WORKPLACE VIOLENCE PREVENTION PROGRAM for ROSELAND 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: April 2, 2024

Date of Last Revision(s): April 2, 2024

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 hazards.

RESPONSIBILITY

The WVPP administrator, Superintendent or designee, has the authority and responsibility for implementing the provisions of this plan for Roseland School District (RSD). 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
Jason Lea	Superintendent	**Superintendent** *approves the final plan and any major changes.*	(707) 545-0102 ext. 4215	jlea@roselandsd.org
Jenny Young	Director of Human Resources	**The Director of HR** *handles any reports of workplace violence.*	(707) 545-0102 ext. 4242	jyoung@roselandsd.org
Jessica Peterson	Safety Coordinator	**The Safety Coordinator** *organizes safety meetings, updates training material.*	(707) 543-2800 ext. 4231	jpeterson@roselandsd.org
Juan Carlos Castro	Director of Maintenance	**The Director of Maintenance**, along with the site principal, *conduct safety inspections.*	(707) 545-0102 ext. 4159	jcastro@roselandsd.org
Amy Eng Erinn Mackey Jennifer Dominguez Ricky Alcalá Sean Kerr Gabriel Albavera	Principals	**Site Principals** *conduct safety inspections, coordinate emergency response procedures, and communicate with other employees about the plan.*	RLA (707) 545-0100 SHP (707) 546-7050 RCE (707) 543-2800 RAMS (707) 546-7089 RCP (707) 528-1764 RUP (707) 566-9990	**Amy Eng, Roseland Elementary** aeng@roselandsd.org **Erinn Mackey, Sheppard** emackey@roselandsd.org **Jennifer Dominguez, RCE** jenniferdominguez@roselandsd.org **Ricky Alcalá, RAMS** ralcala@roselandsd.org **Sean Kerr, RCP** skerr@roselandsd.org **Gabriel Albavera, RUP** galbavera@roselandsd.org

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

Roseland School District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
    - Identifying, evaluating, and determining corrective measures to prevent workplace violence.

School sites will have bi-annual safety meetings with employees and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them.

- Reporting and investigating workplace violence incidents. Any report regarding workplace violence incidents will be investigated by the administration. All school sites will follow the formal procedures articulated in the school's "Emergency Response Procedures", which were vetted by local law enforcement agencies. When relevant, the school district's Uniform Complaint Procedure may be employed and accessed by our community members in order to document concerns for unsafe conduct and/or behavior.

- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, as articulated within our published Staff Handbooks, Comprehensive School Safety Plan, and Emergency Response Procedures.
- The procedures, as outlined in the above mentioned documents, 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:

- In order to ensure a safe work environment for all, administration (school site leadership, district office administration) will ensure that supervisory and nonsupervisory employees are fully trained and comply with the WVPP.

- Should an employee demonstrate they are deficient in regards to honoring practices outlined within the WVPP, the district will provide retraining.

- When necessary and applicable, the district will also discipline employees for failure to comply with the WVPP.

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:

- Human Resource will inform employees regarding workplace violence prevention training programs addressed in mandated trainings that take place every fall and/or for new staff during the orientation process.

- Safety meetings that address security issues and potential workplace violence hazards will take place at school sites.

- Copies of the WVPP will be available in the school and district offices at all sites and available on the district website.

- Effective communication between employees and supervisors about workplace violence prevention and violence concerns is imperative. Supervisors ensure that employees can communicate effectively and in the employees' first language, if necessary.

- Employees can report a violent incident, threat, or other workplace violence concern to a district administrator or law enforcement without fear of reprisal or adverse action.

- 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, by the school site administrator and/or district office administrator, and they will be informed of the results of the investigation and any corrective actions to be taken.

COORDINATION WITH OTHER EMPLOYERS

Roseland 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.

- At a multi-employer worksite, the Roseland School District will ensure that if its employees experience a workplace violence incident that Roseland School District will record the information in a violent incident log and shall also provide a copy of that log to the controlling employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Roseland 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 and/or district office personnel, who will inform the site-based WVPP administrator. This will be accomplished immediately after said report was received. If the threat necessitates law enforcement intervention immediately, the supervisor will call 911.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. California Code, Education Code - EDC § 44114

EMERGENCY RESPONSE PROCEDURES

Roseland 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: Alarm systems and PA announcements will be used to alert employees of emergencies.

