# Workplace Violence Prevention Plan

Pacifica School District
375 Reina Del Mar Ave.
Pacifica, CA 95901

## District Office

411 Oceana Blvd
Pacifica, CA 94044

July 1, 2024

California Senate Bill 553 (SB 553) requires all employers within its scope to establish, implement, and maintain an effective, written Workplace Violence Prevention Plan (WVPP) no later than July 1, 2024.

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# 1. Workplace Violence Policy

Pacifica School District will not tolerate workplace violence and is committed to maintaining a safe workplace for all employees, supervisors, managers, vendors, contractors, and visitors. The workplace is defined as any time or place where the conduct occurs while on School District business, at a School District-sponsored event, or if the conduct impacts the workplace, regardless of where it occurs.

Prohibited actions include, but are not limited to, the following types of behaviors:

- Striking, punching, slapping, or assaulting another person
- Throwing or kicking objects
- Direct or implied threat to harm a person or property
- Threatening or intimidating communications or gestures
- Expression of a plan to hurt oneself/others
- Possession of a dangerous, deadly weapon (including imitation weapons) at the workplace, unless an employee has been authorized in advance
- Inappropriate behavior, statements, or actions that could reasonably be perceived as aggressive, threatening, or violent.

# 2. 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 is required by LC section 6401.9.

***Plan*** - The workplace violence prevention plan is 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.

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***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 everyday 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 that are used to effectively reduce workplace violence

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## 3. Scope

The WVPP applies to all employees, contractors, consultants, vendors, suppliers, temporary employees, partners, contingent workers, authorized third parties, affiliates, or other individuals engaged in business activities with or on behalf of Pacifica School District.

## 4. Compliance

Employees who violate the elements of WVPP may be subject to disciplinary action, up to and including termination of employment. Appropriate corrective action will also be taken if a non-employee violates this policy or otherwise engages in unacceptable behavior, including terminating any business dealings between the non-employee and Pacifica School District.

- Training employees, supervisors, and managers in the provisions of Pacifica School District Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. All employees will have access to the WVPP and annual training.
- Provide retraining to employees if needed.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by emails of recognition from management in the Pacifica School District.
- Discipline employees for failure to comply with the WVPP. Pacifica School District will follow the existing discipline process in corresponding Collective Bargaining Agreements:
    - CSEA and Its Chapter #128 Collective Bargaining Agreement.
    - LSEA Collective Bargaining Agreement.

Before commencing work, contractors and vendors working for Pacifica School District are minimally required to attest to their compliance with the requirements of SB 553, the Workplace Violence Prevention Plan. Failure to provide all necessary information and paperwork could delay the work start date.

The following will be provided:

- Vendor contracts will attest to their compliance with SB 553 during the contract approval process.

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## 5. Communication

Pacifica School District recognizes that to help maintain a safe, secure workplace, we must communicate to employees regarding workplace safety and security issues. We have a communication system designed to encourage a continuous flow of safety and security information between management and our employees without fear of reprisal and in a form that is easily understandable and in a language they understand. We may communicate information regarding workplace safety and security through any of the following methods:

- New employee orientation
- Workplace Violence Prevention Training Programs
- Newsletters and e-mail
- Posters/Flyers
- Staff meetings
- Department meetings

## 6. Reporting Concerns of Workplace Violence

Employees should report any behavior perceived as intimidating, threatening, or violent (even when no actual threat or violent act occurs) that is job-related, takes place on Pacifica School District property, is connected to Pacifica School District employment, or has the potential to be brought into or on Pacifica School District property; regardless of the relationship between the individual who initiated it and the person(s) threatened.

- For any emergency or life-threatening situation, CALL THE POLICE (911)
- Report all threats or acts of workplace violence to your supervisor or manager. If that is not possible, you may report incidents to another Pacifica School District supervisor or manager.
- Threats, incidents, or concerns should be reported through the PSD Incident Reporting Form, which provides the option for the reporter to remain anonymous:
    - PSD District Office Workplace Violence Reporting Form
- Employees will fill out their site's Workplace Reporting Form (add link dependent on site) and submit it to the Site Coordinator.
- Employees may report incidents to their direct supervisors; however, the PSD suggests the incident still be documented in the PSD District Office Workplace Violence Reporting Form.
    - The Site Coordinator will complete a PSD District Office Workplace Violence Reporting Form for incidents that are reported directly to the Site Coordinator without a PSD District Office Workplace Violence Reporting Form.
- For every workplace violent incident, the Site Coordinator shall complete a **Workplace Violent Incident Log and** provide it to the Program Administrator.

