



Reed Union School District

Workplace Violence Prevention Plan

Effective: July 1, 2024

Policy Statement

- **Objective:** To create and maintain a safe and secure work environment for all employees within Reed Union School District (RUSD) by preventing and addressing workplace violence.
- **Commitment:** The Reed Union School District is committed to the prevention of workplace violence and will take necessary steps to protect its employees. As such, this Workplace Violence Prevention Plan shall be in effect at all times and in all work areas overseen by Reed Union School District.

Responsibility

- The Superintendent, or designee, is responsible for the implementation of the Workplace Violence Prevention Plan.
- RUSD ensures that a manner consistent with paragraph (2) of subdivision (a) of Section 3203 of ensure that supervisory and nonsupervisory employees comply with the plan in a manner consistent with paragraph (2) of subdivision (a) of Section 3203 of Title 8 of the California Code of Regulations and in accordance with RUSD Board Policy 4118: Dismissal/Suspension/Disciplinary Actions.

Employee Involvement

- RUSD employees and authorized employee representatives are actively involved in developing and implementing the plan, including, but not limited to:
 - participation in identifying, evaluating, and correcting workplace violence hazards,
 - designing and implementing training,
 - in reporting and the RUSD investigation of workplace violence incidents, and
 - review and revision of the plan.

Communication Plan

- The Workplace Violence Prevention Plan is available for employees and their representatives at no cost via the RUSD website at reedschools.org and in paper copy upon request to the Superintendent, or designee, at the District Office.
- RUSD encourages employees to engage in open and constructive communication with the District regarding the Workplace Violence Prevention Plan.
- RUSD coordinates the implementation of this plan with other employers through contractual agreements, when applicable, to ensure employers and employees understand their respective roles in provision of training and the reporting, investigation and recordkeeping of workplace violence incidents.
- RUSD provides employees annual, and as needed, communication regarding workplace violence matters, including, but not limited to:
 - How an employee can report a violent incident, threat, or other workplace violence concern to the RUSD or law enforcement without fear of reprisal.
 - How employee concerns will be investigated as part of RUSD's responsibility to identify and evaluate workplace violence hazards and how employees will be informed of the results of the investigation and any corrective actions to be taken as part of the employer's responsibility to correct workplace violence hazards.
- RUSD reporting employees will be notified via written communication of workplace violence incident investigation results and, if applicable, corrective actions.
- RUSD employees and authorized representatives may request copies of the workplace violence hazard identification, evaluation and correction RUSD Violent Incident Log (See Appendix II: Violent Incident Log) and workplace violence prevention training documentation (See Appendix I: Training Record) through written request to the Superintendent, or designee.
 - RUSD makes available these records to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.
- RUSD provides employees with annual, and as needed, information regarding health and wellness benefits, leave information and support services.

Definitions

- "Threat of violence" means 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” means any act of violence or threat of violence that occurs in a place of employment including, 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.
 - The following four workplace violence types:
 - “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 students, contractors/vendors, visitors, etc.
 - “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.

Emergency Response

- RUSD takes effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following in accordance with emergency operations procedures:
 - RUSD uses a PA system and an emergency response system to alert employees of the presence, location, and nature of workplace violence emergencies.
 - RUSD maintains a Comprehensive School Safety Plan that includes emergency operation procedures including evacuation and sheltering plans that are appropriate and feasible for the worksites.
 - RUSD consults and coordinates with local law enforcement and emergency services experts in the creation and maintenance of emergency operation procedures.
 - RUSD obtains help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement through

annual, and as needed, written assignment of duties and via the approved methods for District communication and/or by calling 9-1-1.

Reporting Procedures

- RUSD employees may make a report of potential workplace violence without fear of retaliation.
- RUSD encourages employees to report a potential workplace violence incident, threat, or other workplace violence concern to their Site Administrators, Supervisors, and Managers or to the District Office in writing, by phone call or via the Report a Concern button on the RUSD website.

Workplace Violence Investigation Procedures

- RUSD implements procedures for post incident response and investigation.
 - Site Administrators, Supervisors, and Managers will impartially and confidentially investigate all incidents to identify the root cause of the incident.
 - RUSD implements prompt corrective action to repair and/or make procedural changes to prevent the reoccurrence of an incident due to an identified worksite hazard.
 - RUSD reporting employees will be notified via written communication of workplace violence incident investigation results and, if applicable, corrective actions.
 - RUSD workplace violence incidents are documented on the RUSD Violent Incident Log.(See [Appendix II: Violent Incident Log](#))
 - RUSD will report to law enforcement as necessary.

Workplace Violence Hazard Inspections

- RUSD implements procedures to identify and evaluate workplace violence hazards, including, but not limited to scheduled periodic inspections to identify:
 - unsafe conditions,
 - work practices, and
 - employee reports and concerns.
- RUSD conducts workplace violence hazard inspections when:
 - the plan is first established,
 - after each workplace violence incident, and

- whenever the RUSD is made aware of new or previously unrecognized hazards.
- RUSD documents Workplace Violence Hazard Inspections
- RUSD implements procedures to correct identified and evaluated workplace violence hazards in a timely manner consistent with paragraph (6) of subdivision (a) of Section 3203 of Title 8 of the California Code of Regulations.

Employee Support Services

- RUSD encourages employees to use the RUSD confidential employee assistance program (EAP) if they believe that a problem could lead to violent behavior and those who may be victims or witnesses of workplace violence. Employees should contact the District Office for information about the RUSD EAP.

