WORKPLACE VIOLENCE PREVENTION PLAN

COAST UNIFIED SCHOOL DISTRICT
1350 MAIN STREET
CAMBRIA CA 93428

JUNE 2025

COAST UNIFIED SCHOOL DISTRICT

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POLICY STATEMENT

This Workplace Violence Prevention Plan has been developed to address hazards associated with workplace violence.

The safety of each employee while in the performance of their work activities is a top priority of the Coast Unified School District. All employees share responsibility for promoting a safe working environment. Through the implementation of this Workplace Violence Prevention Plan, the Coast Unified School District seeks to promote a safe, respectful, and non-threatening work environment for all employees, students, and members of the public.

The expectations and procedures provided in this plan apply to all Coast Unified School District students and employees, as well as all visitors on Coast Unified School District campuses and grounds. This Workplace Violence Prevention Plan is in effect at all times and in all work areas. These guidelines are not intended to be a set of inflexible requirements, nor are they intended to limit the appropriate discretion of officials as warranted by the specific circumstances of a particular individual/incident.

These guidelines do not provide for adjudication of misconduct by, discipline of, or imposition of sanctions on Coast Unified School District employees, students, or visitors.

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WORKPLACE VIOLENCE PREVENTION PLAN

Date of Last Review: June 2025

The Coast Unified School District's Workplace Violence Prevention Plan ("WVPP") addresses the hazards known to be associated with the four (4) types of workplace violence as defined by Labor Code section 6401.9.

1.0. DEFINITIONS

For the purpose of this workplace violence prevention plan, the following definitions apply:

1. "Emergency" means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
2. "Engineering controls" mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.
3. "Log" means the violent incident log required by this section.
4. "Plan" means the workplace violence prevention plan required by this section.
5. "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.
6. "Workplace violence" means any act of violence or threat of violence that occurs in a place of employment.
7. "Workplace violence" includes, but is not limited to, the following:
    a. 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.
    b. 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.
    c. The following four (4) workplace violence types:
        i. "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.
        ii. "Type 2 violence," which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
        iii. "Type 3 violence," which means workplace violence against an employee by a present or former employee, supervisor, or manager.
        iv. "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.
8. "Workplace violence" does not include lawful acts of self-defense or defense of others.

9. "Work practice controls" means procedures and rules which are used to effectively reduce workplace violence hazards.

2.0. RESPONSIBILITIES

The WVPP administrator, Coast Unified School District, has the authority and responsibility for implementing the provisions of this workplace violence prevention plan for Coast Unified School 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**
Jill Southern	Superintendent	**Overall responsibility for the plan;** *Superintendent approves the final plan and any major changes.*	(805) 924-6120	jsouthern@coastusd.org
Valeria Wright	Human Resources Coordinator	**Responsible for employee involvement and training;** *HR organizes safety meetings, updates training materials, and handles any reports of workplace violence.*	(805) 927-3967	vwright@coastusd.org
Ruben Campos	MOT Director	**Responsible for emergency response, hazard identification, and coordination with other employers;** *MOT Director conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.*	(805) 924-2818	rcampos@coastusd.org

All administrators, managers, and supervisors are responsible for addressing complaints and ensuring compliance with the Workplace Violence Prevention Plan. Coast Unified School District administration may delegate logistical aspects of the Workplace Violence Prevention Plan to other members of Coast Unified School District staff but are responsible for ensuring that the requirements of the onsite Workplace Violence Prevention Plan are being met.

The Coast Unified School District expects its employees to act professionally, courteously, and responsibly at all times in accordance with Coast Unified School District Policies. It is each employee's responsibility to report any and all acts of workplace violence to their supervisor or manager immediately, without fear of reprisal. Employees should be familiar with these guidelines and the methods for reporting acts of violence or threats of violence.

