2026-2027

# CALIFORNIA WORKPLACE VIOLENCE PREVENTION PLAN

NORTH MONTEREY COUNTY
UNIFIED SCHOOL DISTRICT

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# Workplace Violence Prevention Plan for
# NORTH MONTEREY COUNTY UNIFIED SCHOOL DISTRICT

**Date of Last Review:** July 10, 2026

**Date of Last Revision:** July 2026

## Plan Administrator Responsibilities

Curtis Wilson, Assistant Superintendent of Human Resources, serves as the Workplace Violence Prevention Plan (WVPP) Administrator for North Monterey County Unified School District (District) and is responsible for overseeing and ensuring the effective implementation of the Plan.

All managers and supervisors are responsible for implementing, maintaining, and supporting the WVPP within their respective work areas, ensuring staff are informed of its provisions, and addressing questions related to the Plan.

### Employee Participation

North Monterey County Unified School District (NMCUSD) is committed to maintaining a safe, healthy, and secure work environment for all employees. All employees are expected to follow safe work practices, adhere to the Workplace Violence Prevention Plan (WVPP), and comply with applicable District policies and procedures.

The District encourages the active participation of employees and their authorized representatives in the development, implementation, and ongoing improvement of the WVPP. Employees will have opportunities to participate in:

- **Identifying and Addressing Hazards:** Identifying workplace violence risks, providing feedback on safety concerns, and recommending corrective actions to prevent workplace violence.
- **Training and Prevention:** Providing input on the development and implementation of workplace violence prevention training.
- **Reporting and Investigating Incidents:** Reporting workplace violence incidents and concerns and participating in investigations, as appropriate.

When applicable, NMCUSD will coordinate implementation of the WVPP with other employers operating at District worksites to ensure all parties understand their responsibilities. Employees of these employers will be expected to participate in required workplace violence prevention training and follow established procedures for reporting, investigating, and documenting workplace violence incidents.

## Employee Compliance

North Monterey County Unified School District (NMCUSD) is committed to ensuring that all employees, including supervisors, managers, and classified and certificated staff, understand and comply with the Workplace Violence Prevention Plan (WVPP). The District promotes accountability and a safe work environment through the following practices:

- **Recognition:** Acknowledging employees who demonstrate safe work practices and actively contribute to workplace violence prevention.
- **Training:** Providing initial and ongoing training to ensure employees understand their responsibilities under the WVPP and are knowledgeable about workplace violence prevention procedures.
- **Accountability:** Addressing noncompliance with established safety practices and District policies through appropriate corrective or disciplinary action, consistent with applicable laws, policies, and collective bargaining agreements.
- **Ongoing Monitoring:** Conducting periodic assessments, reviewing workplace practices, and providing additional training as needed to ensure consistent implementation of the WVPP across all District worksites.
- **Third-Party Compliance:** Taking appropriate action when contractors, visitors, or other individuals fail to follow District workplace safety procedures.

The District is committed to maintaining a culture of safety, shared responsibility, and continuous improvement to prevent workplace violence and protect all employees.

## Prohibition on Retaliation

North Monterey County Unified School District (NMCUSD) is committed to maintaining a safe and supportive work environment where employees can report workplace violence concerns without fear of retaliation.

The District strictly prohibits retaliation against any employee who reports workplace violence, raises safety concerns, or participates in an investigation related to workplace violence. Employees will not be subject to disciplinary action, termination, or any other adverse employment action for engaging in these protected activities.

Any employee who believes they have experienced or witnessed retaliation should promptly report the concern to the Workplace Violence Prevention Plan (WVPP) Administrator or the Human Resources Department. All reports will be reviewed promptly and addressed in accordance with District policies and applicable laws.

## Communication with Employees

North Monterey County Unified School District (NMCUSD) recognizes that open, ongoing communication among employees, supervisors, administrators, and other employers is essential to maintaining a safe and secure work environment. The District is committed to ensuring that workplace violence prevention information is accessible, understandable, and consistently communicated to all employees.

