



Workplace Violence Prevention Plan

I. PROGRAM OBJECTIVES AND POLICY STATEMENT

The Santa Clarita Community College District (District) is committed to ensuring the safety and well-being of its employees, to providing an environment free of violence or threats of violence and to safeguarding all employees and all other workers whom the District controls or directs and directly supervises on the job to the extent that workers are exposed to violence-based hazards specific to their worksite and job assignment.

The District prohibits and will not tolerate any form of workplace violence by any employee or third party, including customers, clients, vendors, visitors, students, or others, either at the workplace, in or on District property or at District-sponsored events.

This Workplace Violence Prevention Plan (“Plan”) is intended to supplement the 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 Plan shall be available to employees, authorized employee organization representatives and Cal/OSHA.

The District shall provide all safeguards required by law and regulation, including provision of personal protective equipment and 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 Plan is to prevent and/or eliminate workplace violence as follows:

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

The District hereby authorizes and ensures the establishment, implementation, and maintenance of this Plan and the documents/forms within this Plan. The District is committed to a culture of safety and violence prevention.

The Plan shall be developed and implemented in a manner that is consistent with the District's obligations under Title IX of the Education Amendments of 1972 ("Title IX"), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), and related policies and procedures. When a report is made under the Plan, the responsible official shall determine whether the report also impacts the District's obligations under Title IX and the Clery Act.

II. DEFINITIONS

- A. **Emergency:** unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other people.
- B. **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.
- C. **Log:** the Violence incident log required by this Plan.
- D. **Plan:** this Workplace Violence Prevention Plan.
- E. **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.
- F. **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:
 - i. **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.
 - ii. **Type 2 violence:** workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
 - iii. **Type 3 violence:** workplace violence against an employee by a present or former employee, supervisor, or manager.
 - iv. **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.

- v. **Work practice controls:** procedures and rules which are used to effectively reduce workplace violence hazards.
- vi. **Alarm:** a mechanical, electrical, or electronic device that does not rely on an employee's vocalization to alert others.
- vii. **Environmental risk factors:** factors in the facility or area in which services or operations are conducted that may contribute to the likelihood or severity of a workplace violence incident, including, but not limited to, risk factors associated with the specific task being performed, such as the collection of money.
- viii. **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.

III. RESPONSIBLE PERSONS

The Chief Human Resources Officer ("CHRO") has the authority and responsibility for implementing and maintaining this Plan for the District. In the absence of the CHRO, the person with authority and responsibility for implementation of this Plan is the immediate supervisor of affected employee[s].

Division/Department heads, managers, supervisors, and employees will be accountable for implementation and maintenance of this Plan. Managers, supervisors, and lead workers are responsible for implementing and maintaining the Plan in their areas of responsibility and will provide day-to-day program support, guidance, and training to the individual employees on the District's Plan.

A copy of the Plan is available from each manager and supervisor and available on the District's website at: [Human Resources \(canyons.edu\)](http://HumanResources(canyons.edu)).

The District shall obtain the active involvement of employees and their authorized employee organization representatives 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.

IV. EMPLOYEE ACTIVE INVOLVEMENT - GENERAL

- A. The District shall maintain a Workplace Safety Committee ("Committee").

- B. This committee shall be under the direction of the CHRO or designee. The Committee should operate with close contact and communication with the division/department heads, program coordinators, administration, department managers, managers, and supervisors.
- C. This Committee shall obtain the active involvement of employees and their authorized employee organization representatives 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:

V. METHODS TO OBTAIN EMPLOYEE INVOLVEMENT

- A. Providing the Plan to employees before the Plan is implemented and soliciting feedback from employees.
- B. Maintaining an internal site where employees can anonymously provide suggestions, feedback or concerns regarding the Plan and/or workplace violence at the District.
- C. Distributing a survey regarding the Plan and workplace violence at the District.
- D. Providing the approved version of the Plan to employees and their authorized employee organization representatives electronically and soliciting feedback from employees.

VI. COORDINATION

The District shall coordinate implementation of the Plan with all other employers whose employees (“third-party employers and/or employees”) work in a District facility. This is to ensure that all personnel at the worksite understand their respective roles as provided in the Plan, that all employees are provided access to the training required by the Plan, and that workplace violence incidents involving any employee are reported, investigated, and recorded in the Violence Incident Log.