3.0. REPORTING

Any act or threat of violence against a Coast Unified School District employee, service provider, volunteer, visitor, or student, regardless of the source of the act or threat, must be reported promptly and accurately to the employee's supervisor or manager, regardless of whether a physical injury occurred. Employees may report incidents to their direct supervisor, to Human

Resources or to the WVPP administrator. Those receiving the report will promptly inform the WVPP administrator.

Reports may also be made via email: district@coastusd.org

The following practices can help ensure employee compliance with workplace safety reporting policies and procedures:

- Immediately reporting any situation or incident that creates a sense of fear for personal safety or the safety of others to law enforcement by dialing 9-1-1. For non-immediate assistance, employees should contact their supervisor or WVPP administrator.
- The incident will be reported to law enforcement and other authorities as required by law.
- The area where a violent incident occurred will be secured to protect evidence and minimize any disturbance during the post-incident response process.
- A report of the incident will be promptly added to the violent incident log.

Prohibition Against Retaliation. The Coast Unified School District will not tolerate any form of retaliation against those reporting incidents of workplace violence or against those participating in or perceived to be participating in any workplace violence investigation. Employees who believe they are being retaliated against for reporting workplace violence or participating in a workplace violence investigation are encouraged to immediately report such retaliatory conduct to their supervisor and/or the superintendent.

4.0. EMERGENCY RESPONSE PROCEDURES

The Coast Unified School 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: emails and/or physical postings.
- Coast Unified School District will have evacuation or sheltering plans.
- If there is immediate danger, call for emergency assistance by dialing 9-1-1 and then notify the (WVPP Administrator) vwright@coastusd.org or (805) 927-3967.

5.0. HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Coast Unified School District 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 on a weekly basis or as necessary.

Periodic Inspections

- Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one (1) type of workplace violence. Periodic inspections shall be conducted: biannually
- Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Ruben Campos	MOT Director

Inspections for workplace violence hazards may include assessing:

- The exterior and interior of the workplace for its attractiveness to crime.
- The need for violence surveillance measures, such as surveillance cameras.
- Procedures for employee response during a criminal act, including our policy prohibiting employees, who are not security personnel, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security personnel).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence dangers or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our LEA's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one (1) of our employees is having

a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage, or other signs of strain or pressure in the workplace.

6.0. INCIDENT RESPONSE AND INVESTIGATIONS

After a workplace violence incident, the WVPP administrator or their designee may implement the appropriate post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as victims, 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 or threatening 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.
- The violent incident log will be used for every workplace violence incident.
- Review all previous incidents.

Coast Unified School District personnel shall 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.

7.0. HAZARD CORRECTION

The Coast Unified School District will take steps to correct hazards in a timely manner. The Coast Unified School District will implement the following effective procedures to correct workplace violence hazards that are identified:

- 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.
- Corrective measures for workplace violence hazards will be specific to a given work area.
- Corrective actions or plans, including suitable timetables for completion, for identified and evaluated workplace violence hazards are the responsibility of the Site Administrator, Supervisor, or MOT Director.

8.0. TRAINING

The Coast Unified School District will provide employees with training on the implementation of this Workplace Violence Prevention Plan. This training will be provided when the plan is first established and annually thereafter. Training will be provided to all employees, including administration, managers, and supervisors. This training will include general and job-specific workplace security practices.

Training shall be offered on the following areas:

- How copies of the plan can be obtained at no cost.
- How employees can participate in the development and implementation of the plan.
- The definitions and requirements of Labor Code section 6401.9.
- How employees can report workplace violence incidents or concerns to the Coast Unified School District or law enforcement without fear of reprisal.
- How employees can seek assistance to prevent or respond to violence.
- The violent incident log and how to obtain copies of records.
- How supervisory and non-supervisory employees can comply with the plan in a manner consistent with the Coast Unified School District ’s Injury and Illness Prevention Program.

Opportunities Coast Unified School District has for interactive questions and answers with a person knowledgeable about the plan.