The District supports effective communication through:

- **New Employee Orientation:** Providing information on workplace violence prevention

policies, procedures, and reporting expectations.
- **Ongoing Training:** Offering workplace violence prevention training to ensure employees understand how to recognize, prevent, and respond to potential threats.
- **School Safety and Emergency Preparedness:** Incorporating workplace violence prevention into comprehensive school safety plans, emergency response procedures, and ongoing safety training.
- **Reporting Procedures:** Providing employees with clear and accessible methods to report workplace violence incidents, threats, or safety concerns.

Employees may report workplace violence incidents, threats, or concerns to District administration or law enforcement without fear of retaliation. Reports may be submitted using the District's **Workplace Violence Incident Report Form** or through established District reporting procedures.

Employees will not be prohibited from using mobile phones or other communication devices to seek emergency assistance, assess a potentially dangerous situation, or verify the safety of others.

The District will promptly review and investigate reported concerns and implement appropriate corrective actions. Employees will receive updates regarding investigations and safety measures, as appropriate, through email, safety meetings, or other established communication channels, while maintaining necessary confidentiality.

## Reporting Workplace Violence Incidents, Threats, and Concerns

North Monterey County Unified School District (NMCUSD) is committed to providing a safe and secure environment for all employees, students, families, and visitors. The District encourages employees to promptly report workplace violence incidents, threats, or safety concerns to support early intervention, appropriate response, and prevention.

## Definitions

### Workplace Violence

Workplace violence is defined as any act or threat of violence that occurs in a place of employment, including but 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, regardless of whether an injury occurs.
- An incident involving the threat or use of a firearm or other dangerous weapon, including common objects used as weapons, regardless of whether an injury occurs.

### Types of Workplace Violence

California law identifies four types of workplace violence:

- **Type 1 – Criminal Intent:** Violence committed by an individual who has no legitimate business at the worksite, including individuals who enter or approach a District facility with the intent to commit a crime.
- **Type 2 – Student, Family, or Visitor:** Violence directed toward an employee by a student, parent, guardian, family member, visitor, or other individual receiving services

from the District.
- **Type 3 – Employee-Related:** Violence directed toward an employee by a current or former employee, supervisor, or administrator.
- **Type 4 – Personal Relationship:** Violence committed at a District worksite by an individual who does not work for the District but has, or previously had, a personal relationship with an employee.

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

**Threat of Violence**

A threat of violence includes any verbal, written, electronic, or physical communication or behavior that expresses, or could reasonably be perceived as expressing, an intent to cause physical harm or place an individual in fear of physical harm without a legitimate purpose.

Threats may include, but are not limited to:

- Verbal statements or written communications.
- Text messages, emails, or social media posts.
- Threatening gestures, behaviors, or physical actions.
- Other communications or conduct that reasonably indicate a potential risk of physical harm.

All employees are encouraged to report workplace violence incidents, threats, or concerns promptly, even when no physical injury has occurred. Reports will be addressed in accordance with District procedures and applicable laws, with an emphasis on employee safety, timely response, and prevention.

## Reporting Procedures

North Monterey County Unified School District (NMCUSD) is committed to ensuring that all workplace violence incidents, threats, and safety concerns are reported and addressed promptly.

Employees are expected to report any workplace violence incident, threat, or concern to their immediate supervisor or administrator, who will promptly notify the Workplace Violence Prevention Plan (WVPP) Administrator. If an employee is uncomfortable reporting to their supervisor or administrator, they may report directly to the WVPP Administrator or another designated District contact.

Employees may also submit concerns using the District's **Workplace Violence Incident Report Form**. In situations involving immediate danger or an emergency, employees should contact 911 or local law enforcement.

Reports may be submitted to the WVPP Administrator or any of the designated emergency contacts identified in this Plan.

