Santa Maria Joint Union
HIGH SCHOOL DISTRICT

WORKPLACE VIOLENCE PREVENTION PLAN

2560 SKYWAY DRIVE

SANTA MARIA, CA 93433

INCEPTION - JUNE 28, 2024

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT

POLICY STATEMENT

This Workplace Violence Prevention Plan has been developed to address hazards associated with workplace violence.

The safety of each employee while in the performance of their work activities is a top priority of the Santa Maria Joint Union High School District. All employees share responsibility for promoting a safe working environment. Through the implementation of this Workplace Violence Prevention Plan, the Santa Maria Joint Union High School District seeks to promote a safe, respectful, and non-threatening work environment for all employees, students, and members of the public.

The expectations and procedures provided in this plan apply to all Santa Maria Joint Union High School District students and employees, as well as all visitors on Santa Maria Joint Union High School District campuses and grounds. This Workplace Violence Prevention Plan is in effect at all times and in all work areas. These guidelines are not intended to be a set of inflexible requirements, nor are they intended to limit the appropriate discretion of officials as warranted by the specific circumstances of a particular individual/incident.

These guidelines do not provide for adjudication of misconduct by, discipline of, or imposition of sanctions on Santa Maria Joint Union High School District employees, students, or visitors.

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WORKPLACE VIOLENCE PREVENTION PLAN

Date of Last Review/Update: October 2, 2024

The Santa Maria Joint Union High School District's Workplace Violence Prevention Plan ("WVPP") addresses the hazards known to be associated with the four (4) types of workplace violence as defined by Labor Code section 6401.9.

DEFINITIONS

For the purpose of this workplace violence prevention plan, the following definitions apply:

1. "Emergency" means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
2. "Engineering controls" mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.
3. "Log" means the violent incident log required by this section.
4. "Plan" means the workplace violence prevention plan required by this section.
5. "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.
6. "Workplace violence" means any act of violence or threat of violence that occurs in a place of employment.
7. "Workplace violence" includes, but is not limited to, the following:
    a. 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.
    b. 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.
    c. The following four (4) workplace violence types:
        i. "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.
        ii. "Type 2 violence," which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

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

8. "Workplace violence" does not include lawful acts of self-defense or defense of others. "Work practice controls" means procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITIES

The WVPP administrator, Assistant Superintendent of Human Resources has the authority and responsibility for implementing the provisions of this workplace violence prevention plan for the Santa Maria Joint Union High School District. 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**
Salvador Reynoso	Assistant Superintendent, HR	**Overall responsibility for the plan;** Sal *approves the final plan and any major changes.*	805-922-4573 Ext. 4301	sreynoso@smjuhsd.org
William Sandoval	Cert. HR Director	**WVPP Supervisors who are responsible for employee involvement and training;** *Will, Maribel & Cesar organize safety meetings, update training materials, and oversee & handle as needed any reports of workplace violence.*	Ext. 4219	sreynoso@smjuhsd.org
Maribel Vargas-Meza	Class. HR Director		Ext. 4305	mvargas@smjuhsd.org
Cesar Lugo	MOT Director		Ext. 4701	clugo@smjuhsd.org
Cesar Lugo	MOT Director	**Responsible for emergency response, hazard identification, and coordination with other employers;** Cesar *conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]*	805-922-4573 Ext. 4701	clugo@smjuhsd.org
Ivan Diaz	Student Services Director	**Responsible for responding to and addressing all incidents involving students:** *Ivan will work directly with the site AP's who have oversite of the WVPP – Site WVPP Managers*	Ext. 4214	idiaz@smjuhsd.org
Andrea Felder-Lee	CTE Director	*MRCTEC WVPP Manager*	Ext. 8701	afelder-lee@smjuhsd.org
Nate Maas	Alt. Ed	*Delta HS WVPP Manager*	Ext. 1700	nmaas@smjuhsd.org

	Director			
Emily Valdez Rodriguez	MMEP Director	*Lincoln Center WVPP Manager*	Ext. 1601	evaldez-rodriguez@smjuhsd.org
Greg Baldwin	ERHS Assistant Principal	*Righetti HS WVPP Manager*	Ext. 2703	gbaldwin@smjuhsd.org
Monica Pallan	PVHS Assistant Principal	*Pioneer Valley HS WVPP Manager*	Ext. 5709	mpallan@smjuhsd.org
Jules Manfreda	SMHS Assistant Principal	*Santa Maria HS WVPP Manager*	Ext. 3707	jmanfreda@smjuhsd.org
Maribel Vargas-Meza	Class. HR Director	*SSC WVPP Manager*	Ext. 4305	mvargas@smjuhsd.org

All administrators, managers, and supervisors are responsible for addressing complaints and ensuring compliance with the Workplace Violence Prevention Plan. Santa Maria Joint Union High School District administration may delegate logistical aspects of the Workplace Violence Prevention Plan to other members of Santa Maria Joint Union High School staff but are responsible for ensuring that the requirements of the onsite Workplace Violence Prevention Plan are being met.