The District may coordinate the implementation of the Plan with other employers by the following methods:

VII. METHODS TO COORDINATE THE PLAN

- A. Designate the Chief Business Officer (CBO) as the point of contact for third-party employers in District facilities.
- B. Provide all third-party employers a copy of the relevant worksite Plan and obtain copies of each third-party employer's Plan. Coordinate procedures with third-party employers for reporting, investigating and documenting workplace violence incidents.
- C. Provide third-party employers with reports of workplace violence concerns and incidents and records of workplace violence investigations to ensure a coordinated response.
- D. Review and revise contracts with third-party employers to address the responsibilities of each party with respect to the Plan, including regarding which entity is responsible for training third-party employees and for reporting, investigating and documenting workplace violence incidents involving third-party employees.
- E. Document (in the parties' contract or otherwise) which third party employers have assumed responsibility for training and for reporting, investigating, and documenting workplace violence incidents involving third party employees.

VIII. COMMUNICATION

The District recognizes that to maintain a safe, healthy, and secure workplace, it must have open, two-way communication between all employees, , regarding all workplace safety, health, and security issues. The District communication procedures are designed to encourage and facilitate a continuous flow of information between management, employees and other employers regarding any suggestions, concerns or information relating to health, safety, or security issues, without fear of reprisal and in a form that is readily understandable by all affected employees.

The District will ensure that all workplace violence policies and procedures within this Plan are clearly communicated to and understood by all employees, including any revisions to the Plan, in accordance with the "Plan Review" section of this Plan. All employees may communicate suggestions, concerns, or information regarding workplace violence either directly to their supervisor or manager or in accordance with the "Reports of Workplace Violence" section of this Plan.

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.

IX. REQUIRED COMMUNICATIONS WITH EMPLOYEES REGARDING WORKPLACE VIOLENCE MATTERS

In addition to any other communications required by this Plan, the District shall communicate with employees and their authorized employee organization representatives regarding:

- i. How an employee can report a violent incident, threat, or other workplace violence concern to the District or law enforcement without fear of reprisal. Please see the “Reports of Workplace Violence” section of this Plan.
- ii. How employee concerns will be investigated in a timely manner and how employees and authorized employee organization representatives will be informed of the results of the investigation and any corrective actions to be taken, in accordance with the “Hazard Identification, Evaluation and Correction,” and “Investigation and Post Incident Response” sections of this Plan.

X. METHODS FOR COMMUNICATING WITH EMPLOYEES REGARDING WORKPLACE VIOLENCE MATTERS

- A. New employee orientation on workplace safety policies, procedures, and work practices, including the Plan.
- B. Conducting periodic/scheduled committee meetings that address safety issues and potential workplace violence hazards. All meetings should be documented, including, but not be limited to, signed attendance rosters, agenda for items discussed and minutes of the meetings.
- C. Maintaining an internal site where employees can anonymously provide suggestions, feedback or concerns regarding the Plan and/or violence at the District.
- D. Distributing a survey regarding the Plan and workplace violence at the District.
- E. Procedures for employees to inform the District about workplace safety hazards, workplace violence or threats of violence, including in accordance with the “Reports of Workplace Violence” section of this Plan.
- F. Making the Plan available to all employees upon request.
- G. Training and re-training programs, as provided in the Plan.

XI. REPORTS OF WORKPLACE VIOLENCE

The District requires all employees to report workplace violence (including threats of violence), as described below, to the CHRO or designee.

The District requires completion of a Violence Incident Report Form (Attachment A) when workplace violence occurs, except as described below. The affected employee or the person receiving the report may complete the Violence Incident Report Form.

In addition, employees may communicate suggestions, concerns, or information regarding workplace violence either directly to their supervisor or manager or in accordance with this section and the “Communications” section of this Plan.

No employee will be subject to any discipline, retaliation, or reprisal for reporting a concern regarding workplace violence, workplace violence or any injury resulting from workplace violence

to the District or law enforcement. Any employee, including any supervisor or manager, who retaliates against an employee for reporting a concern regarding workplace violence, workplace violence or any injury resulting from workplace violence is subject to discipline, up to and including termination. Depending on the nature of the incident and the content of any report made to law enforcement or the District, the District may provide an employee with counseling or training, as warranted, regarding appropriate circumstances to make a report of workplace violence.