The District will promptly review and investigate all reported incidents, threats, and concerns. Appropriate corrective actions will be implemented to address identified hazards and prevent future incidents. Reporting employees will be informed of investigation outcomes and corrective actions, as appropriate, while maintaining confidentiality and

protecting the privacy of those involved.

Employees may report workplace violence concerns without fear of retaliation or adverse employment action.

## Responding to Workplace Violence Emergencies

North Monterey County Unified School District (NMCUSD) is committed to responding promptly and effectively to workplace violence emergencies to protect the safety of employees, students, and visitors.

A **workplace violence emergency** is any act or threat of violence occurring at a District worksite that presents an immediate danger or risk of serious injury to employees or others.

In the event of a workplace violence emergency, the District will:

- **Emergency Notification:** Alert employees to the nature, location, and potential risks of the emergency using available communication systems, including handheld radios, public address (PA) systems, phone calls, text messages, email, and the Raptor emergency notification system, as appropriate.
- **Emergency Response Procedures:** Implement appropriate emergency response protocols consistent with the District's established **Big Five Emergency Response Procedures**, including Lockdown, Secure Campus, Evacuation, Shelter in Place, or Drop, Cover, and Hold On, based on the nature of the threat.
- **Evacuation and Sheltering:** Direct employees, students, and visitors to evacuate, shelter in place, or take other protective actions as necessary to maintain safety.
- **Coordination with Emergency Responders:** Work with law enforcement and emergency personnel to respond to the incident, secure the affected area, and provide necessary assistance.

Each District worksite maintains emergency response procedures, evacuation routes, and sheltering instructions within its Comprehensive School Safety Plan or applicable site emergency plan. These plans are accessible to employees and provide guidance for responding to emergencies.

**In the event of immediate danger or a life-threatening emergency, employees should call 911 and follow established District emergency response procedures.**

Employees should prioritize their personal safety and the safety of others, follow directions from emergency responders and designated District personnel, and report any additional threats or concerns as soon as it is safe to do so.

# North Monterey County Unified School District

## Emergency Contact Information

The following emergency contacts are intended to support employees in reporting and responding to workplace violence incidents, threats, and other safety emergencies.

**In the event of immediate danger or a life-threatening emergency, call 911.**

For North Monterey County Unified School District, the contact list should prioritize agencies serving Castroville, Prunedale, Moss Landing, Royal Oaks, and surrounding North Monterey County communities.

## Local Emergency Contact Numbers

| Agency | Phone Number |
|---|---|
| **Emergency Services – Police, Fire, Medical** | **911** |
| Monterey County Sheriff's Office – Non-Emergency Dispatch | (831) 755-5111 |
| North County Fire Protection District – Business Office | (831) 633-2578 |
| California Highway Patrol – Non-Emergency Dispatch | (831) 796-2160 |
| Salinas Police Department – Non-Emergency | (831) 758-7321 |

## District Emergency Contact Numbers

| Title/Position | Name | Phone Number |
|---|---|---|
| Assistant Superintendent, Human Resources / WVPP Administrator | Curtis Wilson | (831) 633-3343, ext. 1220 |
| Assistant Superintendent, Business Services | Brenda Ramirez | (831) 633-3343 |
| District Office – Main Line | NMCUSD | (831) 633-3343 |

## At School Sites

Immediately notify the site principal or designated administrator and follow the emergency response procedures outlined in the site's Comprehensive School Safety Plan and the District's Big Five Emergency Response Protocols.

## At the District Office and other sites

Immediately notify the appropriate Department Director and Curtis Wilson, Assistant Superintendent of Human Resources and Workplace Violence Prevention Plan (WVPP) Administrator. Follow established District emergency response procedures.

**In the event of immediate danger or a life-threatening emergency, call 911.**

## Training

North Monterey County Unified School District (NMCUSD) is committed to ensuring all employees, including classified and certificated staff, supervisors, and administrators, receive training on workplace violence prevention and response.

