Discipline employees for failure to comply with workplace security practices.
- Provide training / retraining and/or counseling to employees whose safety performance is deficient with the WVPP.
- Recognize employees who demonstrate safe work practices that promote the WVPP in the workplace by sending emails of recognition from management to employees who perform work practices which promote security in the workplace.
- Discipline employees for failure to comply with the WVPP.
- Refer to Guajome's Progressive Discipline Policy as outlined in the Guajome Employee Handbook

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employees, 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 that includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that convene at least quarterly that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
 - Be proactive: Take initiative to communicate regularly, providing updates, sharing concerns and seeking guidance when needed.
 - Choose the most appropriate communication medium based on the urgency and nature of the message. In-person meetings, emails, phone calls or instant messaging can all be effective depending on the situation.
 - For supervisors: Be approachable. Create a welcoming demeanor that encourages employees to feel comfortable disclosing concerns or asking questions.
 - Ensure that supervisors and employees can communicate effectively and in the employees' first language.
- Posted or distributed workplace violence prevention information.
- Report a violent incident, threat, security hazard or other workplace violence concern to employer or law

enforcement without fear of reprisal or adverse action through anonymous reporting methods below:

- Vista Sheriff's non-emergency number: 858-565-5200 or 760-940-4511
 - San Diego County Emergency: 911
 - Employees can anonymously report a violent incident, threat, or other violence-related concerns to their supervisors, Administration or Human Resources. The supervisor or designee should complete an Incident Report Form and give it to the WVPP. You may get these forms from the Guajome website, HR or attached below.
- 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.
 - Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken.
 - Updates on the status of investigations and corrective actions are provided to employees through email and/or at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken. The district will also share training materials and incident reports with other districts to ensure a coordinated response to any incidents.

COORDINATION WITH OTHER EMPLOYERS

Guajome Schools will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Guajome Schools 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 email, phone, verbal communication, completing an incident report or anonymously reporting online.
- Call 911 if there is a conflict or emergency situation or if someone has been seriously injured before reporting to internal channels.
- Designated Reporting Contacts: Employees can report incidents directly to the WVPP (Superintendent), to their supervisor, to any member of Administration, to Human Resources, or to any member of the Safety Committee.
- The supervisor or alternate recipient of the report shall keep detailed records of the incident in the Workplace Violence Incidence Report, including the date, time, location, individuals involved, and any actions taken in response to the report.
- Anonymous Reporting Option: Employees may complete an Incident Report to describe concerns anonymously to encourage open communication without fear of retaliation. Reports may be placed in the mailbox for HR, the Superintendent or Head of School. Anonymous reports are taken seriously and investigated appropriately.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.

EMERGENCY RESPONSE PROCEDURES

Guajome Schools 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:
 - Alarm systems
 - PA announcements
 - Emails
 - Parent Square Notices/Alerts
- Guajome Schools will have evacuation or sheltering plans.
 - Outlined in our Facility Layout Evacuation Map
- How to obtain help from staff, security personnel, or law enforcement include:
 - Using your office or classroom phone to dial the front desk Ext 1000
 - Using your classroom phone, cell phone, or office phone to dial 911 then alert campus administration/security using your office phone, cell phone or radio
 - Using the Sheriff's non-emergency dispatch line listed above then alert campus administration/security using your office phone, cell phone or radio
- Guajome Schools will have evacuation or sheltering plans. See *Guajome Schools Emergency Procedures* for detailed information.

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Guajome Schools to ensure that workplace violence hazards are identified and evaluated:

- 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.

Review all submitted/reported concerns of potential hazards:

- Weekly review of all submitted and reported concerns
- Online form for reporting workplace violence hazards
- Voicemail / email / text messages

Periodic Inspections

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 shall be conducted in conjunction with the annual FIT inspection and maintenance schedule provided by the Plant Manager.

