



**Santa Barbara Unified**  
Every child, every chance, every day.

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# **Santa Barbara Unified School District Workplace Violence Prevention Plan**

**Effective: July 1, 2024**

## **Policy Statement**

- **Objective:** To create and maintain a safe and secure work environment for all employees within Santa Barbara Unified School District by preventing and addressing workplace violence.
- **Commitment:** The Santa Barbara Unified School District is committed to the prevention of workplace violence and will take necessary steps to protect its employees. As such, this Workplace Violence Prevention Plan shall be in effect at all times and in all work areas overseen by Santa Barbara Unified School District

## **Responsibility**

- The Superintendent, or designee, is responsible for the implementation of the Workplace Violence Prevention Plan.
- Santa Barbara Unified School District ensures that, in a manner consistent with paragraph (2) of subdivision (a) of Section 3203, supervisory and nonsupervisory employees comply with the plan per paragraph (2) of subdivision (a) of Section 3203 of Title 8 of the California Code of Regulations and in accordance with Santa Barbara Unified School District-adopted policies regarding employee dismissal/suspension/disciplinary actions.

## **Employee Involvement**

- Santa Barbara Unified School District employees and authorized employee representatives are actively involved in developing and implementing the plan, including, but not limited to:
  - participating in identifying, evaluating, and correcting workplace violence hazards;
  - designing and implementing training;

- in reporting and the investigation of workplace violence incidents; and
- reviewing and revising the plan as needed.

## **Communication Plan**

- The Workplace Violence Prevention Plan is available for employees and their representatives without cost via the Santa Barbara Unified School District [www.sbunified.org](http://www.sbunified.org) and in paper copy upon request to the Superintendent, or designee, at the Santa Barbara Unified School District administrative offices at 720 Santa Barbara Street, Santa Barbara, California.
- Santa Barbara Unified School District encourages employees to engage in open and constructive communication with Santa Barbara Unified School District regarding the Workplace Violence Prevention Plan by contacting their direct supervisor
- Santa Barbara Unified School District coordinates the implementation of this plan with other employers through contractual agreement, when applicable, to ensure employers and employees understand their respective roles in provision of training and the reporting, investigation and recordkeeping of workplace violence incidents.
- Santa Barbara Unified School District provides employees annual, and as needed, training covering the topics listed in the [“Training and Education”](#) section of this document.
- Santa Barbara Unified School District will notify reporting employees via written communication of workplace violence incident investigation results and, if applicable, corrective actions.
- Santa Barbara Unified School District employees and authorized representatives may request copies of the workplace violence hazard identification, evaluation and correction (See [Appendix III: Workplace Violence Hazard Inspection Form](#)), Santa Barbara Unified School District Violent Incident Log (See [Appendix II: Violent Incident Log](#)) and workplace violence prevention training documentation (See [Appendix I: Training Record](#)) through written request to the Superintendent, or designee.
  - Santa Barbara Unified School District makes available these records within 15 calendar days of a request to employees and their representatives, upon request and without cost, for examination and copying.
- Santa Barbara Unified School District provides employees with annual, and as needed, information regarding health and wellness benefits, leave information and support services.

## Definitions

- “Threat of violence” means 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” means any act of violence or threat of violence that occurs in a place of employment including, 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.
  - “Workplace violence” does not include lawful acts of self-defense or defense of others.
    - Definition: the use of force to defend oneself. 2. use of force for protection because of a reasonable belief that the other party intended to inflict great bodily harm or death
  - The following four workplace violence types:
    - “Type 1 violence,” which means 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 workers with the intent to commit a crime.
    - “Type 2 violence,” which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
    - “Type 3 violence,” which means workplace violence against an employee by a present or former employee, supervisor, or manager.
    - “Type 4 violence,” which means 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.

## Emergency Response

- Santa Barbara Unified School District takes effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following in accordance with emergency operations procedures. Each school in SB Unified has a written emergency plan called the School Safety Plan. Employees should familiarize themselves with the emergency procedures at their worksite. If you are unsure about how to access emergency plans, please contact your supervisor for support.
  - Santa Barbara Unified School District uses Crisis Go and Parent Square to alert employees of the presence, location, and nature of workplace violence emergencies.
  - Santa Barbara Unified School District maintains emergency operation procedures that include evacuation and sheltering plans that are appropriate and feasible for the worksites.
  - Santa Barbara Unified School District consults and coordinates with local law enforcement and emergency services experts in the creation and maintenance of emergency operation procedures.
  - Santa Barbara Unified School District obtains help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement through annual, and as needed, written assignment of duties and via the approved methods of District communication and/or by calling 9-1-1.