The Santa Maria Joint Union High School District expects its employees to act professionally, courteously, and responsibly at all times in accordance with Santa Maria Joint Union High School District Policies. It is each employee's responsibility to report any and all acts of workplace violence to their supervisor or administrator immediately, without fear of reprisal. Employees should be familiar with these guidelines and the methods for reporting acts of violence or threats of violence.

REPORTING

Any act or threat of violence against a Santa Maria Joint Union High School District employee, service provider, volunteer, visitor, or student, regardless of the source of the act or threat, must be reported promptly and accurately to the employee's supervisor or administrator, regardless of whether a physical injury occurred. Employees may report incidents to their supervisor, site WVPP Manager, Directors of Human Resources or to the WVPP administrator. Those receiving the report will promptly inform one of the WVPP Supervisors. (Director of Certificated Human Resources, Director of Classified Human Resources, or Director of MOT).

Reports may also be made via WVPPREPORT@smjuhsd.org

The following practices can help ensure employee compliance with workplace safety reporting policies and procedures:

- Immediately reporting any situation or incident that creates a sense of fear for personal safety or the safety of others to law enforcement by dialing 9-1-1. For non-immediate assistance, employees should contact their supervisor or WVPP Site Manager.

- The incident will be reported to law enforcement and other authorities as required by law.
- The area where a violent incident occurred will be secured to protect evidence and minimize any disturbance during the post-incident response process.
- A report of the incident will be promptly added to the violent incident log.

Prohibition Against Retaliation. The Santa Maria Joint Union High School District will not tolerate any form of retaliation against those reporting incidents of workplace violence or against those participating in or perceived to be participating in any workplace violence investigation. Employees who believe they are being retaliated against for reporting workplace violence or participating in a workplace violence investigation are encouraged to immediately report such retaliatory conduct to their supervisor, Site WVPP Manager, and/or the Directors of Human Resources.

EMERGENCY RESPONSE PROCEDURES

The Santa Maria Joint Union High 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:
- Refer to Standard Response Protocols.
- Santa Maria Joint Union High School District maintains emergency operation procedures that include evacuation and sheltering plans that are appropriate for the worksites.
- Santa Maria Joint Union High School District consults and coordinates with local law enforcement and emergency services experts in the creation and maintenance of emergency operation procedures.
- Santa Maria Joint Union High School District 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, assignment of duties and via the approved methods of District communication and/or by calling 9-1-1, then notifying the site WVPP administrator.

HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Santa Maria Joint Union High 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 on a weekly basis or as necessary.
- Reference IIPP Section A: 2.5

Periodic Inspections

- Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one (1) type of workplace violence. Periodic inspections shall be conducted: Annual
- Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Cesar Lugo/Director of MOT	SSC
Danial Mather/Plant Manager	ERHS/DHS
Tyson Ellis/Plant Manager	PVHS/CTE
Danny Sheridan/Plant Manager	SMHS/Lincoln Ctr.
William Sandoval/Cert. HR Director	District
Maribel Vargas-Meza/Class. HR Director	District

Inspections for workplace violence hazards include assessing:

- All physical sites and the contents of each site safety plan as needed.

INCIDENT RESPONSE AND INVESTIGATIONS

After a workplace violence incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Reference IIPP Section A; 2.3.7 which may include the following:
- Visit the scene of an incident as soon as safe and practicable.
- Impartially and confidentially investigate all incidents and near-miss incidents to identify the root cause of the incident.
- Interview involved parties, such as victims, 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 or threatening behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- The violent incident log will be used for every workplace violence incident.
- Review all previous incidents.
- Report on SIPE form 7-33-WVPP

HAZARD CORRECTION

Reference IIPP Section A; 2.7.

The Santa Maria Joint Union High School District will take steps to correct hazards in a timely manner. The Santa Maria Joint Union High 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.

- All corrective actions taken will be documented.
- Corrective measures for workplace violence hazards will be specific to a given work area.
- Corrective actions or plans, including suitable timetables for completion, for identified and evaluated workplace violence hazards are the responsibility of the Site WVPP Manager, WVPP Supervisor or the MOT Director.

Employee Support Services.

Santa Maria Joint Union High School District encourages employees to use the Santa Maria Joint Union High School District confidential employee assistance program(s) (EAP) where they have concerns for themselves or where they have been victims or witnesses to workplace violence. Employees should contact Human Resources for information about the Santa Maria Joint Union High School District EAP.

TRAINING

The Santa Maria Joint Union High School District will provide employees with training on the implementation of this Workplace Violence Prevention Plan. This training will be provided when the plan is first established and annually thereafter. Training will be provided to all employees, including administration, managers, and supervisors. This training will include general and job-specific workplace security practices.