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Pacifica School District will not retaliate against anyone for reporting a concern in good faith, assisting in making a report, or cooperating in a related investigation. Furthermore, supervisors and managers should be alert for signs of retaliation and report them immediately to Human Resources if observed. In addition, PSD offers the reporter(s) anonymous reporting if the PSD Workplace Violence Reporting Form is used.

## 7. Post-Incident Response and Investigation

All threats or acts of violence that Pacifica School District is made aware of will be investigated to protect employees from potential harm. Procedures for investigating incidents of workplace violence will include:

- Visiting the scene of an incident as soon as possible.
- Interviewing injured and threatened employees and witnesses
- Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator.
- Determining the cause of the incident.
- Review security footage of existing security cameras, if applicable.
- Detailed description of the event.
- Consequences of the incident, including, but not limited to: whether or not security or law enforcement was contacted and their response; actions taken to protect employees from a continuing threat or any other hazards identified as a result of the incident.
- Taking mitigating action to prevent the incident from recurring.
- Recording the findings and mitigating actions taken.
- Support and resources, such as counseling services, Employee Assistance Program, and Notice of Rights for Reasonable Accommodations, will be provided to affected employees.

Pacifica School District will inform the reporting individual of the investigation's results (Workplace Violent Incident Log). The district will maintain the employees' and the investigation's confidentiality, but may need to disclose the results in appropriate circumstances, such as to protect individual safety.

## 8. Identifying Workplace Violence Hazards

Pacifica School District to review all submitted/reported concerns of potential hazards.
Pacifica School District will perform periodic assessments and monthly inspections to identify and evaluate workplace violence hazards and threats of workplace violence. Assessments will also be performed on the following schedule:

- When the WVPP was first established.
- After a workplace violence incident.
- Whenever the Pacifica School District is made aware of a new or previously unrecognized hazard.

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## 9. Correcting Workplace Violence Hazards

Pacifica School District will immediately address workplace violence hazards that expose employees to imminent danger of death or serious injury. Serious workplace violence hazards that have the possibility of causing death or serious injury to an employee must be addressed within seven [7] days. All other hazards must be addressed promptly. When a corrective measure cannot be implemented within this timeframe, Pacifica School District shall take interim measures to abate the imminent or serious nature of the hazard while implementing the permanent control measures. Corrective measures for workplace violence hazards will be specific to a given work area. All corrective actions taken will be documented and dated on the appropriate forms.

## 10. Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, District Office will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- The District Office methods of notification include use of the intercom and text message
- The District Office will have evacuation and sheltering plans. Attendees will evacuate the building at the nearest exit point. Describe what those procedures are. The plans could include maps of evacuation routes, locations of emergency exits, and instructions for sheltering in place.
- The District Office uses standardized emergency language from The San Mateo County's Office of Education Big Five (lockdown/barricade, shelter in place, Secure campus).

Employees can obtain help from staff assigned to respond to workplace violence emergencies, such as supervisors, security, or law enforcement personnel, by calling the following number: 650 676-9747 If no security personnel are located at the worksite, employees shall call 911 to report the incident and request assistance from law enforcement.

- Call the Pacifica Police Department for non-emergency or no immediate danger at (650) 738-7314. If calling from a school phone, please remember to dial 9 before the phone number.
- If there is immediate danger, call for emergency assistance by dialing 9-1-1 (dial outside access number first if applicable) and then notify the WVPP Administrator.
- Other responses to emergencies will be consistent with the San Mateo County Office of Education emergency protocols.
    - Countywide Response to School Emergencies

## 11. Incident Response and Recovery

Pacifica School District has developed procedures to guide the response to incidents of workplace violence. These include the following, as appropriate:

- Secure the location to safeguard evidence and reduce distractions during the post-incident response.
- Assure that injured employees receive prompt and appropriate medical care. This includes, but is not limited to, providing transportation of any injured persons to medical care. Prompt first aid and emergency medical treatment can minimize the harmful consequences of a violent incident.
- Report the incident to the appropriate authorities as required by applicable laws, policies, and regulations.
- Assure that an incident report is completed immediately after an incident occurs, noting details that might be forgotten over time.
- Addressing the need for appropriate treatment for employees who were victims of workplace violence, in addition to physical injuries, victims and witnesses may suffer psychological trauma, fear of returning to work, feelings of incompetence, guilt, powerlessness, and fear of criticism by supervisors or managers.
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident, and if injuries occurred, how an injury could have been prevented; and
- Record the incident on the Workplace Violent Incident Log.