The District provides workplace violence prevention training through Keenan SafeSchools, supplemented by site-specific training and emergency preparedness activities, as appropriate.

**Training will address the following topics:**

- Workplace Violence Prevention Plan (WVPP): Understanding the District's WVPP, how to access a copy at no cost, and opportunities for employee participation in its development and implementation.
- Legal Requirements: Understanding workplace violence definitions, the four types of workplace violence, and prevention requirements under California law.
- Reporting Procedures: How to report workplace violence incidents, threats, and concerns to District administration or law enforcement without fear of retaliation.
- Worksite-Specific Hazards: Identifying potential workplace violence risks associated with specific job duties, school sites, and District facilities.
- Prevention and Response Strategies: Recognizing warning signs, de-escalating potentially threatening situations, seeking assistance, and implementing strategies to prevent physical harm.
- Emergency Response Procedures: Understanding the District's Big Five Emergency Response Protocols and appropriate actions during workplace violence emergencies.
- Corrective Actions: Understanding measures implemented by the District to identify, address, and reduce workplace violence hazards.
- Incident Documentation: Understanding the purpose of the District's Workplace Violence Incident Log and procedures for documenting incidents.
- Access to Records: Understanding how to request workplace violence prevention records, including hazard assessments, corrective actions, training records, incident logs, and investigation records, as permitted by law.
- Employee Engagement: Providing opportunities for employees to ask questions and receive clarification from individuals knowledgeable about the District's **WVPP.**

## Training Frequency

Workplace violence prevention training will be provided:

- Initial Implementation: When the WVPP is first implemented.
- Annual Training: At least once each year for all employees.
- Job- and Worksite-Specific Training: To all employees regarding workplace violence hazards specific to their job responsibilities, assignments, and work locations.
- New Employees and Assignments: To all new employees and employees assigned to new positions, duties, or work locations for which they have not previously received training.
- New Processes or Procedures: When new workplace processes or procedures are introduced that may create or increase workplace violence hazards.
- Newly Identified Hazards: When the District becomes aware of new or previously unrecognized workplace violence hazards.
- WVPP Updates: When changes are made to the WVPP that require additional employee training.
- Additional Training: As needed to address identified safety concerns, reinforce prevention strategies, or strengthen emergency response procedures.

When new hazards or changes to the WVPP are identified, additional training may be limited to the specific hazards or changes and the employees affected.

The District will maintain training records in accordance with applicable California requirements and ensure employees have access to workplace violence prevention information and resources.

All training will include opportunities for interactive questions and answers with an individual knowledgeable about the District's WVPP.

## Workplace Violence Hazard Assessment

North Monterey County Unified School District (NMCUSD) is committed to proactively identifying, evaluating, and addressing workplace violence hazards to maintain a safe environment for employees, students, and visitors.

The Workplace Violence Prevention Plan (WVPP) applies to all District worksites and operations. Hazard assessments will consider the unique conditions, job responsibilities, and potential risks associated with each school site, department, and District facility.

The District will establish and maintain procedures to identify and evaluate workplace violence hazards through regular safety inspections, employee feedback, incident reviews, and ongoing monitoring of workplace conditions.

## Hazard Assessment Procedures

Workplace violence hazard assessments will be coordinated by the **Director of Facilities, Maintenance and Operations or designated personnel**, in collaboration with site administrators, department supervisors, and the WVPP Administrator, as appropriate.

**Workplace violence hazard assessments will be conducted:**

- Upon initial implementation of the WVPP.
- Periodically as part of ongoing District safety inspections.
- Following a workplace violence incident.
- When new or previously unrecognized workplace violence hazards are identified.
- When changes to facilities, operations, or workplace procedures introduce potential safety risks.
- In response to employee reports or concerns that warrant further assessment.

