

TUSD WORKPLACE VIOLENCE PREVENTION PLAN

PURPOSE AND AUTHORITY

Senate Bill 553 (Chapter 289, Statutes of 2023) was signed into law during the 2023 legislative session. This legislation mandates employers to add to their Injury and Illness Prevention Program (IIPP) to include a Workplace Violence Prevention Plan (WVPP), effective July 1, 2024.

The WVPP is intended to establish a framework for protecting employees from workplace violence. Tustin Unified School District (District/ TUSD) is committed to having a comprehensive WVPP and in that regard our WVPP includes the following components:

1. Names or job titles of the persons responsible for implementing the plan. If there are multiple persons responsible for the plan, their roles shall be clearly described.
2. Effective procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan.
3. Methods that will be used to coordinate implementation of the plan with District employees and other non-District employers, when applicable, to ensure that everyone understands their respective roles, as provided in the plan.
4. Effective procedures for all employees to accept and respond to reports of workplace violence, and to prohibit retaliation against an employee who makes such a report.
5. Effective procedures to ensure that supervisory and nonsupervisory employees comply with the plan.
6. Effective procedures to communicate with employees regarding workplace violence matters, including, but not limited to, both of the following:
 - a. How an employee can report a violent incident, threat, or other workplace violence concern to the District or law enforcement without fear of reprisal.
 - b. How employee concerns will be investigated.
7. Effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following:
 - a. Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.
 - b. Evacuation or sheltering plans that are appropriate and feasible for the worksite.
 - c. How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement.
8. Procedures to develop and provide employee training.

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.

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.

It is important to recognize that violent incidents in the workplace may include acts of domestic violence. These situations have the potential to impact the workplace. If the victim has sought shelter or a restraining order, the workplace can be the place he/she can be found. In this case, it is plausible that a perpetrator could show up at the work site to carry out acts of violence against the partner or anyone trying to protect that person.

TUSD recognizes that outside service employees have the potential to initiate workplace violence. It is important to note that outside service providers, along with their employer, must adhere to the requirements specified in California Labor Code § 6409.1.

Senate Bill 553 defines four (4) specific types of workplace violence by category that must be recorded for each reported incident. These incident types are described as follows:

Workplace Violence Types	Description
Type 1	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	Workplace violence directed at employees by students, parents, contractors, consultants, or visitors.
Type 3	Workplace violence against an employee by a present or former employee, supervisor, or manager.
Type 4	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 employee.

PREVENTING WORKPLACE VIOLENCE

One component to an effective WVPP is its strategy regarding prevention. Becoming familiar with the District's WVPP is an important first step in preventing workplace violence. It is imperative that all employees understand this plan.

All District administrators and supervisors are expected to discuss the District's WVPP with their staff so they understand how to handle intimidating, threatening, or violent incidents as well as understand the consequences of such behavior.

The best prevention strategy is to maintain an environment which minimizes negative feelings, such as isolation, resentment, and hostility among employees. There are several steps that District administrators and supervisors can take to help create a professional, healthy, and caring work environment. These include, but are not limited to:

- Promoting sincere, open, and timely communication;
- Ability to access mental health services;
- Offering opportunities for professional development;
- Fostering a friendly work environment;
- Maintain mechanisms for complaints and concerns and allowing them to be expressed in a non-judgmental forum that includes timely feedback to the initiator;
- Promoting "quality of life" issues such as facilities and job satisfaction; and
- Maintain impartial and consistent discipline for employees who exhibit improper conduct and poor performance.

Maintaining a secure and physically safe workplace is essential for preventing workplace violence. The District uses a variety of security measures to help ensure safety. The measures used depend on the resources available in the area. These may include:

- The security personnel to respond to requests for assistance;
- The use of WeTip for anonymous reporting life-safety and non-life safety tips;
- The use of site visitor policies
- Two-way emergency radio systems to communicate with school personnel and TUSD
- Police School Resource Officers
- Additional law enforcement assistance is available through local law enforcement agencies for emergency situations. Employees should notify Campus Supervisors, Direct Supervisors, and/or the local law enforcement agency of suspicious or unauthorized individuals on District property.

Education and communication are also critical components of any prevention strategy. It is essential to communicate an awareness among employees, supervisors, and managers regarding all aspects of the District's WVPP. Recognizing possible problems, identifying employee and management responsibilities, establishing early intervention techniques, who to

call for assistance, offering techniques designed to effectively deal with conflict resolution and stress reduction are all elements of effective awareness strategies.

A variety of resources are available to assist employees in dealing with problems originating in or being brought to the workplace. Employees should begin by contacting their supervisors. Additional support services may include other District administrators, including but not limited to the Director of Personnel.

PERSON RESPONSIBLE FOR WVPP

The **TUSTIN UNIFIED SCHOOL DISTRICT** hereby assigns responsibility for development, implementation, and maintenance of the WVPP to the Director of Personnel.