Nothing in this policy shall prevent an employee from utilizing any and all communication methods to seek emergency assistance, assess the safety of an emergency situation, or communicate with a person to verify their safety.

Incidents of workplace violence must be reported. Reports may be completed and submitted as follows:

XII. WORKPLACE VIOLENCE MAY BE REPORTED TO THE FOLLOWING

- A. To the employee's immediate supervisor or manager.
- B. To District campus safety.
- C. To the Chief Human Resources Officer.
- D. Using an internal site/QR code where employees can anonymously report workplace violence, threats, or concerns.
- E. To law enforcement, as appropriate.

Any person receiving a report of workplace violence shall forward it to the CHRO.

The CHRO shall accept and respond to reports of workplace violence, as described in this Plan. In addition to reviewing the Violence Incident Report Form as described above, the CHRO is responsible for recording information relating to each occurrence of workplace violence on the Violence Incident Log (Attachment D).

If workplace violence results in an injury requiring the completion of other documents, such as a California Department of Industrial Relations Form 5020 (Employer's Report of Occupational Injury or Illness), the Cal/OSHA Form 301 Injury and Illness Incident Report, and/or California Department of Industrial Relations, Division of Workers' Compensation Form DWC-1 (Workers' Compensation Claim Form), then no Violence Incident Report Form is required. All forms are processed and stored in accordance with the applicable laws and regulations relating to those forms. Even if no Violence Incident Report Form is completed, **the information required by this Plan must still be recorded in the Violence Incident Log.**

Employees may also report incidents of workplace violence to law enforcement, as appropriate.

Emergency Situations

During any emergency situation, any District personnel observing the situation should:

- i. Get to safety.
- ii. Call 911 when safe to do so.
- iii. On the Valencia campus, dial 7 from any campus phone to reach the Communications Center OR dial 9 then 911 to contact 911 directly.
- iv. On the Canyon Country campus, dial 6 from any campus phone to reach the Communications Center OR dial 9 then 911 to contact 911 directly.

Non-Emergency Situations

Contact numbers for Campus Safety, local law enforcement and emergency services agencies may be available in every Department. During any non-emergency situation, employees involved in a workplace violence incident must report it, as described above. The Director, Campus Safety may then report the incident to law enforcement, if warranted.

CONTACT	NUMBER	EMAIL	PHYSICAL LOCATION/OTHER CONTACT INFORMATION
Campus Safety	Valencia 661-362-3229 Canyon Country 661-362-3977	Campussafety@canyons.edu	Valencia –X8 Canyon Country - 511
Sheriff’s Office	661-260-4000		26201 Golden Valley Rd. Santa Clarita, CA 91350

Any employees who report workplace violence and believe they are being subjected to discipline, retaliation or reprisal should report it to their supervisor and/or the CHRO.

The District shall ensure that employees and students are also aware of the ability to file reports under Title IX and the Clery Act, depending on the circumstances.

XIII. RESPONSE TO WORKPLACE VIOLENCE

No employee will be subject to any discipline, retaliation or reprisal for reporting workplace violence or any injury resulting from workplace violence to the District or law enforcement.

Employees may always obtain help from the individuals identified in the “Responsible Persons” and “Reports of Workplace Violence” sections of this Plan.

In addition to the other provisions of this Plan, the District shall respond to actual or potential workplace violence, including emergencies, by the methods described below:

XIV. REQUIRED RESPONSES TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE EMERGENCIES

- A. Making this Plan available to employees and their authorized employee organization representatives.
- B. Informing employees and their authorized employee organization representatives how to obtain help from Campus Safety, the Director of Campus Safety, and law enforcement. Employees may contact law enforcement by dialing 911. The contact information for local law enforcement is: LASD (661) 260-4000.
- C. Effective means to alert employees of the presence, location, and nature of workplace violence emergencies on District facilities through the District's emergency notification system and/or the District's email system.

An Emergency Notification shall be issued upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees On-Campus. A Timely Warning shall be issued to the campus community for all Clery Act crimes that occur on Clery Geography that are reported to Campus Safety or local police agencies and are considered by the District to represent a serious or continuing threat to students and employees. See Attachment G.

