Lennox School District
WORKPLACE VIOLENCE PREVENTION PLAN

Revised 7/15/2026

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PROGRAM OBJECTIVES AND POLICY STATEMENT

Lennox School District is committed to providing an environment free of violence or threats of violence and to safeguarding all employees and all other guests entering District property.

Lennox School District prohibits and will not tolerate any form of workplace violence by any employee or third party, including employees, vendors, visitors, parents, or others, either on any DISTRICT property or at any Lennox School District-sponsored events.

This Workplace Violence Prevention Plan is intended to supplement the Lennox School District Comprehensive School Safety Plan developed pursuant to Education Code § 32281 and general Injury and Illness Prevention Program ("IIPP") required by 8 CCR § 3203. This Plan is in effect at all times in all work areas and is intended to be specific to the hazards and corrective measures for each work area and operation.

The WVPP shall be available to employees and authorized employee representatives at all times.

Lennox School District shall provide all safeguards required by law and regulation, including provision of training at no cost to the employee, at a reasonable time and place for the employee, and during the employee's paid time.

The primary objective of the WVPP is to prevent and/or eliminate workplace violence as follows:

- Establish and maintain an effective WVPP.
- Provide a safe working environment.
- Establish policies, training and communications to improve workplace violence prevention.
- Provide written records of workplace violence incidents and investigations, in accordance with the Plan.

DEFINITIONS

A. REQUIRED DEFINITIONS

1. **Emergency**: unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
2. **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.
3. **Log**: the violence incident log required by this Plan.
4. **Plan**: this Workplace Violence Prevention Plan.
5. **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.
6. **Workplace violence**: any act of violence or threat of violence that occurs in a place of employment, including, but not limited to, the following: (I) 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; (ii) 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; and (iii) the following four workplace violence types:

A. **Type 1 violence**: workplace violence committed by a person who has no legitimate business at the worksite, including violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

B. **Type 2 violence**: workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

C. **Type 3 violence**: workplace violence against an employee by a present or former employee, supervisor, or manager.

D. **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.

7. **Work practice controls**: procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILIITY

The Risk Manager has the authority and responsibility for implementing and maintaining this Plan for Lennox School District. The person with authority and responsibility for implementation of this Plan is the Immediate Supervisor of affected employee[s].

Risk Manager, Safe School Administrator and Assistant Superintendent of Personnel, will be accountable for implementation and maintenance of this program. The Immediate Supervisor will investigate, provide day-to-day program support, guidance and training to the individual employees on Lennox School District WVPP.

JOB TITLE	RESPONSIBLE PERSONS	PRIMARY RESPONSIBILITY	CONTACT INFORMATION
Assistant Superintendent of Personnel	Maria Castellanos	Overall responsibility for the plan, approves the final plan and any major changes	Maria_castellanos@lennoxk12.org 310-695-4000
School Safety Committee Administrator	Eva Munoz	Responsible for School Safety Committee, Coordinate yearly WVPP plan with input from employees and the School Safety Committee	Eva_munoz@lennoxk12.org 310-695-4000
Risk Manager	Ana Bernardino	Handles reports of workplace violence, responsible for hazard identification, safety inspections, coordinate employee training	Ana_bernardino@lennoxk12.org 310-695-4003

EMPLOYEE ACTIVE INVOLVEMENT

Lennox School District shall obtain the active involvement of employees in developing, implementing, reviewing and revising the Plan, including, but not limited to, through their participation in identifying, evaluating, and correcting workplace violence hazards, in designing and implementing training, and in reporting and investigating workplace violence incidents

To ensure active employee involvement Lennox School District shall maintain a **School Safety Planning Committee**.

This committee shall be under the direction of the Safe School Administrator, or designee. The committee should operate with close contact and communication with the school districts administration and management team.

This committee shall obtain the active involvement of employees and in developing and implementing the Plan, including their participation in identifying, evaluating, and correcting workplace violence hazards; designing and implementing training; reporting and investigating workplace violence incidents, and in reviewing the Plan. The Committee may carry out its responsibilities by the methods listed below:

- Distributing a survey regarding the Plan and workplace violence at Lennox School District.
- Providing the approved version of the Plan to employees at no cost and soliciting feedback from employees through the School Safety Planning Committee.
- Initial Plan will be developed after reviewing the employee survey and updated in subsequent years.