### **Reporting Procedures**

- Santa Barbara Unified School District employees may make a report of potential workplace violence without fear of retaliation. Santa Unified maintains strict anti-retaliation policies to ensure that there is no retaliation against someone reporting an incident. If an employee believes retaliation is occurring, this should be reported to their direct supervisor or to Human Resources.
- Santa Barbara Unified School District encourages employees to report a potential workplace violence incident, threat, or other workplace violence concern to their Site Administrators, Supervisors, and Managers or to the Santa Barbara Unified School District Administrative Office in writing, by phone call or email.

### **Workplace Violence Investigation Procedures**

- Santa Barbara Unified School District implements procedures for post incident response and investigation.

- **Impartial Investigation:** Administration will impartially and confidentially investigate all incidents and near-miss incidents to identify the root cause of the incident.
- **Corrective Action:** Santa Barbara Unified School District implements prompt corrective action to repair and/or make procedural changes to prevent the reoccurrence of an incident and near-miss incident due to an identified worksite hazard.
- **Notification of Investigation Results:** Santa Barbara Unified School District reporting employees will be notified via written communication of workplace violence incident investigation results and, if applicable, corrective actions.
- **Documentation of Incidents:** Santa Barbara Unified School District workplace violence incidents are documented on the Santa Barbara Unified School District's [Violent Incident Log](#). (See [Appendix II: Violent Incident Log](#))

### **Workplace Violence Hazard Inspections**

- Santa Barbara Unified School District implements procedures to identify and evaluate workplace violence hazards, including, but not limited to scheduled periodic inspections to identify unsafe:
  - conditions;
  - work practices; and
  - employee reports and concerns.
- Santa Barbara Unified School District conducts workplace violence hazard inspections when:
  - the plan is first established;
  - after each workplace violence incident; and
  - whenever the Santa Barbara Unified School District is made aware of new or previously unrecognized hazards.
- Santa Barbara Unified School District documents Workplace Violence Hazard Inspections on the Workplace Violence Hazard Inspections Form (See [Appendix III: Workplace Violence Hazard Inspection Form](#))

## Workplace Violence Hazard Correction

- Santa Barbara Unified School District implements procedures to correct identified and evaluated workplace violence hazards in a timely manner consistent with paragraph (6) of subdivision (a) of Section 3203 of Title 8 of the California Code of Regulations.
- Santa Barbara Unified School District recognizes that hazards range from imminent dangers to hazards of relatively low risk that necessitate a varied degree of response action.
- Corrective actions or plans, including suitable timetables for completion, for identified and evaluated workplace violence hazards are the responsibility of the Site Administrator, Supervisor, or Manager and the Safety Coordinator.
- Santa Barbara Unified School District documents hazard correction actions on the Workplace Violence hazard Inspection Form (See [Appendix III: Workplace Violence Hazard Inspection Form](#))
- Santa Barbara Unified School District provides communication to the reporting employee regarding the correction of workplace violence hazards.

## Employee Support Services

- Santa Barbara Unified School District encourages employees to use the Santa Barbara Unified School District confidential employee assistance program(s) (EAP) if they believe that a problem could lead to violent behavior and for those who may be victims or witnesses of workplace violence. Employees should contact the Santa Barbara Unified School District Human Resources about the Santa Barbara Unified School District SAVE Program.

## Training and Education

- Santa Barbara Unified School District provides effective workplace violence prevention training to employees with materials that are appropriate in content and vocabulary to the educational level, literacy, and language of employees.
- Santa Barbara Unified School District provides employees with [initial training](#) when the plan is first established, and [annually thereafter](#), on all of the following:
  - **What the Plan is:** The Santa Barbara Unified School District Workplace Violence Prevention Plan, how to obtain a copy of the plan at no cost, and how to participate in development and implementation of the plan.
  - **Basic Definitions in the Plan:** The definitions and requirements of the Plan.

- **Reporting Procedures:** How to report workplace violence incidents or concerns to Santa Barbara Unified School District or law enforcement without fear of reprisal.
  - **Investigative Procedures:** How reported incidents will be investigated impartially, prompt and appropriate corrective action, how incidents will be documented(See [Appendix II: Violent Incident Log](#)), Workplace violence hazards specific to the employees' jobs, the corrective measures Santa Barbara Unified School District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
  - **Employee Resources:** Health benefits, leave information, and support resources available to employees. Also, who is named District coordinator of this plan so employees can have opportunity for interactive questions and answers about the Plan.
  - **Plan Documentation Procedures:** How the district documents trainings and incidents and how employees can access those reporting documents.
- Santa Barbara Unified School District provides additional training 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.
  - Santa Barbara Unified School District provides regular training to employees on recognizing and preventing workplace violence.
  - Santa Barbara Unified School District provides Site Administrators, Supervisors and Managers training for effective implementation of the Workplace Violence Prevention Plan in accordance with leadership position expectations and legal obligations.

