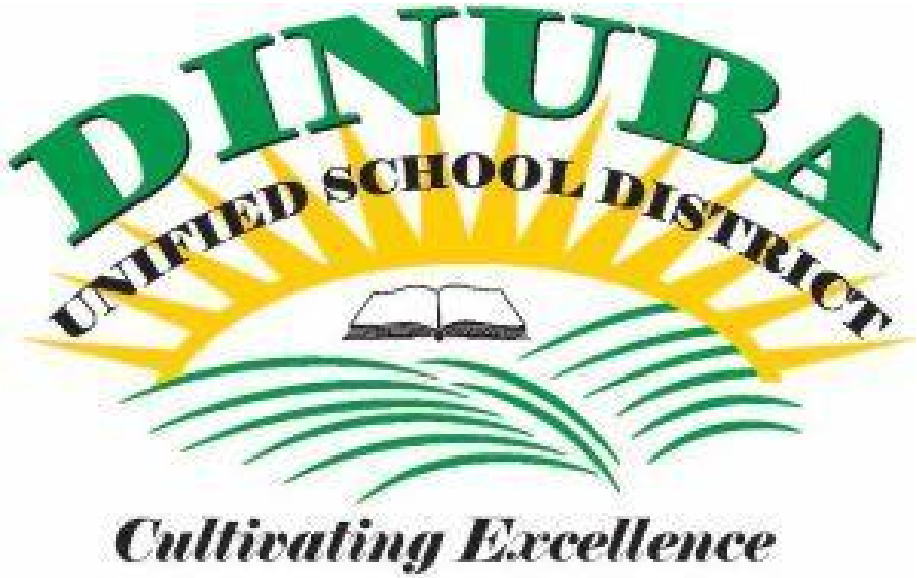


WORKPLACE VIOLENCE PREVENTION PLAN

WORKPLACE VIOLENCE PREVENTION PROGRAM

Dinuba Unified School 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: July 24, 2025

Date of Last Revision(s): July 24, 2025

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 hazard

RESPONSIBILITY

The WVPP administrator, Dave Holtermann, Assistant Superintendent Human Resources, has the authority and responsibility for implementing the provisions of this plan for Dinuba 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**
Marti Kochevar	Deputy Superintendent	**Overall responsibility for the plan;** *Approves the final plan and any major changes*.	559-595-7200 x7202	Mkochevar@dinuba.k12.ca.us
Dave Holtermann	Assistant Superintendent of HR/Communications	**Responsible for employee involvement and training;** *Organizes safety meetings, updates training materials, handles any reports of workplace violence.*	559-595-7200 x7206	Dave.Holtermann@dinuba.k12.ca.us
Alfonso Isiah	School Safety and Security Coordinator	**Responsible for emergency response, hazard identification, and coordination with other employers;** *conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.*	559-595-7200 x1079	Alfonso.Isiah@dinuba.k12.ca.us

All **Dinuba Unified School District administrators, directors, and supervisors** are responsible for implementing and maintaining the WVPP at their school sites and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

Dinuba Unified School District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives(Dinubas Teachers Association(DTA)and California School Employees Association(CSEA)) 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 District will have monthly safety meetings with employees and their representatives to include a discussion identifying workplace violence related concerns/hazards, evaluation of 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 are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.

- **Reporting and investigating workplace violence incidents.**
  - All staff 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 all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Directors, administration 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.

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 administration and employees, in the provisions of Dinuba Unified School District's Workplace Violence Prevention Plan (WVPP)
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- The WVPP will be reviewed annually at District and site meetings to ensure that district and site employees comply with the WVPP.
- Support any employees for failure to comply with the WVPP through retraining and the HR process
- Regular communication of effective procedures to ensure that administration and employees are compliant with WVPP

COMMUNICATION WITH EMPLOYEES

Dinuba Unified School District recognizes that open, two-way communication between our administration 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 administration 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 workplace violence prevention policies and procedures. A copy of this plan will be included in all employee induction packets.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence

hazards

- 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, or by any of the reporting methods below:
    - Dinuba Police Department non emergency number (559) 591-5914
    - Calling 911 for immediate emergency
    - Via a workplace violence reporting form. Available on DUSD website: Violent Incident Reporting Form
- Posted or distributed workplace violence prevention information.
- 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.