- Roseland School District has evacuation or sheltering plans as articulated in our internally published "Emergency Response Procedures" for each school site and the district office.

- All school sites and the district office have Emergency Response Procedures with explicit instructions for how to communicate during an emergency of any kind. This includes: Key District Phone Numbers, Emergency Phone Numbers, Staff Phone List, Incident Command System, Incident Command Telephone Numbers, etc.

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

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Jason Lea	Superintendent	Responsible for emergency response, hazard identification, and coordination with	(707)545-0102 ext. 4215	jlea@roselandsd.org

		administrators and school site leaders		

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by the Roseland School District to ensure that workplace violence hazards are identified and evaluated:

- Review the Comprehensive School Safety Plan annually and re-submission to the School Board for approval
- All school sites update their Emergency Response Procedures prior to the beginning of each school year
- Inspections conducted after any 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

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. Periodic Inspections shall be conducted in the fall, immediately prior to the return of staff and students for the upcoming school year.

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:

Specific Person Name/Job Title	Area/Department/Specific location
Amy Eng	Roseland Elementary
Erinn Mackey	Sheppard Accelerated Elementary
Jennifer Dominguez	Roseland Creek Elementary
Ricky Alcalá	RAMS
Sean Kerr	RCP
Gabriel Albavera	RUP
Jason Lea	District Office
Lead Teacher	Apples & Bananas

Inspections for workplace violence hazards include assessing:

- Ensuring Emergency Response Procedures for the school site and district office are up-to-date
- The exterior and interior of the workplace for its vulnerability to vandalism
- Adequacy of workplace security systems, such as door locks, security windows, etc.
- How well our establishment's management and employees communicate with each other.
- 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 by students and/or staff.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. Roseland 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. Law enforcement will be called upon for support in such instances.
- All corrective actions taken will be documented and dated on the appropriate forms by the school site and/or district office leader (see Workplace Violence Incident Log).
- Corrective measures for workplace violence hazards will be specific to a given work area.
    - Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
    - Utilize Installed security surveillance cameras in and around the workplace.
    - Review employee evacuation routes as outlined in school's Emergency Response Procedures
    - The RSD Human Resource Department ensures that employee disciplinary and discharge procedures address the potential for workplace violence.

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.
- Interview 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 violence incident log will be used for every workplace violence incident and will include information, such as: (see Workplace Violence Incident Log)
    - 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.
- 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.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, 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 is 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.

Additionally, all staff will complete mandatory training each fall that covers topics such as Sex-Based Harassment, appropriate workplace relationships, and general public school safety.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Roseland School District ensures that the 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 will be accomplished by front office personnel having a hard copy of the plan readily available for inspection.

RECORDKEEPING

In cooperation with site administrators, the Roseland 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 for employee "mandated training" sessions
    - Contents or a summary of the mandated training sessions.
    - Names and job titles of all persons attending the training sessions.
    - Dates that Principals covered Emergency Response Procedures with staff
- 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.
- Dates/times Safety Procedures were addressed with staff at school site
- Dates/times/description of Mandated Trainings
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The Roseland School District's WVPP will be reviewed for effectiveness:

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

EMPLOYER REPORTING RESPONSIBILITIES

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, The Roseland 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, Raúl Guerrero, Superintendent of the Roseland 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 promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal.

{Signature}
Jason Lea
Superintendent
Roseland School District

{Date}

Addendum:

Workplace Violence Log (active link)



Roseland School District & Roseland Charter School
1691 Burbank Ave, Santa Rosa, California 95407
Telephone (707) 545-0102 • FAX (707) 545-5096

Dr. Jason Lea, ***Superintendent/ Director***

ROSELAND SCHOOL DISTRICT:
Roseland Elementary: A Leadership Academy • Sheppard Accelerated Elementary • Roseland Creek Elementary
ROSELAND CHARTER SCHOOL:
Roseland Accelerated Middle School • Roseland Collegiate Prep • Roseland University Prep

---

Workplace Violence Prevention Plan Acknowledgment Form

Acknowledgment:

I, the undersigned, acknowledge that I have received a copy of the Roseland School District's Workplace Violence Prevention Plan. I understand that it is my responsibility to read and understand the contents of this plan and to adhere to the guidelines and procedures outlined within it.

By signing this form, I acknowledge that I have received the plan and will comply with its directives to ensure a safe and secure work environment.

Print: _____

Signature: _____

Date: _____

For Office Use Only:

Received by (Print Name): _____

Date: _____