



Workplace Violence Prevention Plan

Workplace Violence Prevention Plan for Oxnard School District.

1. WORKPLACE VIOLENCE POLICY

It is the policy of Oxnard School District to provide a safe and healthful workplace. Every employee is responsible for the safety of himself/herself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be always mindful of safety. In compliance with California law, and to promote the concept of a safe workplace, the Oxnard School District maintains this Workplace Violence Prevention Plan (WVPP).

2. DEFINITIONS

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

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

Oxnard School District Office – Administrative buildings and offices, education services buildings and offices, operations buildings and offices, maintenance facilities, transportation facilities, other meeting locations.

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 assessment Team - a group of officials that convene to identify, evaluate, and address threats or potential threats to school security.

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 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 - by a Stranger:** Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
- **Type 2 violence - by a Client:** Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- **Type 3 violence – by a Co-worker, current or former:** Workplace violence against an employee by a present or former employee, supervisor, or manager.

- **Type 4 violence – by a Partner current or former:** Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

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

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

3. RESPONSIBILITY

The Risk Manager, WVPP administrator, has the authority and the responsibility for implementing and maintaining this Workplace Violence Prevention Plan.

The responsibilities of our WVPP administrator includes:

- Preparing and updating, with employee involvement, our Oxnard School District Workplace Violence Prevention Plan,
- Updating meetings will occur annually.
- Implementing the provisions in our WVPP.
- Making sure each school site or district location has a copy of our WVPP.
- Making sure hazards, injuries and threats and incidents of workplace violence in each site are routinely investigated timely.
- Taking action to control or minimize identified hazards.
- Establishing procedures for employee reporting of workplace violence hazards.
- Principals, Directors, Managers, and Supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.
- A copy of this WVPP is available from each Site Principal, Manager/Supervisor, Human Resources or Risk Management Departments, and is available on the Oxnard School District main website.
- The Superintendent and/or designee shall approve the final Workplace Violence Prevention Plan and any major changes.

4. EMPLOYEE INVOLVEMENT

- The Threat assessment team shall review incidents of threats of violence or threatening behavior by students (current and former), parents, school employees, or other individuals.
- The WVPP administrator will work with and allow the threat assessment team to participate in:
 - 1) Preparing and updating the District's Workplace Violence Prevention Plan,
 - 2) Identifying, evaluating, and determining corrective measures to prevent workplace violence.
 - Periodic and scheduled meetings to discuss the Workplace Violence Prevention Plan

- Reporting workplace violence incidents and potential workplace violence incidents.
- Employees are encouraged to submit workplace violence suggestions to the Workplace Violence Prevention Plan Administrator, threat assessment team, or Human Resources.
- Employees are encouraged to report domestic disputes that may become violent or may bring violence to the work site to Human Resources.
- The WVPP Administrator 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 WVPP shall be always in effect and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

5. EMPLOYEE COMPLIANCE

- All employees, including Managers and Supervisors, are responsible for complying with the provisions of this WVPP.
- Our system of ensuring that all employees comply with these practices include one or more of the following practices:
 - 1) Informing employees of the provisions of our WVPP.
 - 2) Disciplining employees for failure to comply with safe and healthful work practices.
 - Discipline will follow Board Policy and Administrative Regulation and applicable collective bargaining agreements.

6. COMMUNICATION WITH EMPLOYEES

- 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:
 - 1) New employee orientation including a discussion of the provisions of our WVPP.
 - 2) Training programs.
 - 3) Regularly scheduled safety meetings that address security issues and potential workplace violence hazards.
 - 4) Posted or distributed safety information.
 - 5) Safety Committee Meetings.

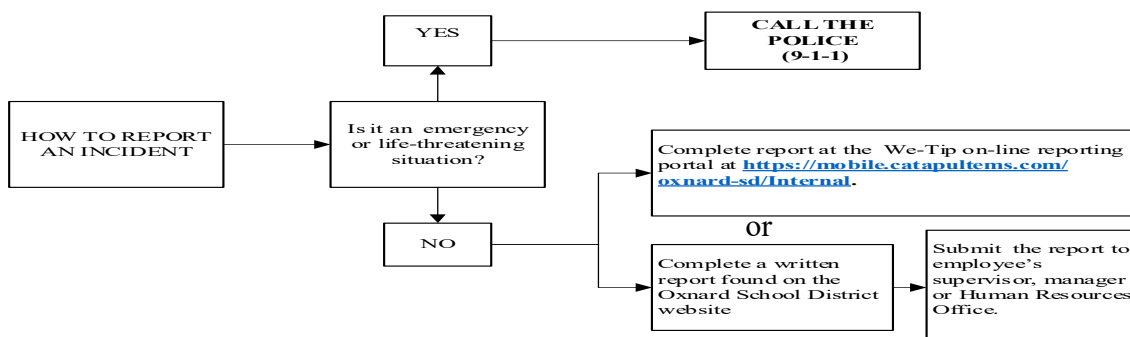
- 6) All employees may communicate suggestions, concerns, or workplace hazards directly to their supervisor or manager or to Risk Management.
- 7) Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken.