COORDINATION WITH OTHER EMPLOYERS

Dinuba Unified School District will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and 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.
- As a multi employer worksite, Dinuba Unified School District will ensure that if its employees experience a workplace violence incident that we will record the information in a violent incident log and shall also provide a copy of that log to the other employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Dinuba Unified School 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. If that's not possible, employees will report incidents directly to the WVPP administrator, **Dave Holtermann, Assistant Superintendent Human Resources or Alfonso Isiah, School Safety & Security Coordinator**
- Employees can report incidents to their supervisor, HR, or by filling out a Workplace violence form. Found on the District Website under Human Resources
    - Workplace Violence Reporting form: Violent Incident Reporting Form

Any instances of retaliation for individuals reporting workplace violence concerns are dealt with through the HR process of progressive discipline.

EMERGENCY RESPONSE PROCEDURES

Upon the report of a Workplace Violent Incident, Dinuba Unified School District 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.

- Communicate with the school community as appropriate, respecting the privacy and confidentiality of those involved.

Each site within Dinuba Unified School District has evacuation or sheltering plans. These plans are practiced throughout the year and reviewed annually and found in the Schools Safety Plans.

Dinuba Unified School District will use **Dinuba's Immediate Response to Emergencies (DIRE)** emergency response protocols when there is a need to lockdown, secure campus or evacuate.

- For immediate help from staff, administration, or law enforcement:
    - Use your office or classroom phone to call the front office to alert administration
    - If equipped use your district push to talk radio to alert supervisor
    - **If there is immediate danger, call for emergency assistance by dialing 911, then notify site administrators when safe to do so.**

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	**Job Title/Position**	**WVPP Responsibility(ies)**	**Phone #**	**Email**
Alfonso Isiah	School Safety and Security Coordinator	**Responsible for emergency response, hazard identification, and coordination with other employers;** Safety Coordinator *conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.*	(559)595-7200 x1079	Alfonso.Isiah@dinuba.k1.ca.us

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Dinuba 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:

    - Timely review of all submitted and reported concerns.

    - Online form for reporting workplace violence hazards

    - Voicemail/email

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 Directors,supervisors, and site administration in conjunction with School Safety and Security Coordinator.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to intruders.
- The need for violence surveillance measures, such as additional cameras.
- Procedures for employee response during a lockdown, fire, or any other emergency
- Procedures for reporting suspicious persons or activities.
- 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 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.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our Administration 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 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.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. Dinuba 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 needed to correct the hazardous condition will be provided with the necessary protection.

- Upon notification of a workplace hazard, a work order shall be submitted specifying the problem, location and shall also indicate if it is a priority hazard. Items will be addressed promptly based on the severity of the hazard.
- 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 implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interviews 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 ensure corrective actions are taken.
- 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:
    - The date, time, and location of the incident.
    - The workplace violence type or types involved in the incident.
    - A detailed description of the incident.
    - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
    - A classification of circumstances at the time of the incident, including, but not limited to, whether 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, or working in an unfamiliar or new location.
    - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
    - The type of incident, including, but not limited to, whether it involved any of the following:

- 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.

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 administrators, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP was 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.

Dinuba Unified School District will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures Dinuba Unified School District 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 pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Dinuba Unified School District has opportunities for interactive questions and answers with a person knowledgeable about the Dinuba Unified School District's plan.

Note: *Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Dinuba Unified School District 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 DUSD plan will be accessible on the Districts website as well as may be requested by email.

RECORDKEEPING

Dinuba 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 a 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 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

Dinuba Unified School District Workplace Violence Prevention Plan will be reviewed annually or following any significant incident with adjustments made based on feedback from staff, administration, law enforcement or insight gained from incident reviews and changes in legal or policy requirements.

- 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 Dinuba Unified School Districts 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 and emergency response.
- 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, Dinuba 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.

Dinuba 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.Dinuba Unified School District is committed to ensuring the safety and well-being of our employees and believe that these policies and procedures will help us achieve that goal.

Signature: Date:

Dave Holtermann
Assistant Superintendent, HR