



WORKPLACE VIOLENCE PREVENTION PROGRAM

Liberty Union HS District

Our establishment's Workplace 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](#).

Date of Last Review: 5/1/24

Date of Last Revision(s): 5/1/24

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.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

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, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

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.
- The following four workplace violence types:

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, patients, students, inmates, 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.

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.

RESPONSIBILITY

The WVPP administrator, Denise Rugani, Associate Superintendent, HR has the authority and responsibility for implementing the provisions of this plan for Liberty Union HS District. If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Karen Cortez	Assistant Superintendent, HR	<i>Approves the final plan and any major changes.</i>	925-634-2166 x2045	cortezk@luhsd.net
Karen Cortez	Assistant Superintendent, HR	Responsible for facilitating training of all employees.	925-634-2166 x2045	<u>cortezk@luhsd.net</u>
Al Wilright	Supervisor, Maintenance and Operations	Organize safety meetings, and handles any reports of workplace violence.	925-634-2166 x 5792	wilrighta@luhsd.net
Al Wilright	Supervisor, Maintenance and Operations	Conduct safety inspections with site and district administrators, coordinates emergency response procedures, and communicates to Safety Committee about the plan.		wilrighta@luhsd.net

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

Liberty Union HS 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 District will work with and allow employees and authorized employee representatives to participate in:**
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. The Safety Committee, composed of site and district representatives, will have quarterly meetings to discuss any concerns regarding workplace violence/hazards, evaluate those hazards and/or concerns, and discuss ways to correct them. These meetings will continue to discuss any recent incidents, and reviews of safety procedures.

- **Designing and implementing training.**
The members of the Safety Committee are encouraged to participate in designing and implementing training programs, as well as make suggestions based on any recent incident(s) to be incorporated into the training.
- **Reporting and investigating workplace violence incidents.**
The members of the Safety Committee will be trained on reporting workplace violence incidents. Administrators will work with staff on reporting and also investigate any workplace violence incidents.
- The District will ensure that the workplace violence prevention plan is clearly communicated and understood by all employees. Administrators and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan by reporting any concerns and assisting in maintaining a safe work environment.
- This 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.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of LUHSD Workplace Violence Prevention Plan (WVPP)
- The WVPP will be reviewed annually at District and Site meetings to ensure that district and site employees comply with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by Site Administration at staff meetings.
- Support any employees for failure to comply with the WVPP through retraining and the HR process.

COMMUNICATION WITH EMPLOYEES

Employees of the LUHSD will:

- Provide annual Workplace violence prevention training programs.
- Regularly scheduled safety meetings that address safety and security issues.
- Create effective communication mechanisms between employees and supervisors about workplace violence prevention and violence concerns.
 - Employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action directly to any site or district administrator, to the district Safety Committee or through the Violence Prevention [Link](#) OR found on the HR Website.
 - Employees can report potential safety concerns to their supervisor, HR, or through the District Work Order system by clicking on the Violence Prevention Icon and then selecting Violence Prevention Category. [LUHSD Work Order ~ Violence Prevention Safety Concerns LINK](#).
 - The WVPP will be translated for our employees where English is not their primary

language.

- 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.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Liberty Union HS District will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator.

Employees can report potential safety concerns to their supervisor, HR, or through the District Work Order system by clicking on the Violence Prevention Icon and then selecting Violence Prevention Category.

- Workplace Violence Reporting form: [LUHSD Work Order ~ Violence Prevention Safety Concerns LINK](#)
- Any instances of retaliation for individuals reporting concerns will be dealt with through HR process.

EMERGENCY RESPONSE PROCEDURES

Liberty Union HS 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 following:
 - Alarm systems and PA announcements will be used to alert employees of emergencies
 - Emails/parent connect with also be used to alert employees of emergencies.
- Each site of the Liberty Union HS District has evacuation or sheltering plans. These plans are all practice, reviewed annually and found in the Site Safety Plan.
- For immediate help from staff, or school site security personnel phone:
 - FHS: 3333
 - HHS: 6666
 - LHS/Maintenance: 5555
 - Adult Ed: 1111 / IND: 1002
 - La Paloma: 4444
 - District: 2222
- If there is immediate danger, call for emergency assistance by dialing (7) 911, or 911 and then notify site or district administrators.

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Site Administration and Supervisor of Maintenance and Operations to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted 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/reported concerns of potential hazards reported through the online Work order icon, sent directly to site administration or reported to the district safety committee.

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Quarterly Inspections shall be conducted by Site Administration in conjunction with Supervisor of Maintenance and Operations.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner.

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will:

- Activate immediate measures to secure the safety of all individuals involved.
- Provide necessary medical and psychological support to affected persons.
- Initiate a thorough investigation to ascertain facts and determine necessary disciplinary or corrective actions. Record the findings and ensuring corrective actions are taken.
- Communicate with the school community as appropriate, respecting the privacy and confidentiality of those involved.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: [CLICK HERE ~ Violence Prevention Log](#)

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices as well as the types of violence definitions. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever 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.

LUHSD will provide its employees:

- A copy of the WVPP.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Access to the violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities for interactive questions and answers with a person knowledgeable about the **LUHSD** plan.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

The LUHSD WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA. The LUHSD WVPP will be accessible on the Liberty Union HS District's website as well as may be requested by email.

RECORDKEEPING

The Liberty Union HS District will maintain all records of training, incident reports, investigations and responses actions confidentially to support compliance, effective assessment and continuous improvement of the prevention plan.

All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

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.

REVIEW AND REVISION OF THE WVPP

The Liberty Union HS District WVPP will be reviewed annually or following any significant incident with adjustments made based on feedback from the school community, district safety committee, insights gained from incident reviews and changes in legal or policy requirements.

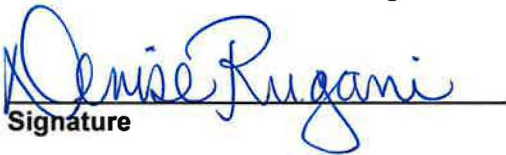
Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of LUHSD WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
 - Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees

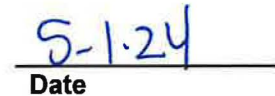
EMPLOYER REPORTING RESPONSIBILITIES

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, LUHSD 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.

The Liberty Union HS District hereby authorize and ensures, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. We are committed to ensuring the safety and well-being of our employees.


Signature

Denise Rugani
Associate Superintendent, HR


Date

