



PERRIS UNION

HIGH SCHOOL DISTRICT

Workplace Violence Prevention Plan

July 2024

Table of Contents

Definitions	
Purpose and Authority	4
Person(s) Responsible	5
Procedures and Implementation	6
Coordination	7
Procedures to Accept and Respond	8
Employee Compliance	9
Employee Communication	10
District Evaluation and Response	11
Workplace Violence Report Form	12
Employee Training	16
Recordkeeping	17
Safety Training Record Log	18

DEFINITIONS

Emergency - means unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other persons.

Employer - mean persons defined in Section 350 of the Labor Code. Every person engaged in any business or enterprise in this state that has one or more persons in service under any appointment, contract of hire, or apprenticeship, express or implied, oral or written, irrespective of whether the person is the owner of the business or is operating on a concessionaire or other basis. “Employer” also includes a federal agency, the state, a state agency, a city, county, or district, and a private, public, or quasi-public corporation, or any public agency thereof or therein.

Employee - means persons defined in Section 350 of the Labor Code. Every person, including minors and persons who are not citizens or nationals of the United States, rendering actual service in any business for an employer, whether gratuitously or for wages or pay, whether the wages or pay are measured by the standard of time, piece, task, commission, or other method of calculation, and whether the service is rendered on a commission, concessionaire, or other basis. Also includes the members of boards of directors of private, public, and quasi-public corporations and elected and appointed public officers. For purposes of this section only, “employee” also includes a volunteer or independent contractor who performs services for the employer at the employer’s worksite.

Engineering controls - mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.

Log - means the violent incident log required by this section.

Plan - means the workplace violence prevention plan required by this section.

Respondent - means the person against whom the temporary restraining order and order after hearing are sought and, if the petition is granted, the restrained person.

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. 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,” 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.

*Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - means procedures and rules which are used to effectively reduce workplace violence hazards.

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:

- Names or job titles of the person(s) responsible for implementing the plan. If there are multiple persons responsible for the plan, their roles shall be clearly described.
- Effective procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan.
- 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.
- 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.
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the plan.
- Effective procedures to communicate with employees regarding workplace violence matters, including, but not limited to, both of the following:
 - How an employee can report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal.

- How employee concerns will be investigated.
- Effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following:
 - Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.
 - Evacuation or sheltering plans that are appropriate and feasible for the worksite.
 - How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement.
- Procedures to develop and provide employee training.
- 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:
 - When the plan is first established.
 - After each workplace violence incident.
 - Whenever the employer is made aware of a new or previously unrecognized hazard.
- Procedures to correct workplace violence hazards identified above, in a timely manner consistent with the IIPP, including:
 - Procedures for post-incident response and investigation.
 - Procedures to review the effectiveness of the plan and revise the plan, including:
 - Procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan.

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 Director of Risk Management and Environmental Safety. In addition, all administrators, directors, supervisors, and managers are responsible for implementing and maintaining the WVPP in their school or administrative work areas and for ensuring employees receive answers to questions about the program in a language they understand. All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

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:

- Solicit feedback from employees through their exclusive employee representatives
- Consultation with Perris Secondary Educators Association (PSEA) Leadership
- Consultation with the California School Employees Association (CSEA) Leadership
- Consultation with California Military Institute as a dependent Charter School authorized by the District and with responsibilities defined within the Memorandum Of Understanding Between Perris Union High School District And California Military Institute
- Annual Safety Committee input open to all district staff

WVPP IMPLEMENTATION & COORDINATION

To ensure 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:

- Provide employee training and verify comprehension (i.e., quizzes/tests).
- Post and share meeting agendas and minutes from committees or teams involved in the development of this plan as outlined in Section 2 above.
- 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.