## Record Keeping

- Santa Barbara Unified School District creates and maintains records of workplace violence hazard identification, evaluation, and correction for a minimum of five years.(See [Appendix III: Workplace Violence Hazard Inspection Form](#))
- Santa Barbara Unified School District creates and maintains training records for a minimum of one year inclusive of 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.(See [Appendix I: Training Record](#))

- Santa Barbara Unified School District creates and maintains a violent incident log for a minimum of five years.(See [Appendix II: Violent Incident Log](#))
- Santa Barbara Unified School District records of workplace violence incident investigations are maintained for a minimum of five years. Santa Barbara Unified School District investigation records do not contain “medical information,” as defined in subdivision (j) of Section 56.05 of the Civil Code.
- Santa Barbara Unified School District makes available required records in accordance with Cal/OSHA standards and state and federal law to the division upon request for examination and copying.
- Santa Barbara Unified School District makes available workplace violence hazard identification, evaluation and correction (See [Appendix III: Workplace Violence Hazard Inspection Form](#)), Santa Barbara Unified School District Violent Incident Log (See [Appendix II: Violent Incident Log](#)) and workplace violence prevention training documentation (See [Appendix I: Training Record](#)) through written request to the Superintendent or designee, to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.

### **Review and Revision**

- Santa Barbara Unified School District reviews and revises the Workplace Violence Prevention Plan annually and when a deficiency is observed or becomes apparent, after a workplace violence incident and as needed to maintain its effectiveness.



# Santa Barbara Unified Workplace Violence Prevention Plan Appendix

## Appendix I: Training Record

### Santa Barbara Unified School District **Workplace Violence Prevention Training Record**

The purpose of this training is to provide employees with information and knowledge of the Santa Barbara Unified School District Workplace Violence Prevention Plan and workplace violence recognition and prevention strategies, systems and supports. Training documents are attached for documentation and will be maintained for a minimum of 1 year.

Training Topics:

Presenter Name:

Presenter Title/Qualification(s):

Date of Training	Name of Attendee - Job Title - Site
5/10/24 Stakeholder input meeting with Certificated staff	Sean Simms - SMHS - Campus Safety Assistant Lani Day - District - Elementary Teacher Roxanna Stern - HR - Coordinator John Becchio - HR - Assistant Sup


## Appendix II: Violent Incident Log

### Santa Barbara Unified Workplace Violence Incident Log Content

Workplace violence is any act of violence or threat of violence that occurs in a place of employment and includes, but is not limited to 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 OR an incident involving the threat or use of a firearm or other dangerous weapon including the use of common objects as weapons.

**Lawful acts of self-defense are not considered workplace violence.**

\* Indicates required question

1. Date of Incident\*: \_\_\_\_\_

*Example: January 7, 2019*

2. Time of Incident\*: \_\_\_\_\_

*Example: 8:30 AM*

3. Exact location of Incident\*

4. Type of Violence\*

Mark only one.

- Type 1: 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 workers with the intent to commit a crime
- Type 2: Violence directed at employees by customers, clients, patients, students, inmates, or visitors
- Type 3: Violence against an employee by a present or former employee, supervisor, or manager
- Type 4: 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

5. Detailed description of Incident\*

6. Classification of the person against whom allegations are being reported:\*

Mark only one.

- Student
- Family or Acquaintance of Student
- Stranger
- Supervisor
- Fellow employee
- Former employee
- Family or Acquaintance of Employee or Former Employee
- Consultant or Independent Contractor
- Other: \_\_\_\_\_

7. Classification of where Incident occurred. Please check all that apply.\*

Check all that apply.

- workplace (office, classroom, etc.)
- playground
- parking lot
- Other: \_\_\_\_\_

8. Did the incident involve any of the following? Please check all that apply.\*

Check all that apply.

- Physical attack without a weapon
- Physical attack with a weapon
- Threat of physical force or threat of use of weapon
- Sexual assault or threat of sexual assault
- Animal attack
- Other: \_\_\_\_\_

9. What was the consequence of the incident? Please include a detailed description below including whether or not security or law enforcement was called and what actions were taken to protect employees from any continuing threat.\*

10. Name of person completing this log: \_\_\_\_\_

11. Title of person completing this log: \_\_\_\_\_

12. Contact phone and email of the person completing this log: \_\_\_\_\_

13. Date of this entry into log\*: \_\_\_\_\_

*Example: January 7, 2019*

**Appendix III: Workplace Violence Hazard Inspection Form**

**[Santa Barbara Unified Workplace Violence Hazard Inspection Form](#)**