

WORKPLACE VIOLENCE PREVENTION PROGRAM

Livermore Valley Joint 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: 7/1/2026

Date of Last Revision(s): 7/1/2026

DEFINITIONS

Emergency - Unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other people.

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.

Workplace Violence Report Form - 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 to an employee by customers, clients, students, 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 hazards.

RESPONSIBILITY

The WVPP administrator, Assistant Superintendent of Human Resources, has the authority and responsibility for implementing the provisions of this plan for the Livermore Valley Joint Unified School District. If there are multiple people responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibility	Phone #	Email
Dr. Jessica Bonduris	Assistant Superintendent of HR	Approves the final plan and any major changes.	(925) 606-3200 x3268	jbonduris@lvjUSD.org
Dr. Jessica Bonduris	Assistant Superintendent of HR	Responsible for facilitating the training of all employees.	(925) 606-3200 x3268	jbonduris@lvjUSD.org
Jason Krolikowski	Director of Student Services	Organize safety meetings.	(925) 606-3200 X3208	jkrolikowski@lvjUSD.org
Rey Sanchez Jr.	Director of Maintenance and Operations	Conducts safety inspections with site and district administrators, coordinates emergency response procedures, and communicates with other Safety Committee about the plan.	(925) 606-3200 x3114	reysanchezjr@lvjUSD.org
Mary Aguirre	Benefit/Leave Specialist	Manages and provides employee access to records.	(925) 606-3200 x3203	maguirre@lvjUSD.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

Livermore Valley Joint Unified 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.**
The Safety Committee, composed of site and district representatives, will have three meetings every school year to discuss any concerns regarding workplace violence/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings will continue to discuss any recent incidents and review safety procedures.
 - **Designing and implementing training.**
The members of the Safety Committee are encouraged to participate in designing and implementing training programs, as well as make suggestions based on any recent incident(s) to be incorporated.
 - **Reporting and investigating workplace violence incidents.**
The members of the Safety Committee will be trained in reporting workplace violence incidents. Administrators will work with staff on reporting and investigating any workplace violence incidents.
- Management will ensure that the workplace violence prevention plan is communicated and understood by all employees. Administrators and supervisors will enforce the rules fairly and uniformly.
- All employees will follow the workplace violence prevention plan by reporting any concerns and assisting in maintaining a safe work environment.
- This plan shall always be in effect and 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, includes at a minimum:

- Training employees, supervisors, and managers in the provisions of the LVJUSD Workplace Violence Prevention Plan (WVPP).
- The WVPP will be reviewed annually at district and site meetings to ensure that district and site employees comply with the WVPP.
- Recognize employees who demonstrate safe work practices that promote the WVPP in the workplace by site administration at staff meetings.
- Support any employee who fails to comply with the WVPP by retraining through the HR process.

COMMUNICATION WITH EMPLOYEES

Livermore Valley Joint Unified School District will:

- Provide annual workplace violence prevention training programs.
- Regularly schedule safety meetings that address safety and security issues.
- Create effective communication mechanisms between employees and supervisors about workplace violence prevention and violence concerns.
 - Employees can report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal or adverse action, directly to any site or district administrator, or to the district Safety Committee through the Workplace Violence Report form [Link](#) or found on the HR Website.
 - Employees can report potential safety concerns to their supervisor, HR, or through the Workplace Violence Report form [Link](#).
- Employees' concerns will be investigated in a timely manner.
- Post or distribute workplace violence prevention information.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Livermore Valley Joint 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.
 - Employees can report potential safety concerns to their supervisor, HR, or through the Workplace Violence Report form [Link](#).
- Any instances of retaliation for individuals reporting concerns will be dealt with through the HR process.

EMERGENCY RESPONSE PROCEDURES

Livermore Valley Joint Unified 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:
 - PA announcements and email will be used to alert employees of emergencies.
- Each site of the Livermore Joint Unified School District has evacuation or sheltering plans. These plans are all practiced, reviewed annually, and found in the Site Safety Plan.
- For immediate help from staff, please call: Site Office, Maintenance, HR, and/or Superintendent's Office.
- If there is immediate danger, call for emergency assistance by dialing 911 and then notify the site or district administrators.

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Livermore Valley Joint 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 reported through the Workplace Violence Report form [Link](#), sent directly to site administrators or reported to the district safety committee.

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. Three inspections shall be conducted by the site administrator in conjunction with the Supervisor of Maintenance and Operations.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. The Livermore Valley Joint 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 who need to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated.
- 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:

- Activate immediate measures to secure the safety of all individuals involved.
- Initiate a thorough investigation to ascertain facts and determine necessary disciplinary or corrective actions. Record the findings and ensure corrective actions are taken.
- Provide necessary medical support to affected persons.
- The Workplace Violence Report Form will be used for every workplace violence incident.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information that 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 managers and supervisors, will have training and instruction on general and job-specific workplace violence practices, as well as the types of violence definitions. 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.

Livermore Valley Joint Unified School District will provide its employees with:

- A copy of the WVPP.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Opportunities for interactive questions and answers with a person knowledgeable about the LVJUSD plan.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

The LVJUSD WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA. The LVJUSD WVPP will be accessible on the district's website, internal Intranet website, and it may also be requested by email.

RECORDKEEPING

The Livermore Valley Joint Unified School District will maintain all records of training, incident reports, investigations, and response actions confidentially to support compliance, effective assessment, and continuous improvement of the prevention plan.

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
- Workplace Violence Report Forms

A request for records can be made to the HR Department.

REVIEW AND REVISION OF THE WVPP

The Livermore Valley Joint Unified School District WVPP will be reviewed annually or following any significant incident, with adjustments made based on feedback from the school community, district safety committee, insights gained from incident reviews, and changes in legal or policy requirements.

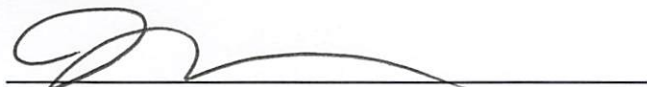
Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of LVJUSD WVPP should include, but is not limited to:
 - Review of incident investigations and the Workplace Violence Report Forms.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
 - Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees.

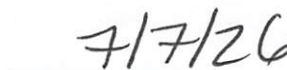
EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), Livermore Valley Joint 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 connection with any employment.

The Livermore Valley Joint Unified School District hereby authorizes and ensures the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. We are committed to ensuring the safety and well-being of our employees.


Signature

Dr. Jessica Bonduris
Assistant Superintendent of Human Resources


Date