SANTA BARBARA
County Education Office
Susan C. Salcido, Superintendent

Workplace Violence Prevention Plan

SBCEO IIPP Addendum

July 1, 2024

Table of Contents

SBCEO Workplace Violence Prevention Plan **3**
- Policy Statement 3
- Responsibility 3
- Employee Involvement 3
- Communication Plan 4
- Definitions 5
- Emergency Response 5
- Reporting Procedures 6
- Workplace Violence Investigation Procedures 6
- Workplace Violence Hazard Inspections 7
- Workplace Violence Hazard Correction 7
- Employee Support Services 8
- Training and Education 8
- Record Keeping 9
- Review and Revision 9

SBCEO Workplace Violence Prevention Plan Appendix **10**
- Appendix I: Training Record 10
- Appendix II: Violent Incident Log 11
- Appendix III: Workplace Violence Hazard Inspection Form 14
- Appendix IV: Violent Incident Report Sample 20

SBCEO Workplace Violence Prevention Plan

Effective: July 1, 2024

Policy Statement

- **Objective:** To create and maintain a safe and secure work environment for all employees within Santa Barbara County Education Office (SBCEO) by preventing and addressing workplace violence.

- **Commitment:** SBCEO is committed to the prevention of workplace violence and will take necessary steps to protect its employees. As such, this Workplace Violence Prevention Plan shall be in effect at all times for all individuals in all work areas and programs overseen by SBCEO.

Responsibility

- The Superintendent, or designee, is responsible for the implementation of the Workplace Violence Prevention Plan.

- SBCEO ensures that, in a manner consistent with paragraph (2) of subdivision (a) of Section 3203, that supervisory and nonsupervisory employees comply with the plan per paragraph (2) of subdivision (a) of Section 3203 of Title 8 of the California Code of Regulations and in accordance with SBCEO adopted policies including, but not limited to, employee dismissal, suspension, and disciplinary action.

Employee Involvement

- SBCEO employees and authorized employee representatives are actively involved in developing and implementing the plan, including, but not limited to:

    - participating in identifying, evaluating, and correcting workplace violence hazards;

    - designing and implementing training;

    - reporting and SBCEO investigation of workplace violence incidents; and

    - reviewing and revising the plan as needed.

Communication Plan

- The Workplace Violence Prevention Plan is available for employees and their representatives without cost via the SBCEO website at https://www.sbceo.org/ on the "Staff Intranet" and in paper copy upon request to the SBCEO Human Resources Department at (805) 964-4710, ext. 5279.

- SBCEO encourages employees to engage in open and constructive communication with SBCEO regarding the Workplace Violence Prevention Plan by contacting their direct supervisor or other associated Department by email, phone, or using the "Report a Concern" link on the "Staff Intranet" via the SBCEO website at https://www.sbceo.org/

- SBCEO coordinates the implementation of this plan with other employers through contractual agreement, when applicable, to ensure employers and employees understand their respective roles in provision of training and the reporting, investigation and recordkeeping of workplace violence incidents.

- SBCEO provides employees annual, and as needed communication regarding workplace violence matters, including, but not limited to:

    - How an employee can report a violent incident, threat, or other workplace violence concern to SBCEO or law enforcement without fear of reprisal.

    - How employee concerns will be investigated as part of SBCEO's responsibility to identify and evaluate workplace violence hazards and how employees will be informed of the results of the investigation and any corrective actions to be taken as part of the employer's responsibility to correct workplace violence hazards.

- SBCEO will notify reporting employees who provide their identification via written communication of workplace violence incident investigation results and, if applicable, corrective actions.

- SBCEO employees and authorized representatives may request copies of the workplace violence hazard identification, evaluation and correction (See Appendix III: Workplace Violence Hazard Inspection Form), SBCEO Violent Incident Log (See Appendix II: Violent Incident Log) and workplace violence prevention training documentation (See Appendix I: Training Record) through written request to the Superintendent, or designee.

    - SBCEO makes available these records within 15 calendar days of a request to employees and their representatives, upon request and without cost, for examination and copying.

- SBCEO provides employees with annual, and as needed, information regarding health and wellness benefits, leave information and support services.

Definitions

- "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.

- "Workplace violence" means any act of violence or threat of violence that occurs in a place of employment including, 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.