PROCEDURES TO ACCEPT & RESPOND TO REPORTS OF WORKPLACE VIOLENCE

Employees should report workplace violence to their site administrator and/or direct supervisor and/or call 9-1-1 if the threat/act of violence is imminent and serious. The site administrator and/or direct supervisor will adhere to the following process for accepting and responding to reports of workplace violence:

- Identify, Analyze, Control, Finance, Administer

PROCEDURES TO ENSURE EMPLOYEES COMPLY WITH THE WVPP

While the Director of Risk Management and Environmental Safety 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 according to collective bargaining agreements, Board Policies, Administrative Regulations, and applicable statutory provisions if an employee or supervisor does not follow elements of this plan.
- Risk Management shall be notified as it relates to any potential needs within the WVPP.

EMPLOYEE COMMUNICATION

Employees should report any and all workplace violence related incidents, threats, and concerns to site administrator and/or direct supervisor, or by contacting emergency services directly by calling 9-1-1 if the threat/act of violence is imminent and serious, without fear of reprisal.

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):

- Date
- Time
- Location
- Type of workplace violence:
 - Type 1 = Committed by a person who has no legitimate purpose at the worksite
 - Type 2 = Committed by a person who does have a legitimate purpose at the worksite (customer, client, patient, student, inmate, or visitor).
 - Type 3 = Committed by a present or former employee, supervisor, or manager.
 - 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.
- Circumstances at the time of the incident, including, but not limited to, the following:
 - 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.
- Classification of where the incident occurred:
 - At the workplace, indoors (please include building name and/or room number).
 - At the workplace, outdoors (please specify).
 - Other area (please explain).
- Type of incident (including, but not limited to):
 - Physical attack – no weapon/object.
 - Physical attack – with a weapon/object.
 - Threat of physical force or threat of use of a weapon/object.
 - Sexual assault/threat (including rape, attempted rape, physical display, or unwanted verbal/physical sexual contact).
 - Other (please specify).

EMPLOYER EVALUATION & RESPONSE

When responding to a report of workplace violence, the site administrator and/or direct supervisor as outlined above, will adhere to the following process:

- Determine any steps that need to be taken to protect the reporting employee, or any other employee, against an immediate threat of violence.
- Investigate the report to gather all relevant information (interview employees, visit the location, document evidence, ask follow-up questions), including capturing the following information:
 - Consequences of the incident (including, but not limited to):

- Was security or law enforcement contacted?
- If so, what was their response (please explain).
- Actions taken to protect employees from a continuing threat or any other hazards resulting from the incident (please explain).

Information about the person completing the employer's response/log which can be found in the Administrator/Supervisor Report:

- Name
- Title
- Date
- Evaluate the findings to identify the root cause.
- Define corrective actions/steps to be taken to address each cause.
- Coordinate with the necessary departments/staff to implement the corrective actions.
- Communicate your findings and corrective actions back to the reporting employee.
- Monitor the effectiveness of the corrective actions.
- 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.
 - a. The comprehensive list of hazards specific to employee's jobs and steps to mitigate such hazards can be found in Appendix A.
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.

IDENTIFY AND EVALUATE WORKPLACE VIOLENCE HAZARDS

Periodic inspections to identify unsafe conditions will be...

- Completed when the plan is first established
- After each workplace violence incident
- Whenever PUHSD is made aware of a new or previously unrecognized hazard

PROCEDURES TO CORRECT WORKPLACE VIOLENCE HAZARDS

Sites may submit work orders through the established district protocol to address and correct known physical workplace violence hazards. Known social workplace violence hazards may be corrected with additional training as outlined above.

POST-INCIDENT RESPONSE AND INVESTIGATION

The site administrator/supervisor shall investigate the incident in conjunction with other departments as needed (Risk Management, Human Resources, etc.) The reporting party will be informed of progress of the investigation as reasonable and relevant.

RECORD KEEPING

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 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 Director of Risk Management and Environmental Safety 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 Perris Union High School District, with responsibility shared by management and staff alike.

