

Workplace Violence Prevention Plan (WVPP) for Merced City School District

Per SB 553 Workplace Violence Prevention Plan (WVPP)
with references to:
Education Code 32280-32289.5 Comprehensive School Safety Plan (CSSP)
and SB 906 Homicidal Threats

**Merced City School District
Workplace Violence Prevention Plan**

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Requirements

1. The District's WVPP is available and easily accessible to employees, authorized employee representatives, and OSHA representatives at all times. 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. The written plan is maintained as a separate document.

The District Workplace Violence Prevention Plan is located in the main office of each district location near the Injury and Illness Prevention Program (IIPP).

2. Workplace Violence Prevention Plan Coordinator:

Raquel Cervantes
Risk & Safety Supervisor
209-385-6645

3. The District has procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan, including, but not limited to, actively involving employees and authorized employee representatives in developing and implementing this plan and the Comprehensive School Safety Plan (CSSP) by:

- inclusion in safety meetings (e.g. Injury and Illness Prevention Program, Site Safety Team, safety information review with staff, safety drill debriefs)
- making the plan available to staff, which includes information about reporting workplace violence and threats
- inclusion in conducting site safety evaluations
- debriefing of incidents (with considerations of confidentiality)
- providing training
- posting plan information at each location
- [other if applicable]

4. The District will use methods to coordinate implementation of the plan to ensure that employees understand their respective roles, as provided in the plan. These methods shall ensure that all employees are provided the training and that workplace violence incidents involving any employee are reported, investigated, and recorded.
5. Without fear of reprisal, district employees, other employers, and their employees are to report violent incidents, threats, or other workplace violence concerns to the district contact below or law enforcement. When applicable, the District will share information with other employers and their employees. Other employers and their employees' respective roles include participation in the Workplace Violence Prevention Plan for reporting, investigation, and recording incidents.
6. Employees are to report workplace violence to the Workplace Violence Prevention Plan Coordinator. The Workplace Violence Prevention Plan Coordinator will investigate reports. Retaliation will be prohibited by including that information in the plan, in employee training and retraining programs, in follow-up as part of an investigation, and possible disciplinary action.

This also satisfies Senate Bill 906. SB 906 (effective July 1, 2023) requires school officials whose duties involve regular contact with pupils in any of grades 6 to 12, inclusive, as part of a middle school or high school, and who are alerted to or observe any threat or perceived threat to immediately report the threat or perceived threat to law enforcement, as provided.

7. The District has effective procedures to ensure that both supervisory and nonsupervisory employees comply with the plan.

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8. The District implements a system for ensuring that employees comply with safe and healthy work practices including recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensure employee compliance with safe and healthful work practices.
9. In addition, the District ensures compliance with the plan by:
 - Providing training and information to staff at various times, such as, but not limited to, upon hire, annually, or in periodic review as needed.
 - Encouraging reporting to the Workplace Violence Prevention Plan Coordinator.
 - Making the plan available to staff, which includes information about reporting workplace violence and threats.
 - Inclusion in conducting site safety evaluations.
 - Debriefing of incidents (with considerations of confidentiality).
 - Posting plan information at locations throughout the District.

Communication

The District has effective procedures to communicate with employees regarding workplace violence matters. These include, but are not limited to:

- How an employee can report a workplace violence incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal.
- How employee concerns will be investigated.
- How employees will be informed of the results of the investigation and any corrective actions to be taken.
- Employees are instructed to report workplace violence via periodic reminders and signage placed near employee labor law posters.

In an emergency, call 9-1-1.

To report workplace violence, contact the Workplace Violence Prevention Plan Coordinator:

Hazard Correction

The District has procedures to correct workplace violence hazards, including:

1. District alerts to employees about workplace violence emergencies will be disseminated via various communication methods including, but not limited to, public address (PA) system, instant messaging system, in-person or online meetings, phone call, text.
2. For non-school sites, evacuation and/or sheltering plans are accessible and located: **[insert evacuation map/instruction locations here]**
3. For school sites, evacuation and sheltering plans are described in the Comprehensive School Safety Plan (CSSP) available at each location.

In an emergency, call 9-1-1.