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:

- Training employees, supervisors, and managers in the provisions of the Lennox School District's Workplace Violence Prevention Plan (WVPP).
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
- Employees shall be responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.
- Failure to follow the WVPP, IIPP, Comprehensive School Site Safety Plan, Lennox School District Board Policies, or any other applicable Lennox School District directives, policies, and procedures is grounds for discipline, up to and including termination.

COORDINATION WITH OTHER EMPLOYERS

The District will implement procedures to coordinate the implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

Third-party employers will ensure that if its employees experience a workplace violence incident, Lennox School District will record the information in a violence incident log.

COMMUNICATION

Lennox School District recognizes that to maintain a safe, healthy and secure workplace, it must have open, two-way communication between all employees, including Immediate Supervisors, on all workplace safety, health and security issues. Lennox School District communication procedures are designed to encourage a continuous flow of information between management and employees regarding any suggestions, concerns, or information relating to health, safety, or security issues. Communication procedures should be communicated in a form that is readily understandable and consists of one or more of the following:

- Ongoing input provided through the Safe School Committee.
- Workplace violence prevention training programs.
- Posted or distributed workplace violence prevention programs.
- How an employee can report a violent incident, threat, or other workplace violence concern to the Lennox School District or law enforcement without fear of reprisal.
- Communicate that no employee will be subject to any discipline, retaliation or reprisal for reporting or communicating regarding workplace violence or any injury resulting from workplace violence.
- How the employee concern will be investigated and how the affected employee will be informed of the results of the investigation and any corrective actions to be taken.
- Making the Plan available to all employees upon request at no cost.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

All threats or acts of workplace violence are reported to an employee's Immediate Supervisor, who will investigate and report it to the Risk Manager. If that's not possible, employees will report incidents directly to the Risk Manager at (310) 695-4000.

The Immediate Supervisor shall accept, investigate, and respond to reports of workplace violence, as described in this Plan. The Risk Manager is responsible for maintaining all workplace violence incidents on the Violence Incident Report. (Attachment A)

No Lennox School District employee will be subject to any discipline, retaliation, or reprisal for reporting a concern regarding workplace violence or any injury resulting from workplace violence to Lennox School District or law enforcement.

EMERGENCY RESPONSE PROCEDURES

Lennox School District has in place the following specific measures to handle actual or potential workplace violence emergencies:

- PA announcements will be used to alert employees of emergencies for lockdown.
- All Lennox School District Schools will have emergency procedure plans. The plans include maps of evacuation routes, locations of emergency exits, instructions for sheltering in place, and instructions for each type of emergency.
- Employees can seek out additional information from their Immediate Supervisor.
- If there is immediate danger, get to safety, and when it is safe to do so, call for emergency assistance by dialing 911 and then notify the Immediate Supervisor.

Training shall be provided on the following:

1. How to obtain a copy of this Plan at no cost.
2. Reporting workplace violence incidents or concerns to Lennox School District or law enforcement without fear of reprisal.
3. Workplace violence hazards specific to employees' jobs, the corrective measures Lennox School District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
4. The Violence Incident Report and how to obtain copies of the Violence Incident Log from Lennox School District.
5. Records of workplace violence hazard identification, evaluation, and correction and how to obtain copies from Lennox School District.

Additional training shall be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to this Plan. The additional training may be limited to addressing the new workplace violence hazard or changes to this Plan.

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

Lennox School District shall conduct inspections for workplace violence hazards on a periodic basis. Periodic inspections consist of identification, evaluation and correction of workplace security hazards, unsafe conditions and work practices, and employee reports and concerns. Hazards identified during the inspections must be documented.

Periodic inspections shall be conducted at a minimum as follows:

1. When this Plan is first established.
2. When Lennox School District is made aware of new or previously unrecognized workplace violence hazards.
3. After each workplace violence incident.
4. Whenever there is a report of workplace violence.

PERIODIC INSPECTIONS

Periodic inspections of workplace violence hazards may require assessing more than one type of

workplace violence.