Appendix A: Hazards by Job Group

Job Group : Administration & Management

Job Descriptions Covered

- Assistant Principal - Alternative Education
- Assistant Principal - High School
- Assistant Principal - Middle School
- Assistant Principal/AD
- Assistant Superintendent - Business Services
- Assistant Superintendent - Educational Services
- Assistant Superintendent - Human Resources
- Assistant Superintendent, Innovation and Technology Services
- Coordinator - Educational Services
- Coordinator - Special Education
- Coordinator of Mental Health Services
- Deputy Superintendent - Business Services
- Director - Adult Education
- Director - Pupil Services
- Director - Special Education
- Director – Diversity, Equity & Inclusion
- Director of Curriculum and Instruction
- Director of Facilities
- Director of Fiscal Services
- Director of Human Resources
- Director of Human Resources
- Director of Learning Support Services
- Director of Nutrition Services
- Director of Purchasing
- Director of Risk Management and Environmental Safety Board
- Director of Security
- District Nursing Coordinator
- Educationally Related Mental Health Services Therapist
- Executive Director of Technology
- Facilities Supervisor
- Field Supervisor - Nutrition Services
- Plant Supervisor
- Principal - Alternative Education
- Principal - Charter
- Principal - High School
- Principal - Middle School
- Program Specialist - Special Education
- Risk Management Supervisor
- Student Information Systems Coordinator
- Superintendent
- Supervisor of Accounting

Potential Hazard Exposure	Potential Risk Mitigation Strategies
1:1 with students	<ul style="list-style-type: none"> ● Eyesight to others when possible ● Increase light ● Dial "0" Protocol ● Minimize time alone with student if possible
Mobile Workplace	<ul style="list-style-type: none"> ● 2-way radio system ● Maintain Situational Awareness
Potential to Work Alone	<ul style="list-style-type: none"> ● 2-way radio system ● Closed Circuit TV System
Securing Cash and Valuables	<ul style="list-style-type: none"> ● Closed Circuit TV System ● Minimize time alone ● Increase light ● Cash Handling Procedures

	<ul style="list-style-type: none"> ● Asset Control Systems
Transporting People or Goods	<ul style="list-style-type: none"> ● Utility Vehicle Policy and Procedures - KSS Course ● District Driving Policy ● Asset Control Systems
Working in Poorly Lit Areas	<ul style="list-style-type: none"> ● Maximize available light sources ● Work in pairs as able ● Use supplemental lighting if possible
Working with Juveniles	<ul style="list-style-type: none"> ● Minimize time alone with student as possible ● Employ De-escalation Strategies
Working with Public, Including Parents	<ul style="list-style-type: none"> ● Single Point of Entry ● Use of Visitor Management System ● Clear sightlines in public spaces ● Locked / Monitored Entries ● Clear signage for public interaction ● Dial "0" Protocol ● Closed Circuit TV System ● 2-way radio system ● Minimize one on one meetings ● Notify additional administrators or law enforcement if you suspect a meeting may escalate
Co-Worker Conflict	<ul style="list-style-type: none"> ● Dial "0" Protocol ● Employ de-escalation strategies ● Remove oneself from the situation ● Report conflict to administration or your direct supervisor

Job Group : Clerical Staff

Job Descriptions Covered

- Account Clerk I
- Account Clerk II
- Accountant
- Accounting Technician
- Administrative Assistant
- Assistant to Superintendent's Office
- Attendance Specialist
- Attendance Technician - Health Aide
- Attendance Technician, Registrar, Health Aide - Bilingual
- Buyer
- Career Center Clerk
- Categorical Projects Clerk
- Community Aide - Bilingual
- Community Engagement Specialist
- Community Liaison - Bilingual
- Confidential Secretary
- Executive Assistant to the Superintendent
- Guidance - Student Information System Technician
- Guidance Technician
- Guidance Technician - Registrar
- High School Principal's Secretary
- Independent Study Technician
- Intermediate Clerk
- Job Development Specialist
- Junior Clerk
- Library Media Technician
- Payroll Analyst
- Payroll Technician
- Personnel Specialist
- Professional Development Technician
- Purchasing Clerk
- Receptionist - Telephone Operator and Registrar
- Receptionist Telephone Operator
- Registrar
- Risk Management Specialist
- School Secretary
- Secretary I
- Secretary II
- Secretary IV
- Senior Clerk
- Translator