    - "Workplace violence" does not include lawful acts of self-defense or defense of others.

    - The four types of workplace violence are as follows:

        - "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.

        - "Type 2 violence," which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

        - "Type 3 violence," which means workplace violence against an employee by a present or former employee, supervisor, or manager.

        - "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.

Emergency Response

- SBCEO takes effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following in accordance with emergency operations procedures:

- SBCEO uses multiple means of communication such as emails, texts, and voicemails to alert employees of the presence, location, and nature of workplace violence emergencies.

- SBCEO maintains emergency operation procedures that include evacuation and sheltering plans that are appropriate and feasible for the worksites.

- SBCEO consults and coordinates with local law enforcement and emergency services experts in the creation and maintenance of emergency operation procedures.

- SBCEO obtains help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement through annual, and as needed, written assignment of duties and via the approved methods of District communication and/or by calling 9-1-1.

Reporting Procedures

- SBCEO employees may make a report of potential workplace violence without fear of retaliation.

- SBCEO encourages employees to report a potential workplace violence incident, threat, or other workplace violence concern to their Site Administrators, Supervisors, and Managers or to the Human Resource Department Associate Superintendent in writing, by phone call and/or to law enforcement. (See Appendix IV: Violent Incident Report Sample)

Workplace Violence Investigation Procedures

- SBCEO implements procedures for post-incident response and investigation.

    - Administration will impartially and confidentially investigate all incidents and near-miss incidents to identify the root cause of the incident.

    - SBCEO implements prompt corrective action to repair and/or make procedural changes to prevent the reoccurrence of an incident and near-miss incident due to an identified worksite hazard.

    - SBCEO reporting employees will be notified via written communication of workplace violence incident investigation results and, if applicable, corrective actions.

    - SBCEO workplace violence incidents are documented on SBCEO Violent Incident Log.(See Appendix II: Violent Incident Log)

Workplace Violence Hazard Inspections

- SBCEO implements procedures to identify and evaluate workplace violence hazards, including, but not limited to scheduled periodic inspections to identify unsafe:
    - conditions;
    - work practices; and
    - employee reports and concerns.
- SBCEO conducts workplace violence hazard inspections when:
    - the plan is first established;
    - after each workplace violence incident; and
    - whenever SBCEO is made aware of new or previously unrecognized hazards.
- SBCEO documents Workplace Violence Hazard Inspections on the SBCEO Workplace Violence Hazard Inspection Form. (See Appendix III: Workplace Violence Hazard Inspection Form)

Workplace Violence Hazard Correction

- SBCEO implements procedures to correct identified and evaluated workplace violence hazards in a timely manner consistent with paragraph (6) of subdivision (a) of Section 3203 of Title 8 of the California Code of Regulations.
- SBCEO recognizes that hazards range from imminent dangers to hazards of relatively low risk that necessitate a varied degree of response action.
- 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 Manager and the Safety Coordinator.
- SBCEO documents hazard correction actions on the SBCEO Workplace Violence Hazard Inspection Form. (See Appendix III: Workplace Violence Hazard Inspection Form)
- SBCEO provides communication to the reporting employee regarding the correction of workplace violence hazards.

Employee Support Services

- SBCEO encourages employees to use SBCEO confidential employee assistance program(s) (EAP) if they believe that a problem could lead to violent behavior and for those who may be victims or witnesses of workplace violence. Employees should contact the Human Resources Department at (805) 964-4710, ext. 5279 for information about SBCEO EAP.

Training and Education

- SBCEO provides effective workplace violence prevention training to employees with materials that are appropriate in content and vocabulary to the educational level, literacy, and language of employees.

- SBCEO provides employees with initial training when the plan is first established, and annually thereafter, on all of the following:

    - SBCEO Workplace Violence Prevention Plan, how to obtain a copy of the plan at no cost, and how to participate in development and implementation of the plan.

    - The definitions and requirements of the Plan.

    - How to report workplace violence incidents or concerns to SBCEO or law enforcement without fear of reprisal.

    - Workplace violence hazards specific to the employees' jobs, the corrective measures SBCEO 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.(See Appendix II: Violent Incident Log)

    - An opportunity for interactive questions and answers with a person knowledgeable about SBCEO plan.

- SBCEO provides additional training 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.

- SBCEO provides regular training to employees on recognizing and preventing workplace violence.