## Areas of Assessment

Workplace violence hazard assessments will evaluate potential safety risks and the effectiveness of existing prevention measures, including:

- **Security and Surveillance:** Evaluating the need for and effectiveness of security cameras, mirrors, and other surveillance measures.
- **Visitor Management:** Reviewing procedures for identifying, screening, and reporting unauthorized or suspicious individuals and activities on District property.
- **Emergency Communication Systems:** Assessing the accessibility and functionality of emergency notification systems, alarms, panic buttons, handheld radios, and other communication devices.
- **Emergency Contact Information:** Ensuring emergency telephone numbers for law enforcement, fire, and medical services are readily accessible.
- **Access to Emergency Assistance:** Confirming employees have reliable methods to contact emergency services, including access to telephones or other communication devices.
- **Evacuation and Escape Routes:** Evaluating the accessibility and effectiveness of evacuation routes, emergency exits, and alternative escape routes.
- **Safe Locations:** Identifying designated areas where employees can seek safety during a workplace violence emergency.
- **Physical Security Measures:** Assessing door locks, access control systems, visitor entry procedures, security windows, physical barriers, and other protective measures.
- **Emergency Response Procedures:** Evaluating the effectiveness of systems used to alert employees to potential threats, request assistance, and implement the District's Big Five Emergency Response Protocols.
- **Worksite-Specific Risks:** Identifying hazards associated with employee duties, work locations, interactions with the public, and other conditions that may increase the risk of workplace violence.

## Addressing Identified Hazards

The District will review all reported workplace violence hazards and concerns, evaluate potential risks, and implement appropriate corrective actions in a timely manner.

Corrective measures may include improvements to physical security, modifications to workplace procedures, additional employee training, enhanced communication systems, or other strategies designed to reduce workplace violence risks.

The District will document identified hazards, assessments, and corrective actions in accordance with applicable California workplace violence prevention requirements.

Employees are encouraged to report potential hazards and participate in identifying solutions to strengthen workplace safety across all District facilities.

## Employee Access to the WVPP

North Monterey County Unified School District (NMCUSD) ensures that all employees, their authorized representatives, and Cal/OSHA representatives have access to the Workplace Violence Prevention Plan (WVPP) at no cost.

The WVPP will be available on the District's website and individual school websites. Employees may also request a copy of the Plan through the Human Resources Department.

## Recordkeeping

North Monterey County Unified School District (NMCUSD) will maintain accurate records related to the implementation and ongoing monitoring of the Workplace Violence Prevention Plan (WVPP) in accordance with California Labor Code Section 6401.9.

The District will maintain the following records:

- **Hazard Assessments and Corrective Actions:** Records documenting the identification, evaluation, and correction of workplace violence hazards will be maintained for a minimum of five (5) years.
- **Training Records:** Workplace violence prevention training records will be maintained for a minimum of one (1) year and will include:
    - Dates of training sessions.
    - Training content or a summary of topics covered.
    - Names and qualifications of individuals conducting the training.
    - Names and job titles of employees who participated in the training.
- **Workplace Violence Incident Logs:** Records of workplace violence incidents will be maintained for a minimum of five (5) years.
- **Incident Investigation Records:** Documentation of workplace violence investigations, findings, and corrective actions will be maintained for a minimum of five (5) years. These records will not include medical information, as defined in California Civil Code Section 56.05(j).

## Access to Records

The District will make all records required under California Labor Code Section 6401.9(f) available to Cal/OSHA for examination and copying upon request.

Employees and their authorized representatives will also have access to applicable workplace violence prevention records in accordance with California law.

The District will maintain records in a secure and organized manner to support compliance, accountability, and continuous improvement of workplace violence prevention practices.

## Correcting Workplace Violence Hazards

North Monterey County Unified School District (NMCUSD) is committed to promptly addressing identified workplace violence hazards to maintain a safe and secure environment

for employees, students, and visitors.

