

Los Alamitos Unified School District



Injury, Illness, and Violence Prevention Program

2024/2025

INJURY, ILLNESS AND VIOLENCE PREVENTION PLAN (IIVPP) for Los Alamitos Unified School District

Our District's Injury, Illness, and 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](#).

DEFINITIONS

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.

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.

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 customers, clients, patients, students, inmates, 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 an employee.

RESPONSIBILITY

The Injury, Illness, and Violence Prevention Plan (IIWVP Plan) administrator, Dr. Ryan Weiss-Wright, Assistant Superintendent, Human Resources Director of Classified Personnel has the authority and responsibility for implementing, updating, and preparing the provisions of this plan for Los Alamitos Unified School District.

All administrators, managers, and supervisors are responsible for implementing and maintaining the IIVPP in their work areas and for answering worker questions about the IIVPP.

EMPLOYEE ACTIVE INVOLVEMENT

Los Alamitos Unified School District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

The Safety and Wellness Committee is a collaborative group that addresses workplace violence-related concerns and hazards within the school district. This committee includes representatives from various stakeholders:

1. School Representatives from Each Site composed of:
 - CSEA (California School Employees Association) Members
 - LAEA (Local Association of Education Administrators) Members
 - Management Representatives
2. External Representatives:
 - Local Law Enforcement
 - LAEF Representative(s)
 - Board Member(s)
 - Representative from the Orange County Healthcare

Objectives of the Safety Committee:

1. Identify Concerns and Hazards:
 - Focus on recognizing potential and existing workplace violence-related issues within the school environment.
2. Evaluate Hazards and Concerns:
 - Assess the identified concerns and hazards to determine their severity and impact.
3. Develop Corrective Measures:
 - Formulate and implement strategies to address and mitigate the identified hazards and concerns effectively.

Activities During Meetings:

1. Brainstorming Sessions:
 - Encourage open discussion and idea-sharing to explore innovative solutions to enhance workplace safety.
2. Discussions of Recent Incidents:
 - Review and analyze recent incidents of workplace violence to understand causes and prevent future occurrences.
3. Review of Safety Procedures:
 - Examine current safety procedures and policies to ensure they are up-to-date and effective, making necessary updates as needed.

Key Focus Areas:

- Prevention: Implementing proactive measures to prevent workplace violence.
- Response: Establishing clear protocols for responding to incidents.
- Training: Educating staff and students on recognizing and addressing potential threats.
- Collaboration: Working together with all stakeholders to create a safe and supportive environment.

Through these activities, the Safety Committee aims to foster a safer school environment by addressing and mitigating workplace violence-related issues comprehensively and collaboratively.

- 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.

COMPLIANCE

All employees, including managers and supervisors, are responsible for complying with safe and healthful work practices.

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

Our system of ensuring that all workers comply with these practices include one or more of the following practices:

- Informing workers of the provisions of our IIVPP.
- Evaluating the safety performance of all employees.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to employees whose safety performance is deficient.
- Disciplining employees for failure to comply with safe and healthful work practices.
- Follow policies, procedures and security plans.

COMMUNICATION

All managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following:

- New employee orientation including a discussion of safety and health policies and procedures.
- Review of our IIVPP.
- Workplace safety and health training plans.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.

REPORTING PROCEDURES

Safety Concerns:

- Any concern should first be communicated with an employee's supervisor or site office.
- Supervisor will review the concern and request additional assistance as needed from district administration.

Injuries/ Accidents:

- Employee will report any injuries/ accident to site administrator and complete the Employee Accident report
- Supervisors will complete the Supervisor Incident Report

Incident/ Threats/Violence:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the IIVPP administrator.
- Employee will complete an incident report
- Supervisor will review the concern and request additional assistance as needed from district administration.

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), Los Alamitos Unified School District will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

EMERGENCY RESPONSE PROCEDURES

Los Alamitos Unified School District has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Notify office personnel and/or contact 911 based on the severity of the emergency.
- PA announcements will be used to alert employees of emergencies.
- Posting in common areas on how to obtain help from staff, security personnel, or law enforcement. This includes phone numbers and address.
- Employees will evacuate, shelter in place, or lock down as identified in the school's

Comprehensive School Safety Plan.

These actions are part of the predefined responses to ensure the safety and security of students and staff during various types of emergencies.

HAZARD AND THREAT ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards and workplace violence shall be performed by a Site Administrator and /or custodian staff. These inspections will be logged on an Inspections Form.

Periodic inspections are performed according to the following schedule:

- On a yearly basis.
- When we initially establish our IIVPP.
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- Whenever workplace conditions warrant an inspection.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

Procedures for investigating workplace accidents, injuries, hazardous substance exposures, and work violence include:

- Visiting the accident/threat scene as soon as possible.
- Interviewing involved parties, such as employee, witnesses, law enforcement.
- Examining the workplace for factors associated with the accident/exposure.
- Determining the cause of the accident/exposure/violence.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and corrective actions taken.
- Obtain any reports completed by law enforcement.
- Develop a safety plan as needed for threats/ acts of violence.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered.

- When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection.

The District also utilizes an annual inspection by a third party for hazardous material and safety hazards that may result in workplace injury.

WORKPLACE VIOLENCE PREVENTION

The following prevention controls are in place to reduce workplace violence:

- Requirement for all employees to wear identify badges.
- All open entries/exits to be monitored during arrival and dismissal.
- Procedures for reporting suspicious person or activities.
- Anti-violence policy communicated to employees, supervisors, and administrators.
- Collection/ removal of keys physical and electronic access from discharged employees.
- Employee training on identifying signs of potential workplace violence.
- Comprehensive School Safety Plan
- Cameras in each site.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction are provided as follows:

- When the IIVPP is first established.
- To all new workers
- To all workers given new job assignments for which training has not previously been provided.
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and present a new hazard.
- Whenever we are made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the IIVPP.
- Emergency action and fire prevention plan.
- Provisions for medical services and first aid, including emergency procedures.
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and

- orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- Proper reporting of hazards and accidents to supervisors.
- Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
- Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated.

EMPLOYEE ACCESS TO THE IIVPP

Our employees – or their designated representatives - have the right to examine and receive a copy of our IIVPP.

The District shall provide employees unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Plan.

Employees may request a printed copy of the plan. One printed copy of the plan shall be provided free of charge, no later than five (5) business days after the request for access is received from an employee or designated representative. Whenever an employee or designated representative requests a copy of the Plan, we will provide the requester a printed copy of the Plan, unless the employee or designated representative agrees to receive an electronic copy of the Plan. If the employee or designated representative requests additional copies of the Plan

within one (1) year of the previous request and the Plan has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.

An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

RECORDKEEPING

Retention of Records is as follows:

- Training Records for a minimum of one (1) year
- Incident Report Logs for a minimum of Five (5) years

- Workplace violence hazard identification, evaluation, and correction will be maintained for a minimum of five (5) years.
- Workplace Violence incident investigations for a minimum of five (5) years.