- D. Developing and informing employees of evacuation and sheltering plans that are appropriate and feasible for the employees' worksite and when to implement those plans including the following:
 - i. Placing maps of evacuation routes on each floor.
 - ii. Placing locations of emergency exits on each floor.
 - iii. Instructing employees when and where to shelter-in-place or evacuate.
 - iv. Posted or distributed workplace safety information, including any identified and/or potential workplace violence hazards.
- E. Conducting periodic committee meetings/employee meetings. All meetings should be documented, including, but not be limited to, signed attendance rosters, agenda for items discussed, the name and title of the personnel conducting the meeting, and minutes of the meetings.
- F. Distributing a survey periodically regarding the Plan and workplace violence at the District.
- G. Communicating procedures for employees to inform the District about workplace security hazards, workplace violence or threats of violence, including in accordance with the "Communications" and "Reports of Workplace Violence" sections of this Plan.]

- H. Reviewing options for seeking a Workplace Violence Restraining Order (“WVRO”) and providing employees with the option to decline to be named in the WVRO.

XV. COMPLIANCE

The District is committed to ensuring that all safety and health policies and procedures involving workplace safety, including this Plan, are communicated clearly, and understood by all employees.

All employees are responsible for using safe work practices, for following all directives, policies, and procedures, including this Plan, and for assisting in maintaining a safe and secure work environment. Failure to follow this Plan, The District’s IIPP or any other applicable District directives, policies or procedures is grounds for discipline, up to and including termination. Managers and supervisors will enforce this Plan fairly and uniformly.

In addition to methods provided in other sections of this Plan, the District’s system to ensure that employees, including supervisors and managers, comply with this Plan and 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, those listed below:

XVI. REQUIRED COMPLIANCE PROCEDURES

- A. Making this Plan available to employees, and their authorized employee organization representatives. When an employee or their authorized bargaining representative requests a copy of this Plan, the District shall provide the requester with a printed/electronic copy of the Plan.
- B. Recognizing employees who follow safe and healthful work practices which promote safety in the workplace by email recognition.
- C. Training programs as provided in the Plan, and any necessary re-training, including re-training for any employee whose safety performance is deficient.
- D. Disciplining employees for failure to comply with this Plan, the District’s IIPP, and/or workplace safety practices, in accordance with the District’s policies and collective bargaining agreements.
- E. Periodic inspections of the worksite in accordance with the “Hazard Identification, Evaluation and Correction” section of this Plan below.

XVII. OPTIONAL COMPLIANCE PROCEDURES

- A. New employee orientation on workplace security policies, procedures, and work practices, including the Plan.
- B. Providing employees with unobstructed access through a server or website, which allows an employee to review, print, and email the current version of this Plan. Unobstructed

access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.

- C. Posted or distributed workplace safety information, including regarding any identified workplace violence hazards.
- D. Conducting periodic committee meetings/employee meetings. All meetings should be documented, including, but not be limited to, signed attendance rosters, the name and title of the personnel conducting the meeting, an agenda for items discussed and minutes of the meetings.
- E. Counseling for employees whose performance is deficient in complying with work practices designed to ensure workplace safety.
- F. Maintaining forms/an internal site where employees can anonymously provide suggestions, feedback or concerns regarding the Plan and/or violence at the District.

DISTRICT will include references to Title IX and Clery Act policies, procedures, websites, and related materials in all PLAN compliance efforts.

XVIII. TRAINING

The District is committed to ensuring that all employees have effective general and job-specific training on workplace security practices that address the workplace violence risks that employees may reasonably anticipate encountering in their jobs.

The District shall use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.

All training conducted in accordance with this Plan shall permit an opportunity for interactive questions and answers with a person knowledgeable about the Plan. Training may involve presentations, discussions, and/or practical exercises.

All training must be documented by using the Training Log (Attachment B). Individual training records shall be placed in the employee's personnel file. All training records shall be kept on file for at least one year.