Potential Hazard Exposure	Potential Risk Mitigation Strategies
Securing Cash and Valuables	<ul style="list-style-type: none"> ● Closed Circuit TV System ● Minimize time alone ● Increase light ● Cash Handling Procedures ● Asset Control Systems
Transporting People or Goods	<ul style="list-style-type: none"> ● Utility Vehicle Policy and Procedures - KSS Course ● District Driving Policy ● Asset Control Systems
Working with Juveniles	<ul style="list-style-type: none"> ● Minimize time alone with student as possible ● Employ De-escalation Strategies
Working with Public, Including Parents	<ul style="list-style-type: none"> ● Single Point of Entry ● Use of Visitor Management System ● Clear sightlines in public spaces ● Locked / Monitored Entries ● Clear signage for public interaction ● Dial "0" Protocol

	<ul style="list-style-type: none"> ● Closed Circuit TV System ● 2-way radio system ● Minimize one on one meetings ● Notify administration if you suspect a meeting may escalate
<p>Co-Worker Conflict</p>	<ul style="list-style-type: none"> ● Dial "0" Protocol ● Employ de-escalation strategies ● Remove oneself from the situation ● Report conflict to administration or your direct supervisor

Job Group : Coaches

Job Descriptions Covered

- | | |
|---|---|
| <ul style="list-style-type: none"> ● Assistant Coach, Baseball ● Assistant Coach, Basketball ● Assistant Coach, Cheer ● Assistant Coach, Cross Country ● Assistant Coach, Football ● Assistant Coach, Golf ● Assistant Coach, Lacrosse ● Assistant Coach, Soccer ● Assistant Coach, Softball ● Assistant Coach, Swimming ● Assistant Coach, Tennis ● Assistant Coach, Track & Field ● Assistant Coach, Volleyball ● Assistant Coach, Water Polo ● Assistant Coach, Wrestling | <ul style="list-style-type: none"> ● Head Coach, Baseball ● Head Coach, Basketball ● Head Coach, Cheer ● Head Coach, Cross Country ● Head Coach, Football ● Head Coach, Golf ● Head Coach, Lacrosse ● Head Coach, Soccer ● Head Coach, Softball ● Head Coach, Swimming ● Head Coach, Tennis ● Head Coach, Track & Field ● Head Coach, Volleyball ● Head Coach, Waterpolo ● Head Coach, Wrestling |
|---|---|

Potential Hazard Exposure	Potential Risk Mitigation Strategies
Mobile Workplace	<ul style="list-style-type: none"> ● 2-way radio system ● Maintain Situational Awareness
Potential to Work Alone	<ul style="list-style-type: none"> ● 2-way radio system ● Closed Circuit TV System
Securing Cash and Valuables	<ul style="list-style-type: none"> ● Closed Circuit TV System ● Minimize time alone ● Increase light ● Cash Handling Procedures ● Asset Control Systems
Transporting People or Goods	<ul style="list-style-type: none"> ● Utility Vehicle Policy and Procedures - KSS Course ● District Driving Policy ● Asset Control Systems
Working in Poorly Lit Areas	<ul style="list-style-type: none"> ● Maximize available light sources ● Work in pairs as able ● Use supplemental lighting if possible
Working with Juveniles	<ul style="list-style-type: none"> ● Minimize time alone with student as possible ● Employ De-escalation Strategies
Working with Public, Including Parents	<ul style="list-style-type: none"> ● Single Point of Entry ● Use of Visitor Management System ● Clear sightlines in public spaces

	<ul style="list-style-type: none"> ● Locked / Monitored Entries ● Clear signage for public interaction ● Dial "0" Protocol ● Closed Circuit TV System ● 2-way radio system ● Minimize one on one meetings ● Notify administration if you suspect a meeting may escalate
<p>Co-Worker Conflict</p>	<ul style="list-style-type: none"> ● Dial "0" Protocol ● Employ de-escalation strategies ● Remove oneself from the situation ● Report conflict to administration or your direct supervisor