1. No less than once a quarter, (see Appendix C)
2. When the Workplace Violence Prevention Program is implemented;
3. When new, previously unidentified workplace violence/security hazards are recognized;
4. When occupational injuries or threats of injury occur; and
5. Whenever workplace conditions warrant an inspection.
6. Within 30 days of reported incident a follow-up inspection is warranted. detail periodic inspection frequency]

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
Luis Llamas, Plant Manager	Entire Campus
Kevin Kirby or Designated VUSD Representative	Entire Campus
Cintas	Fire System (Extinguishers, panels, PIVs, risers, kitchen suppression)
State of California Elevator Inspections	2 elevators, 2 chair lifts

Inspections for workplace violence hazards include assessing:

Inspections for Type I workplace security hazards include assessing:

1. The exterior and interior of the workplace for its attractiveness to robbery or other criminal acts.
2. The need for security surveillance measures, such as mirrors or cameras.
3. Posting of signs notifying the public that limited cash is kept on the premises.
4. Procedures for employee response during a robbery or other criminal act.
5. Procedures for reporting suspicious persons or activities.
6. Effective location and functioning of emergency buttons and alarms
6. Posting of emergency telephone numbers for law enforcement, fire and medical services.
7. Whether employees have access to a telephone with an outside line.
8. Whether employees have effective escape routes from the workplace.
9. Whether employees have a designated safe area where they can go in an emergency.
7. Limiting the amount of cash on hand and using safes for large amounts of cash, or armor car pickup.
8. Building alarm systems and Crime Prevention through Environmental Design.
9. Other: Including landscaping, lighting, building design.

Inspections for Type II workplace security hazards include assessing:

1. Access to, and freedom of movement within, the workplace.
2. Adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.
3. Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
4. Employee's skill in safely handling threatening or hostile service recipients.
5. Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
6. The use of work practices such as "buddy" systems for specified emergency events.
7. The availability of employee's posted escape routes.

Inspections for Type III workplace security hazards include assessing:

1. How well our establishment's workplace violence prevention policy has been communicated to employees, supervisors, or managers.
2. How well our establishment's management and employees communicate with each other.
3. Our employees', supervisors' and managers' knowledge of the warning signs of potential workplace violence.
4. Access to, and freedom of movement within, the workplace by non-employees, including former employees or persons with whom one of our employees is having a dispute.
5. Frequency and severity of worker reports of incidents of physical or verbal abuse by managers, supervisors or other employees.

6. Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
7. Worker progressive disciplinary procedures.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner, Guajome Schools will implement the following effective 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. Employees who are required to correct the hazardous condition will be provided with the necessary protection. Notify Security team members, maintenance staff and/or the Plant Manager who will have the appropriate Personal Protective Equipment (PPE) and/or technical interventions to secure the area.
- All corrective actions taken will be documented and dated on the appropriate forms. The Hazard Assessment and Correction Record and Accident/Exposure Investigation Report are both part of the Injury and Illness Protection Plan (IIPP).
- Corrective measures for workplace violence hazards will be specific to a given work area.
- Hazards, which threaten the security of employees, shall be corrected based on severity when they are first observed or discovered. Corrective measures can include:
 - Making the workplace unattractive to robbers and other criminal acts.
 - Utilizing security guards and surveillance measures, such as cameras or mirrors, to provide information as to what is going on outside and inside the workplace.
 - Reporting procedures for notifying designated employees of suspicious persons or activities.
 - Posting emergency telephone numbers for law enforcement, fire and medical services where employees have access to a telephone with an outside line.
 - Posting signs to notify the public that limited cash is kept on the premises.
 - Limiting cash on hand and using time access safes and armored car services for large amounts of cash.
 - Training on emergency action procedures for employees, supervisors, and managers.
 - Using alarm systems and access control systems.
 - Displaying an employee ID badge at all times while on campus.
 - Utilizing a visitor sign-in process / visitor badge
 - Applying Crime Prevention through Environmental Design practices including well lighted areas on campus and parking lots, eliminating hiding places (i.e. overgrown shrubs, dark areas).
 - Controlling access to the workplace and freedom of movement within it, consistent with business necessity.
 - Ensuring adequate workplace security/access control systems, such as door locks, security cameras, mounted area mirrors, physical barriers, and restraint systems.
 - Providing worker training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - Using Caller ID to screen potential unwanted communication.
 - Placing effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
 - Providing procedures for a "buddy" system for specified emergency events.
 - Ensuring adequate emergency escape routes.
 - Communicating effectively our department's workplace violence prevention policy to all employees, supervisors, and managers.
 - Improving how well our establishment's management and employees communicate with each other.
 - Increasing employees, supervisors', and managers' awareness of the warning signs of potential

workplace violence through annual training.

