



WORKPLACE VIOLENCE PREVENTION PLAN

Adopted August 1, 2024

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. Newport-Mesa Unified School District (District / NMUSD) 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.

9. Procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices, in addition to employee reports and concerns. Inspections shall be conducted:
 - a. When the plan is first established.
 - b. After each workplace violence incident.
 - c. Whenever the district is made aware of a new or previously unrecognized hazard.
10. Procedures to correct workplace violence hazards identified above, in a timely manner consistent with the IIPP, including:
 - a. Procedures for post incident response and investigation.
 - b. Procedures to review the effectiveness of the plan and revise the plan, including:
 - i. Procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan.
11. Maintain a written log recording incidents of workplace violence.

GENERAL DISCLOSURE

The Newport-Mesa Unified School District is a California public school district serving students in grades Preschool through grade 12, including the adult transition program. This includes both general and special education students. It is recognized that certain classifications of certificated and classified employees working with these students may be exposed to behaviors that can lead to limited forms of violence, such as hitting, kicking, biting, throwing objects, or even threats using profanity. It is also understood that certificated and classified employees receive instruction on classroom management and training in crisis-reduction techniques to deescalate situations.

WORKPLACE VIOLENCE DEFINED

California Labor Code § 6401.9 has established the following definitions in regard to WVPP:

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

Log - The violent incident log required by California Labor Code § 6401.9.

Plan - The workplace violence prevention plan required by California Labor Code § 6401.9.

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.

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.

NMUSD 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 parents, contractors, consultants, visitors or students who have a history of violent behavior.
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.

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 administrators, managers, 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;
- Maintaining 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
- Maintaining impartial and consistent discipline for employees who exhibit improper conduct and poor performance.

The district uses a variety of security measures to maintain a secure and physically safe workplace. The measures used depend on the resources available. These may include:

- Implementation of Comprehensive School Safety Plans (CSSP);
- Implementation of the I Love U Guys Standard Response Protocols (SRP);
- Conducting scheduled emergency drills throughout the year;
- Using WeTip 2.0 for reporting safety tips;
- Employee photo identification badges;
- The use of surveillance (camera) systems and visitor management systems;
- Two-way emergency radio systems to communicate with school administrators;
- School Resource Officer assignment through the cities of Costa Mesa and Newport Beach;
- Availability of additional law enforcement assistance through local police for emergency situations.

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, Director(s) within Risk Management and Human Resources.

COORDINATION

Implementation of this Plan will be coordinated with other employers whose employees provide the district services. The employers shall instruct their personnel of the Plan, provide employees with the training required by the Plan, and be informed that workplace violence incidents are reported, investigated, and recorded.

PERSON RESPONSIBLE FOR WVPP

The **NEWPORT-MESA UNIFIED SCHOOL DISTRICT** hereby assigns responsibility for development, implementation, and maintenance of the WVPP to the Director, Risk Management.

PROCEDURES FOR DEVELOPMENT AND IMPLEMENTATION OF THE WVPP

Involving district employees in the development and implementation of the WVPP is an important 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 meets with each bargaining unit during the development of the WVPP to collaboratively develop and finalize the WVPP.

- b. The district will utilize a Safety Committee, that meets regularly to discuss safety matters that impact schools and district facilities, for the ongoing evaluation of the WVPP. Members of the district Safety Committee include employee bargaining groups from certificated staff, classified staff, as well as administrators and supervisors.
- c. District employees may also submit their ideas for improvement directly to the Director of Risk Management, who is responsible for the development, implementation, and maintenance of the WVPP.

PROCEDURES TO ASSIST EMPLOYEE COMPLIANCE WITH THE WVPP

While the Director of Risk Management 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 implement the WVPP:

- Provide employees the necessary training(s);
- Monitor employee adherence to topics and concepts covered in the WVPP;
- Review with employees the Comprehensive School Safety Plan; and
- Re-enforce with employees the elements of the WVPP throughout the year.

PROCEDURES TO RESPOND TO REPORTS OF WORKPLACE VIOLENCE

Employees should report workplace violence to any of the following. Employees should contact emergency services directly by calling 9-1-1 if the threat/act of violence is imminent and serious.

- Immediate Supervisor
- Coordinator III, District Safety Extension 5042
- Director of Risk Management Extension 7535

When making a report of workplace violence, employees shall complete the required [Report of Workplace Violence Form](#).

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

EMPLOYER’S EVALUATION AND RESPONSE

When responding to a report of workplace violence, the supervisor, the Coordinator III, District Safety or Director of Risk Management 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. Document the incident and all correlating information in the “Violent Incident Log” for recordkeeping and reporting purposes.
3. 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. 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
4. Evaluate the findings to identify the root cause.
5. Define corrective actions/steps to be taken to address each cause.
6. Coordinate with the necessary departments/staff to implement corrective actions.
7. Communicate findings and corrective actions back to the reporting employee.
8. Monitor the effectiveness of corrective actions.

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.

SUPPORT AND ASSISTANCE FOR AFFECTED EMPLOYEES

Support services will be offered to staff affected by workplace violence, including, but not limited to medical services and counseling.

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 Risk Management 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.