The District will evaluate and correct workplace violence hazards in a timely manner based on the severity of the risk and the specific conditions of each worksite.

**Corrective actions will follow these procedures:**

- **Immediate Hazards:** When an imminent workplace violence hazard cannot be safely corrected, the District will remove employees from the affected area, except those essential to addressing the hazard. Employees required to remain will be provided with appropriate protective measures.
- **Documentation:** All corrective actions will be documented and dated using applicable District forms, including the Workplace Violence Incident Log and Workplace Violence Incident Investigation Report, as appropriate.
- **Worksite-Specific Solutions:** Corrective measures will be tailored to the identified hazards, physical environment, and operational needs of each school site or District facility.

## Workplace Violence Prevention and Corrective Measures

Depending on the identified hazards, corrective actions may include:

- **Access Control and Visitor Management:** Strengthening procedures to monitor and manage access to District facilities through visitor management systems, secured entrances, locked doors, gates, and other appropriate security measures.
- **Security and Surveillance:** Installing, maintaining, or improving security cameras and other surveillance systems.
- **Emergency Communication Systems:** Ensuring effective methods are available to alert employees to potential threats and request immediate assistance, including emergency notification systems, radios, alarms, and panic buttons.
- **Evacuation and Escape Routes:** Maintaining accessible emergency exits, clearly identified evacuation routes, and designated safe locations.
- **Emergency Response Procedures:** Reviewing and strengthening site-specific emergency protocols aligned with the District's Big Five Emergency Response Procedures.
- **Employee Training:** Providing additional training on workplace violence prevention, recognizing potential threats, de-escalation strategies, and emergency response procedures.

The District will monitor the implementation and effectiveness of corrective actions and make additional improvements as necessary to reduce workplace violence risks.

All identified hazards and corrective measures will be documented and maintained in accordance with applicable California workplace violence prevention requirements.

## Post-Incident Response and Investigation

North Monterey County Unified School District (NMCUSD) is committed to responding promptly and thoroughly to workplace violence incidents to ensure employee safety, identify contributing factors, and prevent future occurrences.

Following a workplace violence incident, the Workplace Violence Prevention Plan (WVPP) Administrator or designee will coordinate the response and investigation in collaboration with site administrators, department supervisors, Human Resources, and law enforcement, as appropriate.

## Investigation Procedures

The District will implement the following procedures:

- **Ensure Immediate Safety:** Assess ongoing threats, provide necessary assistance, and implement protective measures to ensure the safety of employees and others.
- **Assess the Incident Location:** Visit the incident site as soon as it is safe and practicable to evaluate conditions and identify potential safety hazards.
- **Conduct Interviews:** Interview affected employees, witnesses, and other involved individuals to gather relevant information.
- **Review Contributing Factors:** Examine workplace conditions, security measures, and any previous reports of threatening or inappropriate behavior related to the incident.
- **Determine Causes:** Identify the circumstances and contributing factors that led to the incident.
- **Implement Corrective Actions:** Develop and implement appropriate measures to reduce the risk of similar incidents.
- **Coordinate with Law Enforcement:** Obtain and review relevant law enforcement reports, when available and appropriate.
- **Review Previous Incidents:** Examine prior workplace violence incidents to identify patterns, recurring hazards, and opportunities for prevention.
- **Document Findings:** Record investigation findings, corrective actions, and follow-up measures using the District's Workplace Violence Incident Log and applicable investigation forms.

## Workplace Violence Incident Log

The District will maintain a Workplace Violence Incident Log in accordance with California Labor Code Section 6401.9. Each incident will be documented and include:

- **Incident Details:** Date, time, and location of the incident, along with a description of what occurred.
- **Type of Workplace Violence:** Identification of the applicable workplace violence category (Type 1, 2, 3, or 4).
- **Individual Involved:** Description of the individual's relationship to the workplace, such as a student, parent or guardian, visitor, current or former employee, supervisor, family member, or other individual.
- **Circumstances:** Relevant conditions at the time of the incident, including whether employees were performing regular duties, working alone, experiencing limited staffing, working in isolated areas, or unable to access assistance.