Training shall be offered on the following areas:

- How copies of the plan can be obtained at no cost.
- How employees can participate in the development and implementation of the plan.
- The definitions and requirements of Labor Code section 6401.9.
- How employees can report workplace violence incidents or concerns to the Santa Maria Joint Union High School District or law enforcement without fear of reprisal.
- How employees can seek assistance to prevent or respond to violence.
- The violent incident log and how to obtain copies of records.
- How supervisory and non-supervisory employees can comply with the plan in a manner consistent with the Santa Maria Joint Union High School District's Injury and Illness Prevention Program.

Opportunities Santa Maria Joint Union High School District has for interactive questions and answers with a person knowledgeable about the plan.

Additional training will be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the Workplace Violence Prevention Plan. This additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Training materials will be appropriate in content and vocabulary to the educational level, literacy, and language of employees. Employees experiencing difficulties understanding or accessing training materials are encouraged to contact the WVPP administrator.

REVIEW AND REVISION OF THE WVPP

The Santa Maria Joint Union High School District WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.

- As needed.

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 incident investigations and the violent incident log.
- 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.

EMPLOYEE ACTIVE INVOLVEMENT

The Santa Maria Joint Union High School District will employ the following policies and procedures to obtain the active involvement of employees and authorized representatives in developing and implementing the plan including the following:

- Identifying, evaluating, and correcting workplace violence hazards.

  Santa Maria Joint Union High School District will have Quarterly safety meetings where employees and employee representatives shall have the opportunity to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. (These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures).

- Designing and implementing training.

  Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials.

- Reporting and investigating workplace violence incidents. Reference IIPP Section A: 2.3.7

Santa Maria Joint Union High School District will ensure that all workplace violence policies and procedures within this written plan are communicated to employees. Managers and supervisors will enforce the rules fairly and uniformly.

All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. The plan 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, but are not limited to the following:

- Training employees, supervisors, and managers in the provisions of Santa Maria Joint Union High School District's WVPP.
- Effective procedures to ensure that supervisory and non-supervisory employees comply with the WVPP.

- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace.
- 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:

- New employee orientation includes training on workplace violence prevention policies and procedures.
- Workplace violence prevention training program occurs annually and as required by law.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
- Posted or distributed workplace violence prevention information.
- Information regarding how employees can report a violent incident, threat, or other workplace violence concern to the Santa Maria Joint Union High School District or law enforcement without fear of reprisal or adverse action.
- Information regarding the Santa Maria Joint Union High School District non-retaliation policy including that the Santa Maria Joint Union High School District will not tolerate any form of retaliation against those reporting incidents of workplace violence or against those participating in or perceived to be participating in any workplace violence investigation. Employees who believe they are being retaliated against for reporting workplace violence or participating in a workplace violence investigation are encouraged to immediately report such retaliatory conduct to their supervisor and/or the WVPP Manager for their site.
    - In an emergency, law enforcement should be contacted right away by dialing 9-1-1. Following this call, the reporting employee should immediately contact their immediate supervisor who shall contact the WVPP administrator. If the supervisor is unavailable, the WVPP administrator should be contacted immediately.
- 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, and they will be informed of the results of the investigation and any corrective actions to be taken.

COORDINATION WITH OTHER EMPLOYERS

The Santa Maria Joint Union High School District is committed to coordinating implementation of the Workplace Violence Prevention Plan with other employers, when applicable and appropriate, to ensure those employers and employees understand their respective roles, as provided in the plan. Methods the Santa Maria Joint Union High School District shall employ, where applicable, include, but are not limited to:

- Requesting the contact information of the person or persons responsible for implementing the Workplace Violence Prevention Plan for applicable other employers.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- As needed and when appropriate, the Santa Maria Joint Union High School District will confer with other employers and public agencies regarding workplace violence incidents and plans to prevent future occurrences of workplace violence.

ACCESS TO RECORDS

The following records shall be made available to the Santa Maria Joint Union High School District's employees and their authorized representatives, upon request and without cost, for examination and copying within fifteen (15) calendar days of a request:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

Copies of these records can be requested by contacting the Human Resources Department at eenriquez@smjuhsd.org.

RECORDKEEPING

The Santa Maria Joint Union High 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 qualifications of persons conducting the training.
    - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for 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 Labor Code section 6401.9, subdivision (f), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYER REPORTING RESPONSIBILITIES

As required by California Code of Regulations ("CCR"), Title 8, Section 342(a), Reporting Work-Connected Fatalities and Serious Injuries, Santa Maria Joint Union High 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, Salvador Reynoso, Assistant Superintendent of Human Resources of the Santa Maria Joint Union High 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 ensuring the safety and well-being of our employees and believe that these policies and procedures will help us achieve that goal.

_____

Salvador Reynoso

Assistant Superintendent, Human Resources

Disclaimer:

As the information contained herein is necessarily general, its application to a particular set of facts and circumstances may vary. For this reason, this document does not constitute legal advice. We recommend that you consult with your counsel prior to acting on the information contained herein.

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