Job Group : Counseling & Mental Health

Job Descriptions Covered

- Behavior Support Specialist
- Counselor
- Occupational Therapist
- Physical Therapist
- School Psychologist
- School Social Worker
- Speech Therapist
- Substance Intervention Specialist

Potential Hazard Exposure	Potential Risk Mitigation Strategies
1:1 with students	<ul style="list-style-type: none"> ● Eyesight to others when possible ● Increase light ● Dial "0" Protocol ● Minimize time alone with student if possible
Potential to Work Alone	<ul style="list-style-type: none"> ● 2-way radio system ● Closed Circuit TV System
Working with Juveniles	<ul style="list-style-type: none"> ● Minimize time alone with student as possible ● Employ De-escalation Strategies
Working with Public, Including Parents	<ul style="list-style-type: none"> ● Single Point of Entry ● Use of Visitor Management System ● Clear sightlines in public spaces ● Locked / Monitored Entries ● Clear signage for public interaction ● Dial "0" Protocol ● Closed Circuit TV System ● 2-way radio system ● Minimize one on one meetings ● Notify administration if you suspect a meeting may escalate
Co-Worker Conflict	<ul style="list-style-type: none"> ● Dial "0" Protocol ● Employ de-escalation strategies ● Remove oneself from the situation ● Report conflict to administration or your direct supervisor

Job Group : Guest Teachers & Substitutes

Job Descriptions Covered

- Certificated Substitute
- Classified Substitute

Potential Hazard Exposure	Potential Risk Mitigation Strategies
Working in Unfamiliar Areas	<ul style="list-style-type: none"> ● Maintain Situational Awareness ● Dial "O" Protocol
Working with Juveniles	<ul style="list-style-type: none"> ● Minimize time alone with student as possible ● Employ De-escalation Strategies
Co-Worker Conflict	<ul style="list-style-type: none"> ● Dial "O" Protocol ● Employ de-escalation strategies ● Remove oneself from the situation ● Report conflict to administration or your direct supervisor

*Note: All potential hazards exposures for the positions being covered would also apply based on each position.

Job Group : Health Office

Job Descriptions Covered

- Health Technician
- Licensed Vocational Nurse (LVN)
- School Nurse
- Attendance Technician - Health Aide

Potential Hazard Exposure	Potential Risk Mitigation Strategies
1:1 with students	<ul style="list-style-type: none"> ● Eyesight to others when possible ● Increase light ● Dial "0" Protocol ● Minimize time alone with student if possible
Potential to Work Alone	<ul style="list-style-type: none"> ● 2-way radio system ● Closed Circuit TV System
Transporting People or Goods	<ul style="list-style-type: none"> ● Utility Vehicle Policy and Procedures - KSS Course ● District Driving Policy ● Asset Control Systems
Working with Juveniles	<ul style="list-style-type: none"> ● Minimize time alone with student as possible ● Employ De-escalation Strategies
Working with Public, Including Parents	<ul style="list-style-type: none"> ● Single Point of Entry ● Use of Visitor Management System ● Clear sightlines in public spaces ● Locked / Monitored Entries ● Clear signage for public interaction ● Dial "0" Protocol ● Closed Circuit TV System ● 2-way radio system ● Minimize one on one meetings ● Notify administration if you suspect a meeting may escalate
Co-Worker Conflict	<ul style="list-style-type: none"> ● Dial "0" Protocol ● Employ de-escalation strategies ● Remove oneself from the situation ● Report conflict to administration or your direct supervisor

Job Group : Maintenance & Operations

Job Descriptions Covered

- Assistant Director of Maintenance and Operations
- Custodian
- Delivery Driver
- Groundskeeper
- HVAC Technician
- Lead Custodian
- Locksmith
- Pool Maintenance Worker
- Pool Maintenance Worker and Custodian
- Senior Groundskeeper
- Senior Skilled Maintenance Worker