PROCEDURES FOR DEVELOPMENT AND IMPLEMENTATION OF THE WVPP

Involving District employees in the development and implementation of the WVPP is a critical component to the program's overall effectiveness. The District encourages employees to participate in both the initial development and implementation as well as the ongoing annual refresher of this plan. The District utilizes the following procedures to involve employees in the development and implementation of this plan:

- a. The District will form a Committee that meets regularly to discuss the WVPP. Members of the Committee include employee bargaining groups from certificated staff, classified staff, supervisors, and management. The development, implementation, and ongoing evaluation of the WVPP will continue to follow the District's current process for this purpose.

- b. District employees may also submit their ideas for improvement directly to the Director of Personnel, who is responsible for the development, implementation, and maintenance of the WVPP.

PROCEDURES TO ACCEPT AND RESPOND TO REPORTS OF WORKPLACE VIOLENCE

If the threat or act of violence is imminent and serious call 9-1-1. If not, report workplace violence to any of the following District officials.

- Immediate Supervisor
 - Director of Student Services
Director of Personnel
- Extension 51326
Extension 51328

The District will adhere to the following process for accepting and responding to reports of workplace violence.

PROCEDURES TO ENSURE EMPLOYEES COMPLY WITH THE WVPP

While the Director of Personnel 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. Administrators and supervisors will use the following procedures to ensure employees comply with the WVPP:

- Ensure employees take/attend the necessary training(s) assigned to them;
- Monitor employee adherence to topics and concepts covered in the training;
- Reinforce with employees the elements of the WVPP throughout the year.

EMPLOYEE COMMUNICATION

Employees should report any and all workplace violence related incidents, threats and concerns to their immediate supervisor or to the Director of Personnel.

Employee should contact emergency services directly by calling 9-1-1 if the threat/act of violence is imminent and serious.

When making a report of workplace violence, employees shall complete the required *Report of Workplace Violence* form. The form shall contain the following information:

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

- c. Other area (please explain)
7. Type of incident (including but not limited to):
- a. Physical attack - no weapon/object
 - b. Physical attack - with a weapon/object
 - c. Threat of physical force
 - d. Threat of use of a weapon/object
 - e. Sexual assault/threat (including rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
 - f. Other (please specify):

Employer's Evaluation & Response

When responding to a report of workplace violence, the supervisor, or the Director of Personnel will adhere to the following process:

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

EMPLOYEE TRAINING

Employees will be provided with initial training when the plan is first established, and annually thereafter, on all of the following:

1. The District's WVPP plan, how to obtain a copy of the plan at no cost, and how to participate in the further development and implementation of the plan.
2. The definitions and requirements of Senate Bill 553.

3. How to report workplace violence incidents or concerns to the District and/or law enforcement, without fear of reprisal.
4. Workplace violence hazards specific to an employee's job, the corrective measures implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
5. The required violent incident log and how to obtain copies of records.
6. An opportunity for interactive questions and answers with a person knowledgeable about the District's plan.

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

RECORDKEEPING

Records of workplace violence hazard identification, evaluation, and correction will be created and maintained for a minimum of five (5) years.

Training records will be created and maintained for a minimum of one (1) 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 (5) years.

Records of workplace violence incident investigations will be maintained for a minimum of five (5) 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 Personnel shall be responsible for ensuring that all relevant records are completed, maintained, and made available upon request as required by this plan or upon request of the California's Division of Occupational Safety and Health.

VIOLENT INCIDENT REPORT – ATTACHMENT A

Employee Name: _____

Name/Title/Contact Information of Person Completing Form: _____

<u>Date/Time</u>	<u>Location/ Department</u>	<u>Incident Description</u>	<u>Violence Committed By?</u>

Type of Incident: (check all that apply)

- Physical attack without a weapon (e.g. biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting) Attack with weapon (e.g. gun, knife, other object) Threat of physical force or use of weapon or other object Sexual assault or threat (rape or attempted rape, physical display, or unwanted verbal or physical sexual contact). Verbal Harassment Animal Attack Other _____

Incident Location Specifics: (check all that apply)

- Office Sales Floor Hallway Restroom/Bathroom Parking Lot Other Area Outside Building Personal Residence Break Room Cafeteria Other

Incident Specifics: (check all that apply)

- Victim Performing Usual Job Duties Poor Lighting Rushed Working During Low Staffing Level High Crime Area. Isolated/Alone Unable to Get Help/Assistance Working in Community Setting Working in Unfamiliar/New Location

Consequence Specifics: (check all that apply)

- Medical Treatment Provided Assistance Provided to Conclude Incident (detail in Incident Description)
 Security Contacted Law Enforcement Contacted Lost Time of Work Hours: _____