Additional training will be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the Workplace Violence Prevention Plan. This additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Training materials will be appropriate in content and vocabulary to the educational level, literacy, and language of employees. Employees experiencing difficulties understanding or accessing training materials are encouraged to contact the WVPP administrator.

9.0. REVIEW AND REVISION OF THE WVPP

The Coast Unified School District WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

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 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.

10.0. EMPLOYEE ACTIVE INVOLVEMENT

Coast Unified School District will employee the following policies and procedures to obtain the active involvement of employees and authorized representatives in developing and implementing the plan including the following:

- Identifying, evaluating, and correcting workplace violence hazards.

  Coast Unified School District will have monthly safety meetings where employees and employee representatives shall have the opportunity 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).

- Designing and implementing training.

  Employees are encouraged to participate in designing and implementing training programs, and their suggestions may be incorporated into the training materials.

- Reporting and investigating workplace violence incidents.

Coast Unified School District will ensure that all workplace violence policies and procedures within this written plan are communicated to employees. Managers and supervisors will enforce the rules fairly and uniformly.

All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. The 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.

11.0. 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, but are not limited to the following:

- Training employees, supervisors, and managers in the provisions of Coast Unified School District ’s WVPP.
- Effective procedures to ensure that supervisory and non-supervisory employees comply with the WVPP.

- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace.
- Discipline employees for failure to comply with the WVPP.

12.0. COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employers about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes training on workplace violence prevention policies and procedures.
- Workplace violence prevention training program occurs annually and as required by law.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
- Posted or distributed workplace violence prevention information.
- Information regarding how employees can report a violent incident, threat, or other workplace violence concern to the Coast Unified School District or law enforcement without fear of reprisal or adverse action.
- Information regarding the Coast Unified School District's non-retaliation policy including that Coast Unified School District will not tolerate any form of retaliation against those reporting incidents of workplace violence or against those participating in or perceived to be participating in any workplace violence investigation. Employees who believe they are being retaliated against for reporting workplace violence or participating in a workplace violence investigation are encouraged to immediately report such retaliatory conduct to their supervisor and/or the Human Resources Coordinator.
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    - In an emergency, law enforcement should be contacted right away by dialing 9-1-1. Following this call, the reporting employee should immediately contact their immediate supervisor who shall contact the WVPP administrator. If the supervisor is unavailable, the WVPP administrator should be contacted immediately.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.
- 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.

13.0. COORDINATION WITH OTHER EMPLOYERS

The Coast Unified School District is committed to coordinating implementation of the Workplace Violence Prevention Plan with other employers, when applicable and appropriate, to ensure those employers and employees understand their respective roles, as provided in the plan. Methods the Coast Unified School District shall employ, where applicable, include, but are not limited to:

- Requesting the contact information of the person or persons responsible for implementing the Workplace Violence Prevention Plan for applicable other employers.
- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- As needed and when appropriate, the Coast Unified School District will confer with other employers and public agencies regarding workplace violence incidents and plans to prevent future occurrences of workplace violence.

14.0. ACCESS TO RECORDS

The following records shall be made available to the Coast Unified School District 's employees and their authorized representatives, upon request and without cost, for examination and copying within fifteen (15) calendar days of a request:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

Copies of these records can be requested by contacting the Human Resources Coordinator via email: vwright@coastusd.org

15.0. RECORDKEEPING

The Coast Unified School District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
    - Training dates.
    - Contents or a summary of the training sessions.
    - Names and qualifications of persons conducting the training.
    - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
    - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs, and workplace violence incident investigations required by Labor

Code section 6401.9, subdivision (f), shall be made available to Cal/OSHA upon request for examination and copying.

16.0. EMPLOYER REPORTING RESPONSIBILITIES

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

I, Jill Southern, Superintendent of Coast Unified School District, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to ensuring the safety and well-being of our employees and believe that these policies and procedures will help us achieve that goal.

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Jill Southern

Superintendent