Potential Hazard Exposure	Potential Risk Mitigation Strategies
Mobile Workplace	<ul style="list-style-type: none"> ● 2-way radio system ● Maintain Situational Awareness
Potential to Work Alone	<ul style="list-style-type: none"> ● 2-way radio system ● Closed Circuit TV System
Securing Cash and Valuables	<ul style="list-style-type: none"> ● Closed Circuit TV System ● Minimize time alone ● Increase light ● Cash Handling Procedures ● Asset Control Systems
Transporting People or Goods	<ul style="list-style-type: none"> ● Utility Vehicle Policy and Procedures - KSS Course ● District Driving Policy ● Asset Control Systems
Working in Poorly Lit Areas	<ul style="list-style-type: none"> ● Maximize available light sources ● Work in pairs as able ● Use supplemental lighting if possible
Working with Juveniles	<ul style="list-style-type: none"> ● Minimize time alone with student as possible ● Employ De-escalation Strategies
Working with Public, Including Parents	<ul style="list-style-type: none"> ● Single Point of Entry ● Use of Visitor Management System ● Clear sightlines in public spaces ● Locked / Monitored Entries ● Clear signage for public interaction ● Dial "0" Protocol ● Closed Circuit TV System ● 2-way radio system ● Minimize one on one meetings ● Notify administration if you suspect a meeting may escalate
Co-Worker Conflict	<ul style="list-style-type: none"> ● Dial "0" Protocol

	<ul style="list-style-type: none">● Employ de-escalation strategies● Remove oneself from the situation● Report conflict to administration or your direct supervisor
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Job Group : Nutrition

Job Descriptions Covered

- Lead Nutrition Services Assistant
- Nutrition Services Assistant

Potential Hazard Exposure	Potential Risk Mitigation Strategies
Securing Cash and Valuables	<ul style="list-style-type: none"> ● Closed Circuit TV System ● Minimize time alone ● Increase light ● Cash Handling Procedures ● Asset Control Systems
Transporting People or Goods	<ul style="list-style-type: none"> ● Utility Vehicle Policy and Procedures - KSS Course ● District Driving Policy ● Asset Control Systems
Working with Juveniles	<ul style="list-style-type: none"> ● Minimize time alone with student as possible ● Employ De-escalation Strategies
Co-Worker Conflict	<ul style="list-style-type: none"> ● Dial "0" Protocol ● Employ de-escalation strategies ● Remove oneself from the situation ● Report conflict to administration or your direct supervisor

Job Group : Paraeducators

Job Descriptions Covered

- Paraeducator - Special Education - RSP/SDC
- Paraeducator - Special Education - Special Circumstances
- Paraeducator - Special Education - Severely Handicapped

Potential Hazard Exposure	Potential Risk Mitigation Strategies
1:1 with students	<ul style="list-style-type: none"> ● Eyesight to others when possible ● Increase light ● Dial "0" Protocol ● Minimize time alone with student if possible
Mobile Workplace	<ul style="list-style-type: none"> ● 2-way radio system ● Maintain Situational Awareness
Working with Juveniles	<ul style="list-style-type: none"> ● Minimize time alone with student as possible ● Employ De-escalation Strategies
Co-Worker Conflict	<ul style="list-style-type: none"> ● Dial "0" Protocol ● Employ de-escalation strategies ● Remove oneself from the situation ● Report conflict to administration or your direct supervisor