7. COORDINATION WITH OTHER EMPLOYERS

- The Oxnard School District will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.
 - 1) All employees of contractors or vendors will be required to be trained in workplace violence prevention.
 - 2) Workplace violence incidents involving any employee will be reported, recorded, and investigated.
 - 3) Contractors or vendors will ensure that if their employees experience workplace violence incident that the Oxnard School District will record the information in a violent incident log and shall also provide a copy of that log to the contractor or vendor.

8. WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

- To help prevent workplace violence, the Oxnard School District will implement the following procedures:
 - 1) For any emergency or life-threatening situation, **CALL THE POLICE (9-1-1)**.
 - 2) Employees may report an incident by submitting it on:
 - We-Tip on-line reporting portal at <https://mobile.catapultems.com/oxnard-sd/Internal> or
 - An employee can complete the Workplace Violence Log reporting form (see Appendix A). **Note: If a Workplace Violence Log is submitted to supervisor or Human Resources it must be entered into the We-Tip on-line reporting portal for tracking purposes.**
 - 3) To law enforcement (School Resource Office or Local Law Enforcement Agencies), as appropriate.
 - 4) A Board Policy and Administrative Regulation prohibiting any retaliation for reporting of threat of violence or workplace violence incidents.



9. WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

- Periodic inspections to identify and evaluate hazards in our schools' sites will be performed by one or more of the following checked individuals:
 - 1) Managers and supervisors, or designee, of their respective school sites,
 - 2) Workplace Violence Prevention Plan Administrator
- Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the areas of our district sites.
 - Site perimeter and grounds
 - Classrooms and buildings
 - Entry access points, gates

10. WORKPLACE VIOLENCE HAZARD CORRECTION

- Workplace violence hazards will be evaluated and corrected in a timely manner.
- Engineering Controls
 - 1) An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.
 - 2) Crime prevention through environmental design
 - Observation
 - Windows overlooking entrances, sidewalks and parking lots
 - Window coverings remain open until a workplace violence incident dictates closure.
 - Well-lit pathways, entrances/exits, parking areas, storage areas, dumpster and recycling areas.
 - Access Control
 - Single, clearly identifiable point of entry during business hours and school hours.
 - Low, thorny bushes beneath ground level windows.
 - Eliminate features that provide unauthorized access to roofs.
 - Fencing, with locking gates.
 - Activity Support
 - Signage directing visitors to points of entry.
 - Signage indicating prohibited practices, including prohibition of weapons.
 - Well-lit pathways, entrances/exits, parking areas, storage areas, trash dumpster areas.

- School sites will have fencing, with locked gates during school hours.
- Single, clearly identifiable point of entry during business hours and school hours.
- Locks on doors.
- Work Practice Controls
 - Procedures, rules and staffing which are used to effectively reduce workplace violence hazards.
 - During office hours at OSD office sites, visitors will use designated points of entry.
 - During school hours at school sites, all visitors must sign in with the school office.
 - During student drop off and pick up times, open gates will be monitored by school staff.
 - Employees are encouraged to report domestic disputes that may be violent to Human Resources.
 - Employee training on workplace violence prevention methods.
 - Nonviolent Crisis Prevention and Intervention (NCPI) training to prevent and de-escalate medium to high-risk student behavior.
- Personal protective equipment (PPE):
 - Kevlar gloves and sleeves will be used to protect against student bites.
 - All corrective actions taken will be documented and dated.

11. EMERGENCY RESPONSE PROCEDURES

- Threat of Violence – Oxnard School District has in place the following specific measures to handle actual or potential workplace violence emergencies:
 - Imminent threat - Call **911** in any emergency
 - General threat or threatening behavior – Threat assessment team will work with law enforcement to determine the extent and severity of the threat.
- Violence on a District school site or location: **PRIORITY 1 Lockdown**
 - Call **911** in any emergency
 - Communication/warning
 - The warning signal at the school for workplace violence involving weapons shall be:
 - “Our school is in a Priority 1 Lockdown – this is not a drill”
 - Cancellation

- “The Lockdown is clear, all clear.”