Periodic inspection 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/TITLE	AREA/DEPARTMENT
Maricela De La Torre-Barragan/Principal Lorena Lara/Assistant Principal	Buford
Robert Estrada/Principal Norma Martinez/Assistant Principal	Jefferson
Salvador Martin/Principal Susana Martin/Assistant Principal	Moffett
Marvelyn Garcia/Principal Martha E.Funes-Doughty/Assistant Principal	Huerta
Lissett Pichardo/Principal Edward Sanchez/Assistant Principal Monica Moran/Assistant Principal Jose Nava/Assistant Principal	LMS
Nellie Rios/Director	Preschool
Genia Baker/Director of Facilities Raul Gomez/Director of Technology Maria Castellanos/Assistant Superintendent of Personnel Arleta Ilyas/Assistant Superintendent of Business Becki Blanco/Assistant Superintendent Instructional	District Office
Francisco Diaz/Director of Child Nutrition Services	Cafeteria

METHODS FOR PERIODIC INSPECTIONS

Periodic inspections may include the following:

1. Review all workplace violence incidents that occurred in the Lennox School District within the previous year, regardless of whether an injury occurred.
2. Identify and evaluate environmental risk factors for workplace violence in each Lennox School District site, including surrounding areas, such as employee parking areas and other outdoor areas.
    A. An assessment of the following specific environmental risk factors:

B. Employees working in locations isolated from other employees because their assignment requires them to work alone, in remote locations, during night or early morning hours, or where an assailant could prevent entry into the work area by responders or other employees.

C. Poor illumination or blocked visibility of areas where possible assailants may be present.

D. Lack of physical barriers between employees and persons at risk of committing workplace violence.

E. Lack of effective escape routes.

F. Obstacles and impediments to accessing alarm systems.

G. Locations within the facility where alarm systems are not operational.

H. Entryways where unauthorized entrance may occur, such as doors designated for staff entrance or emergency exits.

I. Storage of high-value items or currency.

J. Community-based risk factors, such as information relating to local crime conditions and the local police contact information.

WORKPLACE VIOLENCE HAZARD CORRECTION

Lennox School District shall correct workplace hazards which threaten the security of employees in a timely manner based on the severity of the hazard. Lennox School District shall correct hazards either when observed or discovered, or when an imminent hazard exists which cannot be immediately corrected without endangering employee(s) and/or property. Lennox School District shall remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

METHODS FOR WORKPLACE VIOLENCE HAZARD CORRECTION

Lennox School District shall use engineering and work practice controls to eliminate or minimize employee exposure to the identified hazards to the extent feasible. Lennox School District shall take measures to protect employees from imminent hazards immediately.

Corrective measures may include, as applicable, but shall not be limited to:

1. Ensuring staff are trained and available to prevent and immediately respond to workplace violence incidents during each shift.
2. Providing line of sight or other immediate communication in all areas where members of the public may be present. This may include removal of sight barriers, provision of surveillance systems or other sight aids such as mirrors, use of a buddy system, improving illumination, or other effective means.
3. Configuring facility spaces so that employee access to doors and alarm systems cannot be impeded by persons or obstacles.
4. Installing, implementing, and maintaining the use of an alarm system.

INVESTIGATIONS AND POST-INCIDENT RESPONSE

The Immediate Supervisor must investigate workplace violence, concerns of workplace violence, and injuries from workplace violence, regardless of how they are reported or how Immediate Supervisor becomes aware of them. The primary goal of investigation is the prevention of similar incidents.

After a workplace violence incident, the Immediate Supervisor 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, and law enforcement.
- 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 if applicable.
- The violence incident report will be used for every workplace violence incident and will include information such as: [See attached Violence Incident Report]
    - 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.
    - 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.
    - 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 report, including their name, job title, and the date completed.
- Reviewing all previous incidents.

A separate Violence Incident Log (Excel Document) will be kept to ensure no personal identifying information is recorded or documented in the written investigation report. This includes information that would reveal the 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

Lennox School District is committed to ensuring that all employees have effective training on workplace security practices that address the workplace violence. Training will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever the Lennox School District is made aware of new or previously unrecognized hazards.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Lennox 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 posting on the District's website.

Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requestor with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.

RECORDKEEPING

Lennox 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.
  - Contents or a summary of the training sessions.
  - Names and persons conducting the training.
  - Names and job titles of all persons attending the training sessions.
- Maintain violence 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 second 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.
- Training records.
- Violence incident logs.

EMPLOYER REPORTING RESPONSIBILITIES

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