Job Group : Safety & Security

Job Descriptions Covered

- Campus Supervisor I
- Lead Campus Supervisor

Potential Hazard Exposure	Potential Risk Mitigation Strategies
1:1 with students	<ul style="list-style-type: none"> ● Eyesight to others when possible ● Increase light ● Dial "0" Protocol ● Minimize time alone with student if possible
Mobile Workplace	<ul style="list-style-type: none"> ● 2-way radio system ● Maintain Situational Awareness
Potential to Work Alone	<ul style="list-style-type: none"> ● 2-way radio system ● Closed Circuit TV System
Securing Cash and Valuables	<ul style="list-style-type: none"> ● Closed Circuit TV System ● Minimize time alone ● Increase light ● Cash Handling Procedures ● Asset Control Systems
Transporting People or Goods	<ul style="list-style-type: none"> ● Utility Vehicle Policy and Procedures - KSS Course ● District Driving Policy ● Asset Control Systems
Working in Poorly Lit Areas	<ul style="list-style-type: none"> ● Maximize available light sources ● Work in pairs as able ● Use supplemental lighting if possible
Working with Juveniles	<ul style="list-style-type: none"> ● Minimize time alone with student as possible ● Employ De-escalation Strategies
Working with Public, Including Parents	<ul style="list-style-type: none"> ● Single Point of Entry ● Use of Visitor Management System ● Clear sightlines in public spaces ● Locked / Monitored Entries ● Clear signage for public interaction ● Dial "0" Protocol ● Closed Circuit TV System ● 2-way radio system ● Minimize one on one meetings ● Notify administration if you suspect a meeting may escalate
Co-Worker Conflict	<ul style="list-style-type: none"> ● Dial "0" Protocol ● Employ de-escalation strategies

	<ul style="list-style-type: none">● Remove oneself from the situation● Report conflict to administration or your direct supervisor
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Job Group : Teacher

Job Descriptions Covered

- Adaptive PE Teacher
- Department Chairperson
- Designated Subject Area Teacher
- G.A.T.E. Coach
- Secondary Academic Coach
- Secondary Classroom Teacher
- TOSA - Technology Coach

Potential Hazard Exposure	Potential Risk Mitigation Strategies
Working with Juveniles	<ul style="list-style-type: none"> ● Minimize time alone with student as possible ● Employ De-escalation Strategies
1:1 with students	<ul style="list-style-type: none"> ● Eyesight to others when possible ● Increase light ● Dial "0" Protocol ● Minimize time alone with student if possible ● Maintain visibility into the classroom space at all times through doors and windows.
Working with Public, Including Parents	<ul style="list-style-type: none"> ● Single Point of Entry ● Use of Visitor Management System ● Clear sightlines in public spaces ● Locked / Monitored Entries ● Clear signage for public interaction ● Dial "0" Protocol ● Closed Circuit TV System ● Conduct meetings in common spaces such as the office whenever possible. ● Minimize one on one meetings ● Notify administration if you suspect that a meeting may escalate
Co-Worker Conflict	<ul style="list-style-type: none"> ● Dial "0" Protocol ● Employ de-escalation strategies ● Remove oneself from the situation ● Report conflict to administration or your direct supervisor

Job Group : Technology

Job Descriptions Covered

- Assistant Director of Technology
- Information Technology Technician I
- Information Technology Technician II
- Information Technology Technician III
- Network Engineer
- Programmer Analyst
- Systems Analyst

Potential Hazard Exposure	Potential Risk Mitigation Strategies
Mobile Workplace	<ul style="list-style-type: none"> ● 2-way radio system ● Maintain Situational Awareness
Potential to Work Alone	<ul style="list-style-type: none"> ● 2-way radio system ● Closed Circuit TV System
Securing Cash and Valuables	<ul style="list-style-type: none"> ● Closed Circuit TV System ● Minimize time alone ● Increase light ● Cash Handling Procedures ● Asset Control Systems
Transporting People or Goods	<ul style="list-style-type: none"> ● Utility Vehicle Policy and Procedures - KSS Course ● District Driving Policy ● Asset Control Systems
Working in Poorly Lit Areas	<ul style="list-style-type: none"> ● Maximize available light sources ● Work in pairs as able ● Use supplemental lighting if possible
Working with Juveniles	<ul style="list-style-type: none"> ● Minimize time alone with student as possible ● Employ De-escalation Strategies
Co-Worker Conflict	<ul style="list-style-type: none"> ● Dial "0" Protocol ● Employ de-escalation strategies ● Remove oneself from the situation ● Report conflict to administration or your direct supervisor

Appendix B: Workplace Violence Reporting Form

This form is to be used by employees that have identified an incident, threat, or concern related to workplace violence. This form brings the issue to the attention of the Administration.