## 12. Workplace Violence Prevention Training

Training will be provided to all new/current employees, supervisors, and managers on an annual basis if they change roles, if new workplace hazards are identified, or the plan changes. The extent and depth of training will vary depending on position, but the following topics will be included at a minimum:

- Definition of workplace violence.
- Risk factors that can cause or contribute to threats and violence.
- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in the 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.
- The violent incident log and how to obtain copies of records about hazard identification, evaluation, and correction, training records, and violent incident logs.
- Interactive training.
- Opportunities for Pacifica School District staff to ask questions and be answered by someone knowledgeable about the site-specific plan.
- Strategies to avoid/prevent workplace violence and physical harm, such as how to recognize workplace violence hazards, including the risk factors associated with

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the four types of workplace violence.
- Workplace violence hazards specific to the employees' jobs, the corrective measures Pacifica School District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid it.
- Recognition of warning signs of problematic behavior.
- Policies and procedures for reporting and recordkeeping.
- A response plan for violent situations, including availability of assistance, response to alarm systems, and communication procedures.

## 13. Employee Involvement

It shall be the policy of Pacifica School District to engage with staff in the creation of workplace violence prevention plans (WVPP) to meet the requirements of CA SB 553.

Pacifica School District shall meet with staff for feedback sessions via Google Doc review of the WVPP at a minimum of one (1) time upon the initial creation of the workplace violence plan. Allowing all employees to have an opportunity to respond with notes and suggestions. The WVPP model plan shall be provided to employees after all staff training and will be given at least ten (10) days for review and comment before the plan is finalized.

Pacifica School District will send an email to all association presidents and union stewards a copy of the WVPP at least ten (10) days prior to the finalization of the plan. In addition, Pacifica School District will give association presidents and union stewards notice of the Google Doc review under the section above.

Any proposed changes to the WVPP are subject to written notice to all employees, association presidents, and union stewards 14 days before the proposed effective date. Notice shall be provided via email.

Nothing in the policy shall conflict with any current Memoranda of Understanding (MOU) between Pacifica School District and labor unions.

## 14. Employee Access to the WVPP

Pacifica School District ensures that the WVPP plan is in writing and available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA.

- We will provide unobstructed access through a server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses electronic means to communicate with management or co-employees.

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## 15. Recordkeeping

The following records shall be maintained according to the following retention schedule:

- Hazard Identification, Evaluation, and Correction for five (5) years
- Violent Incident Logs for five (5) years
- Incident Investigations for five (5) years
- Training records - which should include dates that training was conducted, type of training given, employees trained, etc., for one (1) year

## 16. Other Considerations

In keeping with our objective to maintain a safe and secure workplace, employees and managers should note:

- Nothing in this WVPP discourages or precludes an employee, co-worker, supervisor, or manager from taking emergency action, e.g., calling 911 for police, fire, or emergency medical response, if deemed necessary to ensure the safety of employees, contractors, or visitors.

- If necessary, exceptions to this policy should be made to prevent a threat from being carried out or a violent act from occurring.

- We respect employees' right to privacy and will maintain confidentiality to the extent allowed by law unless doing so would result in physical harm to any person and/or impact the overall safety of the workplace.

## 17. Employer Reporting Responsibilities

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

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## 18. WVPP Review Cycle

The District Office coordinator shall review the WVPP annually and submit a report to the Program Administrator. When revisions or enhancements are not required, the review must be noted in the WVPP's Change Log to indicate that it has been conducted and by whom.

| Version | Date | Description | By: |
|---|---|---|---|
| 1.0 | | Initial Release | |
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## 19. WVPP Ownership and Administration

**Workplace Violence Prevention Plan Site Coordinator**

The District Office Coordinator Interim Deputy Superintendent is the designated WVPP District Office Coordinator and is responsible for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The District Office Coordinator Interim Deputy Superintendent will also be able to answer employee questions concerning this plan.

The District Office Coordinator Interim Deputy Superintendent shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVPP. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

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Signature: _____

Name: _____

Title: _____

Date: _____

**Workplace Violence Prevention Plan Program Administrator**

The DIRECTOR OF HUMAN RESOURCES is the designated District-Wide WPV Program Administrator and has the authority and ultimate responsibility for developing, implementing, and maintaining this plan and overseeing any investigations of workplace violence reports. The DIRECTOR OF HUMAN RESOURCES will also be able to answer employee questions concerning this plan.

Signature: _____

Name: Rachel Romo

Title: Interim Director of Human Resources

Date: _____

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**Attachment A**

Workplace Violence Hazard Self-Assessment

**Attachment B**

Violent Incident Log

**Attachment C**

Workplace Violence/Hazard Correction Form

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