Training and Education

- RUSD provides effective workplace violence prevention training to employees with materials that are appropriate in content and vocabulary to the educational level, literacy, and language of employees.
- RUSD provides employees with initial training when the plan is first established, and annually thereafter, on all of the following:
 - The RUSD Workplace Violence Prevention Plan, how to obtain a copy of the plan at no cost, and how to participate in development and implementation of the plan.
 - The definitions and requirements of the Plan.
 - How to report workplace violence incidents or concerns to RUSD or law enforcement without fear of reprisal.
 - Workplace violence hazards specific to the employees' jobs, the corrective measures RUSD has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
 - The violent incident log and how to obtain copies of records.(See Appendix II: Violent Incident Log)
 - An opportunity for interactive questions and answers with a person knowledgeable about the RUSD plan.
- RUSD provides additional training 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.
- RUSD provides regular training to employees on recognizing and preventing workplace violence.

Record Keeping

- RUSD creates and maintains records of workplace violence hazard identification, evaluation, and correction for a minimum of five years.(See Appendix III: Workplace Violence Hazard Inspection Form)
- RUSD creates and maintains training records for a minimum of one year and inclusive of 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.(See Appendix I: Training Record)
- RUSD creates and maintains a violent incident log for a minimum of five years.(See Appendix II: Violent Incident Log)
- RUSD records of workplace violence incident investigations are maintained for a minimum of five years. RUSD investigation records do not contain “medical information,” as defined in subdivision (j) of Section 56.05 of the Civil Code.
- RUSD makes available required records in accordance with Cal/OSHA standards and state and federal law to the division upon request for examination and copying.
- RUSD makes available workplace violence hazard identification, evaluation and correction (See Appendix III: Workplace Violence Hazard Inspection Form), RUSD Violent Incident Log (See Appendix II: Violent Incident Log) and workplace violence prevention training documentation (See Appendix I: Training Record) through written request to the Superintendent, or designee, to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.

Review and Revision

- RUSD reviews and revises the Workplace Violence Prevention Plan annually, when a deficiency is observed or becomes apparent, after a workplace violence incident and as needed to maintain effectiveness.

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Appendix II: Violent Incident Log

RUSD Violent Incident Log

RUSD verified incidents of violence are documented via this Violent Incident Log by designated employees in accordance with job duty positions. The Violent Incident Log captures specific information gathered from the RUSD investigation procedures. Personally identifying information and medical information shall NOT be documented in this Violent Incident Log in accordance with law. This Violence Incident Log shall be maintained for a minimum of 5 years.

Name of Person Completing the Violent Incident Log:

Job Title of Person Completing the Violent Incident Log:

Date of Completion of Violent Incident Log:

Date of Incident:

Time of Incident:

Location of Incident:

Incident Workplace Violence Type(s):

- ☐ "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 visitors, contractors/vendors, students, etc.
- ☐ "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.

Detailed Description of the Incident (No personal information nor medical information. Use anonymous terms such as "reporting employee," "perpetrator," etc.):

Classification of who committed the violence:

- ☐ Client or Customer
- ☐ Student
- ☐ Family or friend of a client or customer
- ☐ Family or friend of a student
- ☐ Stranger with criminal intent
- ☐ Coworker of reporting employee
- ☐ Supervisor or Manager of reporting employee
- ☐ Partner or Spouse of reporting employee
- ☐ Parent or Relative of reporting employee
- ☐ Other perpetrator: _____

Classification of circumstances at the time of the incident in that the employee was:

- ☐ Completing usual job duties,
- ☐ Working in poorly lit areas,
- ☐ Rushed,
- ☐ Working during a low staffing level,
- ☐ Isolated or alone,
- ☐ Unable to get help or assistance,
- ☐ Working in a community setting,
- ☐ Working in an unfamiliar or new location,
- ☐ Other circumstance: _____

Classification of where the incident occurred:

- ☐ Workplace
- ☐ A Co-Worker's workplace
- ☐ Workplace-affiliated common use indoor location (bathroom, cafeteria, MPR, staff room, etc.)
- ☐ Parking lot, sports field or other outside area of the workplace
- ☐ Other area: _____

Classification of the type of incident:

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

Consequences of incident:

Was security or law enforcement contacted? Y N

If yes, what was security or law enforcement's response:

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What actions were taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident:

- ☐ Communication of investigation findings and corrections to the reporting employee
- ☐ Review of Workplace Violence Prevention Plan
- ☐ Review of Violent Incident Log
- ☐ Review of other documentation regarding the prevention of workplace violence
- ☐ Updates to plans, policies and/or procedures
- ☐ Increased and/or new employee training
- ☐ Physical environment hazard corrections
- ☐ Increased and/or improved access to employee support services
- ☐ Staffing ratio changes
- ☐ Discipline
- ☐ Legal action
- ☐ Consultation with experts
- ☐ Other protective actions: _____

Appendix III: Workplace Violence Hazard Inspection

RUSD Workplace Violence Hazard Inspection

Sample Tools Provided by Public Services Health and Safety Association

- Physical Environment Assessment Tool
- Specific Factors Assessment Tool
- Sample Hazard Inspection Checklist Provided by Workplace Safety and Prevention Services
- Sample Workplace Violence Factors and Controls Checklist by OSHA (Designed for late night retailers)