- SBCEO provides Site Administrators, Supervisors and Managers training for effective implementation of the Workplace Violence Prevention Plan in accordance with leadership position expectations and legal obligations.

Record Keeping

- SBCEO creates and maintains records of workplace violence hazard identification, evaluation, and correction for a minimum of five years.(See Appendix III: Workplace Violence Hazard Inspection Form)

- SBCEO creates and maintains training records for a minimum of one year inclusive of 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.(See Appendix I: Training Record)

- SBCEO creates and maintains a violent incident log for a minimum of five years.(See Appendix II: Violent Incident Log)

- SBCEO records of workplace violence incident investigations are maintained for a minimum of five years. SBCEO investigation records do not contain “medical information,” as defined in subdivision (j) of Section 56.05 of the Civil Code.

- SBCEO makes available required records in accordance with Cal/OSHA standards and state and federal law to the division upon request for examination and copying.

- SBCEO makes available workplace violence hazard identification, evaluation and correction (See Appendix III: Workplace Violence Hazard Inspection Form), SBCEO Violent Incident Log (See Appendix II: Violent Incident Log) and workplace violence prevention training documentation (See Appendix I: Training Record) through written request to the Superintendent or designee, to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.

Review and Revision

- SBCEO reviews and revises the Workplace Violence Prevention Plan annually and when a deficiency is observed or becomes apparent, after a workplace violence incident and as needed to maintain its effectiveness.

SBCEO Workplace Violence Prevention Plan Appendix

Appendix I: Training Record

Sample Workplace Violence Prevention Training Record

The purpose of this training is to provide employees with information and knowledge of SBCEO Workplace Violence Prevention Plan and workplace violence recognition and prevention strategies, systems and supports. Training documents are attached for documentation and will be maintained for a minimum of 1 year.

Training Topics:

Presenter Name:

Presenter Title/Qualification(s):

Date of Training	Name of Attendee	Attendee Job Title

Sample SBCEO Workplace Violence Incident Log Content

Workplace violence is any act of violence or threat of violence that occurs in a place of employment and includes, but is not limited to 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 OR an incident involving the threat or use of a firearm or other dangerous weapon including the use of common objects as weapons.

Lawful acts of self-defense are not considered workplace violence.

* Indicates required question

1.Date of Incident*: _____

Example: January 7, 2019

2.Time of Incident*: _____

Example: 8:30 AM

3. Exact location of Incident*

4. Type of Violence*

Mark only one.

- ☐ Type 1: 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: Violence directed at employees by customers, clients, patients, students, inmates, or visitors
- ☐ Type 3: Violence against an employee by a present or former employee, supervisor, or manager
- ☐ Type 4: 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

5. Detailed description of Incident*

6. Classification of the person against whom allegations are being reported:*

Mark only one.

- ☐ Student
- ☐ Family or Acquaintance of Student
- ☐ Stranger
- ☐ Supervisor
- ☐ Fellow employee
- ☐ Former employee
- ☐ Family or Acquaintance of Employee or Former Employee
- ☐ Consultant or Independent Contractor
- ☐ Other: _____

7. Classification of where Incident occurred. Please check all that apply.*

Check all that apply.

- ☐ workplace (office, classroom, etc.)
- ☐ playground
- ☐ parking lot
- ☐ Other: _____

8. Did the incident involve any of the following? Please check all that apply.*

Check all that apply.

- ☐ Physical attack without a weapon
- ☐ Physical attack with a weapon
- ☐ Threat of physical force or threat of use of weapon
- ☐ Sexual assault or threat of sexual assault
- ☐ Animal attack
- ☐ Other: _____

9. What was the consequence of the incident? Please include a detailed description below including whether or not security or law enforcement was called and what actions were taken to protect employees from any continuing threat.*

10. Name of person completing this log: _____

11. Title of person completing this log: _____

12. Contact phone and email of the person completing this log: _____

13. Date of this entry into log*: _____

Example: January 7, 2019

Appendix III: Workplace Violence Hazard Inspection Form

SBCEO Google Doc Link

SAMPLE SBCEO WORKPLACE VIOLENCE HAZARDS INSPECTION FORM

Location Name:		Address:	
Building/Worksite Identification:		Building/ Worksite/ Department Section:	
Inspector Name and Title:		Date:	