- **Incident Location:** Identification of whether the incident occurred inside a District facility, in a parking lot, on school grounds, or at another work-related location.
- **Nature of the Incident:** Classification of the incident, including:
    - Physical assault without a weapon, such as hitting, kicking, biting, pushing, grabbing, or spitting.
    - Assault involving a weapon or object.
    - Threats of physical harm or use of a weapon.
    - Sexual assault, unwanted sexual contact, or threats of sexual violence.
    - Animal attacks.
    - Other acts or threats of workplace violence.
- **Incident Response:** Documentation of whether law enforcement or emergency personnel were contacted and the actions taken in response.
- **Protective and Corrective Actions:** Measures implemented to address ongoing threats, protect employees, and prevent future incidents.
- **Documentation:** Name and job title of the individual completing the log and the date of completion.

## Confidentiality and Recordkeeping

The District will ensure that the Workplace Violence Incident Log does not contain personal identifying information about individuals involved in an incident.

This includes names, addresses, email addresses, telephone numbers, Social Security numbers, or any other information that could reasonably identify an individual, either independently or when combined with publicly available information.

Investigation records will be maintained securely and separately, as appropriate, in accordance with District policies and applicable confidentiality requirements.

The District will use information gathered through incident investigations to evaluate the effectiveness of existing safety measures, identify needed improvements, and strengthen workplace violence prevention practices across all District worksites.

**Review and Revision of the WVPP**

The District will implement and enforce procedures to review the effectiveness of this WVPP and revise it as needed including, but not limited to, obtaining the active involvement of employees and authorized employee representatives in reviewing the Plan, as described above.

The District will review the WVPP at least annually, when a deficiency is observed or becomes apparent, after a workplace violence incident, and as needed. All such reviews will include, but be not limited to:

- Review of incident investigation and Workplace Violence Incident Log(s)

- Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability, if applicable

- Ensure violence risks are being properly identified, evaluated, and corrected, and any necessary revisions are made promptly and communicated to all employees; revisions may involve changes to procedures, updates to contact

information, and additions to training materials.

The District also will update the WVPP to include any procedures or other information determined by Cal/OSHA's Occupational Safety and Health Standards Board to be necessary and appropriate to protect the health and safety of employees.

## The District's Reporting Responsibilities

North Monterey County Unified School District (NMCUSD) will comply with all applicable Cal/OSHA reporting requirements related to workplace injuries, illnesses, and fatalities.

In accordance with **California Code of Regulations (CCR), Title 8, Section 342(a)**, the District will immediately report to Cal/OSHA any work-related employee fatality or serious injury or illness, as defined in CCR, Title 8, Section 330(h), including incidents resulting from workplace violence.

All required reports will be submitted within the timeframes established by Cal/OSHA. The District will also ensure that incidents are appropriately documented, investigated, and addressed in accordance with the Workplace Violence Prevention Plan (WVPP) and applicable state regulations.

## ACKNOWLEDGMENT OF WORKPLACE VIOLENCE PREVENTION PLAN ADMINISTRATOR

I, **Curtis Wilson, Assistant Superintendent of Human Resources for North Monterey County Unified School District (NMCUSD)**, hereby authorize and affirm my responsibility for the establishment, implementation, oversight, and ongoing maintenance of the District's Workplace Violence Prevention Plan (WVPP), including all associated procedures, forms, and documentation.

I am committed to fostering a safe, secure, and supportive work environment for all District employees. Through proactive prevention, employee engagement, ongoing training, and continuous improvement, the District will work to identify and address workplace violence hazards and promote a culture of safety and shared responsibility.

**Signature:** Curtis Wilson _____

**Date:** July 13, 2026