XIX. REQUIRED EMPLOYEE INVOLVEMENT

The District shall obtain the active involvement of employees and their authorized employee organization representatives in designing and implementing all required training under this Plan. The District may obtain this involvement by the following methods:

XX. OPTIONS TO OBTAIN EMPLOYEE INVOLVEMENT

Designated Role

The CHRO shall obtain the active involvement of employees and their authorized employee organization representatives designing and implementing training required under the Plan. The CHRO may carry out [its/their] responsibilities by the methods listed below:

Committee or Task Force

The District shall maintain a Workplace Safety Committee.

This committee shall be under the direction of the CHRO or designee. The committee should operate with close contact and communication with the division heads, program coordinators, administration, department managers, managers, and supervisors.

This committee shall obtain the active involvement of employees and their authorized employee organization representatives in designing and implementing training required under the Plan. The Committee may carry out its responsibilities by the methods listed below:

XXI. METHODS TO OBTAIN EMPLOYEE INVOLVEMENT

- A. Informing employees, supervisors, and managers of the training required under the Plan and proposed changes to training required under the Plan.
- B. Maintaining an internal site/QR code where employees can provide suggestions, feedback, or concerns regarding training under the Plan.

Type of Training and Timing

General Workplace Security Training – New Hire and Annually

The District shall provide training (1) when this Plan is first established, to all new employees, and to all employees annually; (2) to other employees for whom training has not previously been provided and to all employees, supervisors and managers given new job assignments for which specific workplace safety training for that job assignment has not previously been provided, and (3) whenever the employer is made aware of new or previously unrecognized hazards, and (4) for supervisors to familiarize themselves with the workplace violence hazards to which employees under their immediate direction and control may be exposed.

Training shall be provided on the following:

- i. This Plan, including the definitions and requirements as provided in this Plan; how to obtain a copy of this Plan at no cost; and how to participate in the development and implementation of this Plan, as described in this section and in the section “Responsible Persons – Employee Involvement.”
- ii. Reporting workplace violence incidents or concerns to the District or law enforcement without fear of reprisal, as described in the “Communications,” “Reports of Workplace Violence” and “Response to Workplace Violence,” sections of this Plan.

- iii. Workplace violence hazards specific to employees' jobs, the corrective measures the District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm such as how to recognize workplace violence hazards, including the risk factors associated with the four types of workplace violence and ways to defuse hostile or threatening situations.
- iv. The Violence Incident Log and how to obtain copies from the District.
- v. Records of workplace violence hazard identification, evaluation, and correction and how to obtain copies from the District.
- vi. Training records and how to obtain copies from the District.
- vii. Opportunities the District has for interactive questions and answers with a person knowledgeable about this Plan.

Additional Training – As Needed

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.

XXII. OPTIONAL TOPICS FOR SPECIFIC WORKPLACE SAFETY TRAINING

The District provides training to all employees regarding general workplace safety practices and issues, including [how to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering/employee routes of escape/emergency medical care provided in the event of any violent act upon an employee/ post-event trauma counseling for employees desiring such assistance.]

In addition, the District provides specific training to all employees regarding workplace safety hazards unique to their job assignment, to the extent that such information was not already covered in other training.

Type I Violence Training – For Managers Supervisors Employees

- General Crime Awareness, including high crime areas
- Locations and Operations of Alarms
- Communications Procedures
- Working in isolation
- Working with money
- Working late at night

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- Working in areas with poor visibility or low lighting
- Other: _____

Type II Violence Training – For Managers Supervisors Employees

- Self-Protection
- Location, operation, care and maintenance of alarms and other protection devices
- Use of the “Buddy System” or other assistance from co-workers
- Customers and/or clients with history of violent behavior
- Other: _____

Type III and IV Violence Training – For Managers Supervisors Employees

- Managing with respect and consideration
- Working with individuals with history of violent behavior
- High stress times such as impending layoffs
- Access to potential or improvised weapons such as scissors, tools, etc.
- Domestic violence involving spouse/domestic partner/former spouse/domestic partner at work
- Restraining Orders
- Other: _____

DISTRICT will include Title IX and Clery Act policies, procedures, and related materials in training presented on the Plan. Given the overlap amongst these three laws (Title IX, Clery Act, and SB 553/Labor Code section 6401.9), training that combines the rights and

responsibilities of employees and students under all these laws may be more effective than training specific to only one law.