Parking Lot	**N/A**	**YES**	**NO**
Are the entrances and exits well marked?			
Does the lot have signs with security reminders (e.g., 'lock your car,' 'security patrolled')?			
Is there sufficient lighting?			
Are alarms clearly marked?			
Do pass cards control access to the lot?			
Are company vehicles parked on-site after hours?*			
*If yes, is there a secured parking lot for company vehicles after hours?			
Have vehicles been stolen from the parking lot?			
Is it known that vehicles that have been broken into in the past 5 years?			
Around the Outside of the Building (Perimeter)	**N/A**	**YES**	**NO**
Is this worksite near any buildings or businesses that are at risk from violent crime (e.g., bars, banks)?			
Is it known that violent, criminal, drunk, or drugged persons have entered this building in the past 5 years?			
Is this worksite located in an area designated as high-crime?			
Are there signs of vandalism (e.g. broken windows, damaged property, graffiti)?			

Is this worksite located in a dense manufacturing area?			
Is this worksite isolated from other buildings/worksites?			
Is the building entrance well lit?			
Are outside lights checked for functionality regularly?			

Around the Outside of the Building (Perimeter) (cont'd)	**N/A**	**YES**	**NO**
Are garbage areas, external buildings, or equipment that employees use stored close to the main building and in an area with good visibility?			
Is this section of the worksite shared with other businesses?*			
*If yes, is entry to the SBCEO area(s) controlled?			
Is there a system to alert employees if intruders enter?			
Are offices/classrooms/separate work areas designed so that public and private spaces are clearly identified?			
Do employees use coded cards or keys or other means to control access to the building/worksite or to certain areas within the building/worksite?			
Is there a system in place to limit the access given out?			
Is there a protocol to change access immediately if keys/cards are lost or misplaced?			
Security System	**N/A**	**YES**	**NO**
Is there a security system at this worksite?*			
*If yes, is the system tested on a regular basis (e.g., scheduled and documented)?			
Is the security system adequate?			
Are there security guards/safety walking services available at this worksite?			
Are signs posted indicating that there is a security system in use?			
Are there security cameras and mirrors placed in locations that would deter potential intruders?			
Reception	**N/A**	**YES**	**NO**

Is there a system and obligation for the use of visible identification of employees and approved visitors?			
Is the reception area easily identified and accessible?			
Can the receptionist clearly see incoming visitors/students/employees?			
Is the reception area visible to fellow employees or members of the public?			
Is the reception area staffed at all times?			
Can outsiders enter the building when there is no receptionist present?			

Reception (cont'd)	**N/A**	**YES**	**NO**
Is the reception area the first stop for visitors?			
Is there a defined and implemented policy for receiving, escorting, and identifying visitors?			
Does the reception area function as a security screening area for unwanted visitors?			
Does the receptionist work alone at times?			
Is there an emergency call button at the reception area?			
Are there emergency alerting and safety procedures established specifically for reception?			
Are there objects/tools/equipment in this area that could be used as a weapon?			
Signage	**N/A**	**YES**	**NO**
When entering the building, are there signs to identify where this area is located?			
Are there signs inside the building showing where or how to get emergency assistance if needed?			
Are visitor areas and private areas clearly marked?			
Are rules for visitors clearly posted?			
Are there exit signs?			
Can the posted signs be easily seen by everyone?			
Are the hours of operation clearly posted?			

Lighting	**N/A**	**YES**	**NO**
Does the worksite have adequate lighting for the work areas and transition areas?			
Is the lighting professionally installed and maintained in good operational order?			
Are the main light control switches accessible and/or automatic lighting functional?			
Stairwells and Exits	**N/A**	**YES**	**NO**
Do exit doors identify the exit location?			
Are the bottom of stairwells visible and clear of debris or other objects that block visibility?			
Do stairwells have bright lighting?			
Can lights be turned off in the stairwell?			
Is there more than one exit route?			
Are there any exit routes, which prevent evacuation of the worksite?			
Do stairwell doors, if any, lock from behind?			
Elevators	**N/A**	**YES**	**NO**
Are occupied elevators noted prior to entering?			
Is there an emergency phone or emergency call button in each elevator?			
Is there a response procedure for elevator emergencies?			
Restrooms	**N/A**	**YES**	**NO**
Are staff and public/visitor/student restrooms separate?			
Can the lights in the restrooms be turned off by anyone?			
Are restrooms checked before the building is vacated?			
Emergency Assistance, Response and Protection	**N/A**	**YES**	**NO**
Are there separate interview/conference/staff rooms/offices that have visibility from the outside in and vice versa?			
Is there an alarm system in interview/conference/staff rooms/offices?			