To report workplace violence, contact the Workplace Violence Prevention Plan Coordinator:

4. To obtain help from staff assigned to workplace violence, contact the WVPP Coordinator.
5. The District provides all staff with information included in the Workplace Violence Prevention Plan, in SB 906-Homicidal Threats, and, for school sites, the Comprehensive School Safety Plan (CSSP) via email, meetings/trainings, and annual acknowledgement/notification.
6. Training is provided in meetings (in-person or virtually) and/or via online course assignment.

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7. The District has procedures to identify and evaluate workplace violence hazards, which include, but are not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports, and concerns. 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.
8. Post Incident Response Investigation includes but is not limited to information solicited from the employees who experienced workplace violence, witness statements, and investigation findings. The District will omit any element of personal identifying information sufficient to allow identification of any person involved in a workplace violence 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.
9. The District reviews the plan:
 - annually,
 - when a deficiency is observed or becomes apparent and
 - after a workplace violence incident
10. Procedures or other information that may become required by any Regulation of the OSHA Standards Board as being necessary and appropriate to protect the health and safety of employees may be included.

The division shall propose, no later than December 31, 2025, and the standards board shall adopt, no later than December 31, 2026, standards regarding the plan required by this section. The standards shall include, at a minimum, the requirements of this section and any additional requirements the division deems necessary and appropriate to protect the health and safety of employees.

Workplace Violence Incident Log

The District records every workplace violence incident in a workplace violence incident log in Google Forms.

At a multi-employer worksite, the employer or employers whose employees experienced the workplace violence incident shall record the information in a workplace violence incident log and shall also provide a copy of that log to the controlling employer.

The information recorded in the Workplace Violence Log includes all of the following:

- (1) The date, time, and location of the incident.
- (2) The workplace violence type or types involved in the incident.
- (3) A detailed description of the incident.
- (4) A classification of who committed the workplace 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.
- (5) 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.
- (6) A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- (7) 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.

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- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
- (8) Consequences of the incident, including, but not limited to:
- Whether security or law enforcement was contacted, and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.

Information that is recorded in the log for each incident shall be based on information solicited from the employees who experienced workplace violence, on witness statements, and on investigation findings. The employer shall omit any element of personal identifying information sufficient to allow identification of any person involved in a workplace violence 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.

The log shall be reviewed during any periodic review of the plan.

Training

1. The District provides effective training to employees. Training material shall be appropriate in content and vocabulary to the educational level, literacy, and language of the employees is used.
2. The district provides employees with initial training when the plan is first established, and annually thereafter, on all of the following:
3. The district's plan is available to employees via the district website and a hard copy is also kept near the Injury and Illness Prevention Plan (IIPP).
4. Training topics may include, but are not limited to:
 - Definitions and requirements.
 - How to report a workplace violence incident or concern to the employer or law enforcement without fear of reprisal.
 - Workplace violence hazards specific to the employees' jobs, the corrective measures the employer has implemented, how to seek assistance to prevent or respond to workplace violence, and strategies to avoid physical harm.
 - The workplace violence incident log and how to obtain copies of records.
 - An opportunity for interactive questions and answers with a person knowledgeable about the District's WVPP.
5. Additional training shall be provided 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.

Recordkeeping

1. Records of workplace violence hazard identification, evaluation, and correction shall be created and maintained for a minimum of five years.
2. Training records shall be created and maintained for a minimum of one year and include 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.
3. Workplace Violence incident logs shall be maintained for a minimum of five years.

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4. Records of workplace violence incident investigations conducted shall be maintained for a minimum of five years. These records shall not contain “medical information.”
5. All records shall be made available to OSHA upon request for examination and copying.
6. All 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.

Definitions

“Emergency” means unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other persons.

“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.

“Log” means the workplace violence incident log.

“Plan” means the workplace violence prevention plan.

“Threat of workplace 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 workplace violence or threat of workplace 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 workplace violence,”** which means 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 workplace violence,”** which means violence directed at employees by customers, clients, patients, students, inmates, or visitors. This includes parents, vendors and contractors.
- **“Type 3 workplace violence,”** which means violence against an employee by a present or former employee, supervisor, or manager.
- **“Type 4 workplace violence,”** which means 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” means procedures and rules that are used to effectively reduce workplace violence hazards.