This form shall be available in paper form with the School Site Secretary and accessible via Google Form on the Employee Safety section of the PUHSD website (<https://www.puhsd.org/employee-safety>)

It is illegal for the District 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.

The person completing the investigation must return the completed form within 2 days following the conclusion of the investigation to Risk Management. Attach witness statements to this form as needed.

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 <input type="checkbox"/> Assailant	<input type="checkbox"/> Victim <input type="checkbox"/> Assailant
Job Title:	Job Title:
Department:	Department:
Phone:	Phone:
Immediate Supervisor:	Immediate Supervisor:

Classification of Incident (Select One)

<p><u>Type I</u></p> <p>Committed by a person who has no legitimate purpose at the worksite.</p>	<p><u>Type II</u></p> <p>Committed by a person who does have a legitimate purpose at the worksite</p>	<p><u>Type III</u></p> <p>Committed by a present or former employee, Supervisor, or Administrator.</p>	<p><u>Type IV</u></p> <p>Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee.</p>
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Classification of Incident Location (Select One)

<p>At the workplace, Indoors (Include building numbers/room numbers)</p> <p>_____</p> <p>_____</p>	<p>At the workplace, Outdoors (Specify location)</p> <p>_____</p> <p>_____</p>	<p>Other Area (Explain)</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Type of Incident

<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 (including rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
<input type="checkbox"/> Other (Specify) <p>_____</p>

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

<input type="checkbox"/> Communication 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 the incident in detail (attach pages as necessary):

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
List the names of other witnesses:	
Signature:	Date:
Person Receiving Witness Statement:	Date:

Routing

Yes	No	Name	Signature	Date
<input type="checkbox"/>	<input type="checkbox"/>	Site Administrator:		
<input type="checkbox"/>	<input type="checkbox"/>	Risk Management:		

Upon completion of the investigation, attach a finding/follow-up document to this form and send it to Risk Management within 2 business days.

Appendix C: General Safety Training Record Log

<p>Subject Covered:</p>

<p>Location of Training:</p>

<p>Date of Training:</p>	<p>Name & Qualifications of Trainer: <small>(Years of related experience, designations, certifications, etc.)</small></p>
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Employee Name/ Title/ Department (Print)	Signature

Send a copy of this sign-in sheet to Risk Management at riskmanagement@puhsd.org.

Appendix D: Violent Incident Log

LC Section 6401.9 states employers “shall record information in a violent incident log for every workplace violent incident”. Personally identifying information(PII) needs to be omitted from this log.

Date:	Time:	Location:
Workplace Violence Type:		
<input type="checkbox"/> Type I Violence	<input type="checkbox"/> Type II Violence	<input type="checkbox"/> Type III Violence
<input type="checkbox"/> Type IV Violence		
Description of the incident (Do not include PII):		
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
Classification of who committed violence:		
<input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Administrator <input type="checkbox"/> Parent <input type="checkbox"/> Student <input type="checkbox"/> Partner/Spouse <input type="checkbox"/> Friend <input type="checkbox"/> Stranger <input type="checkbox"/> Other(Explain):		
<hr/>		
Circumstances at the time of incident:		
<input type="checkbox"/> Completing usual job duties <input type="checkbox"/> Working in poorly lit areas <input type="checkbox"/> Rushed <input type="checkbox"/> Working during low staffing level <input type="checkbox"/> Isolated or Alone <input type="checkbox"/> Unable to get help or assistance <input type="checkbox"/> Working in a community setting <input type="checkbox"/> Working in an unfamiliar or new location <input type="checkbox"/> Other(Explain):		
<hr/>		

Type of Incident:

- 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):

Consequences of the incident:

- Situation defused
- Campus Supervisors called
- Law enforcement notified
- Occupational medicine notified
- Employee assistance program resources provided
- Other (specify)

If yes, name of agency and report number: _____

- First aid received

Completed by:

Name	Signature	Date
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References

Senate Bill No. 553

Occupational safety: workplace violence: restraining orders and workplace violence prevention plan.

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240SB553