- Controlling 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.
- Providing counseling to employees, supervisors or managers who exhibit behavior that represents strain or pressure which may lead to physical or verbal abuse of coworkers. (For example, Guajome Schools offers two Employee Assistance Programs).
- Ensuring all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the aggressor.
- Ensuring worker disciplinary and discharge procedures address the potential for workplace violence.

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 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 ensuring 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: [See attached Violent Incident Log]
 - 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, 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 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.
- Review all previous incidents.

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.

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.
- 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.

Guajome Schools 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 Guajome Schools 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.
- Opportunities Guajome Schools has for interactive questions and answers with a person knowledgeable about the plan.
- Guajome has chosen the following items for training and instruction for managers, supervisors, and employees:
 - Pre-employment screening practices.
 - Employee Assistance Program.
 - Awareness of situational indicators that lead to violent acts.
 - Managing with respect and consideration for employee well-being.
 - Review of anti-violence policy and procedure.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Guajome Schools 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:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.

RECORDKEEPING

Guajome Schools 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 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 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 Guajome Schools 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 Guajome Schools' 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](#), Guajome Schools 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, Kevin Humphrey, Superintendent of Guajome Schools, 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.

Name and title of person authorizing this WVPP

Signature of person authorizing this WVPP

[Date of Signature]

WORKPLACE VIOLENCE INCIDENT REPORT

To be completed by the individual investigating the incident. Return completed form within 2 days following incident to immediate supervisor, Administration, or Human Resources. **Attach witness statements to this form.**

Report submitted by:	Date:
General Description:	Telephone:

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
Title:	Title:
Division:	Division:
Phone:	Phone:
Immediate Supervisor:	Immediate Supervisor:

Assailant Relationship to Employee

<input type="checkbox"/> Co-worker	<input type="checkbox"/> Former Employee
<input type="checkbox"/> Other (specify)	

Possible Reason for Incident: (If known, check all that apply)

<input type="checkbox"/> Conflict with co-worker(s)/former co-worker	<input type="checkbox"/> Receiving corrective action
<input type="checkbox"/> Conflict with management	<input type="checkbox"/> Other (specify)

Nature of Incident

<input type="checkbox"/> Stalking
<input type="checkbox"/> Engaging in actions intended to frighten, coerce, or induce duress
<input type="checkbox"/> Destruction of Property
<input type="checkbox"/> Physical Assault - Hitting, fighting, pushing, or shoving
<input type="checkbox"/> Armed Assault - Use of object as weapon (specify):
<input type="checkbox"/> Armed Assault - Use of weapon such as gun, knife, etc. (specify):
<input type="checkbox"/> Verbal Harassment
<input type="checkbox"/> Sexual Harassment
<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):				

Victim Injury (Check all that apply)

<input type="checkbox"/> Physical injury
<input type="checkbox"/> Physical Injury - Medical care required

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"/> Other (specify):	<input type="checkbox"/> Employee Assistance Program referral

Describe Incident in Detail

Include what happened, where, who was involved, what you heard, saw, etc.

List Names of Other Witnesses

Signature

Date

Person Receiving Witness Statement

Date

Routing

Yes No Name

Signature

Date

Yes	No	Name	Signature	Date
<input type="checkbox"/>	<input type="checkbox"/>	Group Manager		
<input type="checkbox"/>	<input type="checkbox"/>	Associate Director/Department Head		
<input type="checkbox"/>	<input type="checkbox"/>	Security Manager		
<input type="checkbox"/>	<input type="checkbox"/>	EAP		

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

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 of Incident: _____

Time of Incident: _____

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)
[Enter location(s) where the incident occurred]	[Enter the workplace violence type(s)]

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 separate sheet of paper if necessary.)*

Workplace violence committed by:

(For confidentiality, only include the 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, parent or relative, or other perpetrator.)

Circumstances at the time of the incident:

(Record what was happening 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.)

Where did the incident occur? *(i.e. in the classroom, amphitheater, parking lot or other area):*

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.

Were there any injuries? *Yes or No. Please explain:*

Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? *Yes or No. If yes, explain below:*

Did the severity of the injuries require reporting to Cal/OSHA? *If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.*

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

Name of person completing this log: _____

Job Title of person completing this log: _____

Date this log was completed: _____