



# Chula Vista Elementary School District's Workplace Violence Prevention Program

## Frequently Asked Questions

In September 2023, Governor Newsom signed Senate Bill No. 553 ("SB 553"): *Occupational Safety: Workplace Violence: Restraining Orders and Workplace Violence Prevention Plan*, which requires most California employers, including Chula Vista Elementary School District, to take steps to prevent and respond to violence in the workplace. Effective July 1, 2024, SB 553 adds [Section 6401.9 to the California Labor Code](#) and requires covered employers to adopt a comprehensive Workplace Violence Prevention Program. The law also requires that the California Occupational Safety & Health Standards Board adopt regulations to enforce the requirements created by SB 553 by December 31, 2026.

Effective July 1, 2024, Chula Vista Elementary School District implemented a comprehensive Workplace Violence Prevention Program covering all operations and employees at all District sites. CVESD is committed to ensuring the safety of the District community and complying with the new law.

---

### Where is the plan located?

The CVESD Workplace Violence Prevention Plan is part of CVESD's Injury and Illness Prevention Plan. The most current plan can be assessed [HERE](#).

### How do I report an incident of workplace violence?

Workplace Violence incidents may be reported to your School Site Supervisor or [SAFEY@cvesd.org](mailto:SAFEY@cvesd.org) as soon as it is safe to do so.

### Is the safety email anonymous?

Employees who are reporting an incident of workplace violence and wish to remain anonymous can do so using [WeTip](#). Please note: anonymous reports will limit any follow-up regarding the alleged incident with the reporter.

### When there is suspected workplace violence, what is the average length of the investigation?

Submitting an incident of workplace violence to [SAFEY@cvesd.org](mailto:SAFEY@cvesd.org) takes less than 3 minutes. Submissions are reviewed within two business days and routed to School Site Supervisors for local site follow-up. The length of an investigation may vary depending on the nature of the incident, parties involved, and details provided at the time of the report. Generally, most reports will be addressed within 30 days of receipt of a report.

## **If I need to report a student issue, should I report it to [safety@cvesd.org](mailto:safety@cvesd.org) and the school office?**

Workplace violence incidents involving a student would be reported to the school office and submitted as an incident of workplace violence for follow-up with the employee(s) affected.

## **Will identifiable information, such as the teacher's name and room number, be publicly available?**

CVESD will maintain a Violent Incident Log of all reported workplace violence incidents. This log will not include personally identifiable information sufficient to identify any person involved in an alleged incident. This includes but is not limited to, an employee's first and last name and room number.

## **How can I learn more about CVESD's Workplace Violence Prevention Program?**

The CVESD Workplace Violence Prevention Plan is part of CVESD's Injury and Illness Prevention Plan. The most current plan can be assessed [HERE](#). The plan includes the following information:

- Identifying who is responsible for implementing the plan
- Involving employees and their representatives
- Accepting and responding to reports of workplace violence and prohibiting employee retaliation
- Developing and providing effective training
- Identifying, evaluating, and correcting workplace violence hazards
- Performing post-incident response and investigations

If you want to review the Workplace Violence Prevention training, please contact [safety@cvesd.org](mailto:safety@cvesd.org) to add it to your JPA library.

## **How can employees provide feedback about the CVESD Workplace Violence Prevention program?**

Employees may contact their School-site safety supervisor or union representative for information on upcoming safety meetings. These meetings offer an opportunity to discuss the components of the workplace violence prevention program and allow employees to suggest adjustments to training and reporting procedures.

Additional questions may be directed to [safety@cvesd.org](mailto:safety@cvesd.org).

## **What about environments with the potential for behavioral workplace violence hazards, such as SDC classrooms?**

In various situations, we understand that there are potential hazards of workplace violence while supporting students who may exhibit behavioral concerns. We encourage all employees to report any incidents of workplace violence to help foster a culture of safety across all sites and classrooms. It's also important to consider the intent behind any violent behavior and whether it may have resulted from involuntary movements or other reasons. Additionally, we provide resources to support employees in these situations. Please contact your school site supervisor to learn more about the support available.