➤ **Actions**

- In the event of a dangerous person on campus or a District office, employees and students will do the following:
 - **Utilize the “Three Outs”:**
- **Lock Out**
 - Lock the dangerous person out of the building or interior room.
 - Employees will lock themselves and others away from the assailant to avoid detection.
 - Layer to further protect the room
 - Lock and bridge or stack/pile furniture in front of doors that open in, or
 - Lock and belay or tie doors that open out.
- **Get Out**
 - If the dangerous person is in an immediate area with employees and/or students, employees will Get Out, attempt to escape, for themselves and others.
 - Get out can lead to Lock Out.
 - If in an open area, employees and others will move to cover or other safe area.
- **Take Out**
 - Take out the assailant when there are no other options.
 - If the dangerous person is close to employees and/or students and escaping is not an option, employees and/or students should FIGHT.
- **If Lock Out fails.**
 - Employees and/or students will improvise weapons from materials found in the office or classroom including, but not limited to:
 - Chairs, books, fire extinguisher, scissors, etc.
- The best “out” action is determined by the circumstances.
- More than one “out” action can be utilized in a single workplace violence incident.

➤ **Other Actions**

- Normal work or teaching activities are to be stopped.
- Employees and students will keep quiet and away from doors and windows, assemble along the safe wall.
- Employees and students will maintain a calm environment.
- Teachers will take roll and prepare a list of missing students.
- Employees and students will silence all mobile telephones, keep the office or classroom computer turned on.
- Employees will continue to check e-mail, text messages or Parent Connect message for updates.
- Teachers will call or e-mail attendance information to the school office, after the threat is contained.
- The site administrator will announce over the intercom when the lockdown is ended.

- Threat of Violence in the community surrounding a District school site or locations: **Priority 2 Lockdown**
 - Shelter in Place
 - **Warning**
 - The warning signal at a District school site or location shall be: **Priority 2 Lockdown**
 - “Our school site is in a Priority 2 Lockdown Shelter in Place” – this is not a drill.
 - **Cancellation**
 - “The Priority 2 Shelter in Place has been cancelled, the campus is safe.”
 - Actions for Shelter in Place
 - All applicable procedures from lockdown Exception: Employees may continue working inside locked rooms or offices, teachers may continue teaching inside locked classrooms, and students may remain in their seats.

12. PROCEDURES FOR POST-INCIDENT RESPONSE AND INVESTIGATION

- After a workplace incident, the WVPP administrator or designee and local law enforcement will implement the following post-incident procedures:
 - Visit the scene of an incident as soon as safe and practicable.
 - Interview involved parties, such as employees, witnesses, law enforcement that responded.
 - Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
 - Determine the cause of the incident.
 - Take corrective action to prevent similar incidents from occurring.
 - Record the findings and ensuring corrective actions are taken.
 - Obtain any reports completed by law enforcement.
- Post-Incident Response and Investigation will be documented.
 - Using the We Tip QR code or at <https://mobile.catapultems.com/oxnard-sd/Internal>, or
 - Completing a Violence Incident Report found on the Oxnard School District website and submitting the report to employee’s supervisor or Human Resources who will inform WVPP administrator.
 - No personal identifying information is recorded or documented in the written investigation report.

13. TRAINING AND INSTRUCTION

- Training will be provided to all new/current employees and supervisor, and managers on an annual basis, and if new workplace hazards are identified, or plan changes. Training will consist as follow:

Training Topic	Target Audience	Frequency
Workplace Violence Prevention Plan Vector Solutions	All Employees	When the Plan was first established. Refresher annually
Workplace Violence (EDU) Vector Solutions	All Employees	Annually
Body Language Indicators Vector Solutions	All Employees	Annually
Salus Training – In Person	Campus Assistants	Annually

- All training will be documented.

14. EMPLOYEE ACCESS TO THE WRITTEN WORKPLACE VIOLENCE PREVENTION PLAN

- Our employees, or their designated representatives, have the right to receive upon request and without cost, for examination and copying within five (5) business days of a request a copy of the Workplace Violence Prevention Plan.
- Access is provided in one of the following manners:
 - A printed copy of the WVPP will be provided free of charge.
 - In no event later than five (5) business days after the request for access is received
 - Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version.
- The Oxnard School District will communicate the right and procedure to access the Workplace Violence Prevention Plan to all employees:
 - New hire safety orientation packet.
 - Posted with Labor Poster
- District website easily accessible to employees
- Any copy provided to an employee, or their designated representative will not include any of the records of the steps taken to implement and maintain the written Workplace Violence Prevention Plan.
- A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the District WVPP.
- Any other designated representatives must have written authorization from the employee including 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).
- California public records act charges may apply for other designated representatives for hard copies.

