

# WORKPLACE VIOLENCE PREVENTION PLAN

Leadership Presentation



# SENATE BILL 553

- Employers must establish and maintain an effective **workplace violence prevention plan**.
- Employers must keep a violent **incident log** for all workplace violence incidents.
- Employees must **receive training** on the workplace violence prevention plan, with additional training required for new or unrecognized hazards.
- Records of workplace violence hazard identification, evaluation, correction, training, incident logs, and investigation records must be created, maintained, and **accessible** to specified parties, with requirements becoming effective from July 1, 2024.



# DEFINITIONS

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

**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

**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.

# 4 TYPES OF WORKPLACE VIOLENCE

## TYPE 1 VIOLENCE

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

Workplace violence **directed at employees by customers, clients, parents, students, or visitors.**

## TYPE 3 VIOLENCE

Workplace violence against an employee by a present or **former employee, supervisor, or manager.**

## TYPE 4 VIOLENCE

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.**



# EMPLOYEE ACTIVE INVOLVEMENT

Lawndale Elementary School District establishes the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:



## **Management will work with and allow employees and authorized employee representatives to participate in:**

Identifying, evaluating, and determining corrective measures to prevent workplace violence.



## **District-wide Safety Committee Meetings**

Management will have quarterly district safety meetings with employees and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.



# COMMUNICATION

Effective communication between management, staff, and peers is vital for maintaining a safe and productive workplace. The District's communication system establishes a constant exchange of information on workplace violence prevention, promoting clarity and understanding among all employees.

Key components include:



## **NEW EMPLOYEE ORIENTATION**

New employee orientation includes workplace violence prevention policies and procedures.



## **PREVENTION TRAINING**

Workplace violence prevention training.



## **MEETINGS**

Regularly scheduled meetings that address security issues and potential workplace violence hazards



## **COMMUNICATION**

Effective communication between employees and supervisors about workplace violence prevention and violence concerns.





# REPORTING WORKPLACE VIOLENCE

Promoting a safe environment for all, our workplace violence policy empowers employees to report incidents or concerns without fear of retaliation.

- ✓ Employees can report a violent incident, threat, or other workplace violence concern to District or law enforcement without fear of reprisal or adverse action.
- ✓ Employees can report any concerns related to workplace violence to their direct supervisor.
- ✓ Employees can anonymously report a violent incident, threat, or other violence concerns.
- ✓ Employees can utilize the district's WETIP resource to report a violent incident, threat, or other workplace violence concern.
- ✓ Employees must call 911 from any district phone for any urgent related matters that cannot wait to be reported to the site or district administrator.



# COORDINATION WITH OTHER THIRD-PARTY EMPLOYERS

The District will implement the following effective procedures to coordinate implementation of its plan with other third-party employers to establish that those employers and/or employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multi-employer worksite, third-party employers will ensure that if its employees experience a workplace violence incident, the immediate Supervisor will record the information in a violent incident log and shall also provide a copy of that log to the controlling employer.



# EMERGENCY RESPONSE PROCEDURES

The District has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the use of PA announcements. PA announcements will be used to alert employees of emergencies as needed.
- All Lawndale Elementary Schools have [emergency procedure plans](#). The plans include maps of evacuation routes, locations of emergency exits, instructions for sheltering in place, and instructions for each type of emergency, including critical incidents.
- LESD employees can obtain help from staff, security personnel, or law enforcement. Employees can refer to their emergency procedure flipcharts for local law enforcement contact information.
- LESD employees can seek out additional information from their direct supervisor or WVPP administrator.



# WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by the Lawndale Elementary School District to ensure that workplace violence hazards are identified and evaluated:



- Inspections shall be conducted by the WVPP Administrator when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
- Review all submitted concerns of potential hazards, which may come from an anonymous reporting system (ie. WeTip) established by the District for employees and authorized representatives to report workplace violence hazards or threats without fear of retaliation.



# PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- 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.
- Complete the violent incident log that will be used for every workplace violence incident.



# ACCESSING LESD'S WVPP AND PROVIDING FEEDBACK

LESD's workplace violence prevention plan is available online at [www.lawndalesd.net](http://www.lawndalesd.net).



- The plan and feedback form is located within the Business Department section, under Safety and Risk.
- All LESD Employees can provide feedback and contribute to the plan by speaking to their site administrators or their district safety committee representative at their site.



## **OBTAINING VIOLENCE INCIDENT LOGS**

All violence incident and hazard identification logs are kept at the school site and district office. All employees can obtain these records by speaking to their direct supervisor.

Training logs are kept on file at LESD's Human Resources Department. Employees can reach out to LESD's Human Resources Department for this information.





## **OPPORTUNITIES FOR INTERACTIVE ENGAGEMENT AND QUESTIONS**

LESD employees are recommended to speak to their direct supervisor if they have any questions about the district's Workplace Violence Prevention Plan.

Additionally, all employees are welcome to attend the District's Safety Committee meeting to provide feedback, ask questions, or relay any concerns related to workplace violence.



## EMPLOYEE ACCESS TO WRITTEN WVPP

The District's WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:



LESD will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP.



# QUESTIONS



**THANK**  
FOR YOUR ATTENTION  
**YOU**