Is the furniture arranged to allow for emergency exits?			
Are any rooms or work areas isolated?			
Are any rooms left unlocked that should be locked?			
Is furniture arranged to allow for protective distance from another person?			
Are items present that could be used as a weapon?			
Do occupied spaces have good visibility and the use of shatterproof glass in walls/doors when appropriate?			
Can all doors lock from the inside?			
Are emergency phones accessible in all areas?			
Are emergency contacts established and documented?			
Emergency Assistance, Response and Protection(cont'd)	**N/A**	**YES**	**NO**
Are emergency numbers posted on phones?			
Are emergency procedures and evacuation maps posted and accessible in all rooms?			
Are all exit routes ADA accessible?			
Are emergency operations procedures current?			
Are staff trained yearly on emergency operation procedures?			

	Potential Identified Hazards (list)	**Name of Person Assigned To/ Date Assigned:**	**Corrective Action (list)/ Date of Completion**	**Name/Title/ Signature**
What parking lot safety repairs or improvements are needed?				
What exterior safety repairs or improvements are needed?				
What security systems repairs or improvements are needed?				

What reception area safety repairs or improvements are needed?				
What signs are needed and where? What signs need to be removed?				
What lighting safety improvements or repairs are needed?				
What safety improvements or repairs are needed for stairwells and exits?				
What safety improvements or repairs are needed for elevators?				
What safety improvements or repairs are needed for restrooms?				
What safety improvements or repairs are needed for separate spaces (offices, staff rooms, meeting/conference rooms, etc.?				
What safety improvements are needed for emergency preparedness, response and communication?				

Appendix IV: Violent Incident Report Sample

Report A Concern Form

If this is an emergency, call 9-1-1.

This form may be used by anyone who has an SBCEO-related concern, including but not limited to SBCEO employees, students, parents/guardians, program participants, and community members.

This form can be used to:

- Report suspicious activity
- Report cyberbullying or concerning online interactions
- Report a concern about an incident at a school site
- Provide feedback about a specific school's program and/or leadership
- Report a concern about any SBCEO policy or procedure
- Report an incident of workplace violence
- Report a potential threat of violence
- Report a potential site safety hazard
- Ask for a conversation with a SBCEO program manager's supervisor

***Required Information**

Subject of reported concern *Required

- o General Concern
- o Suspicious Activity
- o Cyberbullying/Concerning online interactions
- o Specific SBCEO Employee
- o SBCEO Program
- o Bullying, Sexual Discrimination or Harassment
- o SBCEO Policy or Procedure
- o Workplace Violence Incident or Threat
- o SBCEO Facilities
- o Other

Exact Location of Concern *Required

Please check all that apply.

- o SBCEO-managed Facility, School, Program, Transportation, or Worksite, etc.
- o School District other than SBCEO- managed Facility, School, Program, Transportation, or Worksite, etc.
- o Classroom
- o Office
- o Common area (cafeteria, multi-purpose room, conference room, etc.)
- o Parking Lot
- o Online / Social Media
- o Other

Detailed Description of Concern *Required

Please describe your concern and provide details such as names of those involved and witnesses, dates, times, and other important facts.

Any Previous Efforts to Address Concern *Required
Please provide any additional reports, previous steps, and/or conversations you have made to address this concern with names, agencies, and dates (as possible).

Recommendations
Please provide any recommendations that may address your concern.

Your Information
SBCEO will investigate your concern. If you would like a personal response to your concern, please include your contact information so that we may communicate with you.

First Name
Last Name
Your Email Address
Your Contact Phone Number
(Must contain only numbers)

Reporting Date *Required
Must contain a date in M/D/YYYY format

When completed, this form contains information that is confidential and/or privileged. Do not use, copy, disclose, or act based on the information or data contained in this form unless you are the intended recipient. If you have received this form in error, please notify your supervisor or the SBCEO Superintendent's Office immediately. This form cannot be produced for a records request. Thank you for your cooperation.