15. RECORDKEEPING

- Oxnard School District will:
 - Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
 - Create and maintain training records for a minimum of one (1) year or when the training is repeated, whichever is longer, and include the following:
 - Training dates,
 - Contents or a summary of the training sessions,
 - Names and qualifications of persons conducting the training or on-line platform providing the training,
 - Names and identifiers of all employees attending the training sessions.
 - Maintain violent incident logs for minimum of five (5) years.
 - Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - These records shall not contain medical information.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations shall be made available to the California Division of Occupational Safety and Health, also known as Cal/OSHA, upon request for examination and copying.

16. EMPLOYEE ACCESS TO RECORDS

- The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request:
 - Records of workplace violence hazard identification, evaluation, and correction.
 - Training records,
 - Violent incident logs.

17. REVIEW AND REVISION OF THE WORKPLACE VIOLENCE PREVENTION PLAN

- This WVPP will be reviewed for effectiveness:
 - At least annually
 - When a deficiency is observed or becomes apparent,
 - After a workplace violence incident,

- WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Investigations of alleged hazardous conditions or employee concerns.
 - Investigation of workplace violence incidents.
 - Training programs as provided in the Plan.

- Any necessary revisions are made promptly, and significant revisions will be communicated to all employees.

18. REPORTING

- The Oxnard School District will immediately report to Cal/OSHA any serious injury or illness, as defined, or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.
 - Immediately means as soon as practically possible but not longer than 8 hours after the Oxnard School District knows or with diligent inquiry would have known of the death or serious injury or illness.
 - “Recommendations and Requirements, Reporting Fatalities and Serious Injuries to Cal/OSHA” provides guidance for reporting.
 - <https://www.vcssfa.org/Risk-Management/Cal-OSHA-Compliance>

APPENDIX A

Workplace Violence Log



Is this an emergency?

Yes No

IF YES → CALL 911!

Date of Violence: _____ Time of Violence: _____ AM PM

Name of school/campus where workplace violence occurred:

Do you know the location where the violence incident occurred?

Yes No

If yes, provide details of the location below (Room Number, Building Number, etc.):

Describe the threat of violence: (check all that apply)

- 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
- 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
- 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
- Verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts
- Other type of violence

If other, describe the threat of violence below:

Select the violence type (as described in Labor Code): (check all that apply)

- "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

Classification of who committed the violence: (check all the apply)

- Coworker Employee Family of Friend of Employee
- Family of Friend of Student Manager or Supervisor Spouse or Partner of Employee
- Stranger with Criminal Intent Student Other Person(s)

If other person, classify the person(s) who committed the workplace violence in the space below:

Do you have information about the perpetrator of this workplace violence?

Yes No

Submit form to: We-Tip Workplace Violence at <https://mobile.catapultems.com/oxnard-sd/Internal>

If yes, complete perpetrators information (person involved in the workplace violence): (fill in details where applicable)

Full Name: _____

Address: _____

Hair Color: _____ Eye Color: _____ Age: _____

Gender: _____ Ethnicity: _____

Height: _____ Weight: _____

Distinguished Mark(s): _____

Social Media Username(s)/Handle(s): _____

Are there additional perpetrators of this workplace violence?

Yes No

If yes, in the space below, please provide the names and any identifying information of the perpetrator(s):

Classification of circumstances at the time of the incident, employee was: (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Completing usual job duties | <input type="checkbox"/> Isolated or alone |
| <input type="checkbox"/> Rushed | <input type="checkbox"/> Working during a low staffing level |
| <input type="checkbox"/> Working in a community setting | <input type="checkbox"/> Working in an unfamiliar or new location |
| <input type="checkbox"/> Working in poorly lit areas | <input type="checkbox"/> Unable to get help or assistance |
| <input type="checkbox"/> Not Applicable | |

Select the type of incident: (check all that apply)

- Animal Attack
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object
- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact
- Threat of physical force or threat of the use of a weapon or other object
- Other type of incident

Please provide a detailed description of the incident:

Have you informed anyone of this incident, including, but no limited to HR, your Manager, Security Personnel or Law Enforcement?

Yes No

If yes, name and title of person(s) informed: _____

Provide a brief description of the result of this interaction: _____

In compliance with the requirements of Labor Code, the person completing this log must provide their personal contact information in the following fields:

I understand

Provide contact information (in accordance with Labor Code): (fill in the details where applicable)

Full Name: _____

Job Title: _____

Email Address: _____

Phone Number: _____

Do you have a photo of the incident to attach?

Yes No

If yes, please attach photo.

Submit form to: We-Tip Workplace Violence at <https://mobile.catapultems.com/oxnard-sd/Internal>