XXIII. HAZARD IDENTIFICATION, EVALUATION AND CORRECTION

Hazard Identification and Evaluation

The 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:

- i. When this Plan is first established.
- ii. When the District is made aware of new or previously unrecognized workplace violence hazards.
- iii. After each workplace violence incident.
- iv. Whenever there is a report of workplace violence.

Inspections must be documented using effective means to identify, evaluate and correct workplace violence hazards, including, assessment procedures/checklists including the Hazard Identification, Evaluation and Correction Record (Attachment F) and the Hazard Periodic Inspection Checklists (Attachment E). The date and name of the person conducting the inspections shall be documented. Any deficiencies must be documented and reported to the Director, Campus Safety. Items will be addressed promptly based on the hazard's severity.

Periodic inspections may require assessing more than one type of workplace violence. The District performs inspections for each type of workplace violence by using the methods specified in this Plan and in the District's assessment procedures/checklists.

All identified hazards must be corrected, as described below in the subsection "Hazard Correction." This includes hazards identified during the inspections, by employee concerns, by Violence Incident Report Forms, by workplace violence incidents, or whenever the District is made aware of a new or previously unrecognized hazard.

Records of workplace violence hazard identification, evaluation, and correction shall be created and maintained for at least five years. Please see the "Records" Section of this Plan.

XXIV. METHODS FOR PERIODIC INSPECTIONS

Periodic inspections may include the following:

- a. Review all workplace violence incidents that occurred in the facility/department/operation/site within the previous year, regardless of whether an injury occurred.
- b. Review all reported workplace violence concerns, including those communicated to the District in accordance with the “Communications” and “Reports of Workplace Violence” section of this Plan.
- c. Identify and evaluate environmental risk factors for workplace violence in each facility/department/operation/site, including surrounding areas, such as employee parking areas and other outdoor areas.
- d. An assessment of the following specific environmental risk factors:
 1. Lack of posting of emergency telephone numbers for law enforcement, fire, and medical services.
 2. Lack of employee access to a telephone with an outside line.
 3. Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
 4. The exterior and interior of the workplace for its attractiveness to criminals.
 5. Procedures for employee response during a robbery or other criminal act, including the District policy regarding [prohibiting employees, who are not campus safety officers, from confronting violent persons or persons committing a criminal act.
 6. 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.
 7. Poor illumination or blocked visibility of areas where possible assailants may be present.
 8. The need for surveillance measures, such as mirrors or cameras.
 9. Lack of physical barriers between employees and persons at risk of committing workplace violence.
 10. Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or other persons with whom an employee is having a dispute.
 11. Lack of effective escape routes.
 12. Lack of a designated safe area where employees can go to in an emergency.
 13. Effective location and functioning of emergency buttons and alarms.
 14. Obstacles and impediments to accessing alarm systems.

15. Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, including alarms/panic buttons.
16. Locations within the facility where alarm systems are not operational.
17. Entryways where unauthorized entrance may occur, such as doors designated for staff entrance or emergency exits.
18. Procedures for reporting suspicious persons or activities.
19. Storage of high-value items or currency.
20. Community-based risk factors, such as information relating to local crime conditions and local police contact information.
21. Frequency and severity of threatening or hostile situations that may lead to violent acts by [customers/clients/patients/students/parents.
22. Employees' skill in safely handling threatening or hostile recipients.
23. Availability of security guards.
24. The use of work practices such as the "buddy" system for specified emergency events.
25. Failure to follow the District's communication procedures and processes, in accordance with the "Communications" section of this Plan.
26. Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
27. Any prior violent acts, threats of physical violence, verbal abuse, property damage [or other signs of strain or pressure in the workplace.]

XXV. Hazard Correction

The District shall correct workplace hazards which threaten the security of employees in a timely manner based on the hazard's severity. The District shall correct hazards when observed or discovered Hazard correction must be documented using effective means, including, [assessment procedures/checklists/OTHER) [including the Hazard Identification, Evaluation and Correction Record (Attachment F) and the Hazard Periodic Inspection Checklists (Attachment E).]]

When an imminent hazard exists which cannot be immediately corrected without endangering employee(s) and/or property, the 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.

The District shall inform employees regarding completed workplace violence investigations conducted pursuant to this Plan and the records of any corrective action taken, in accordance with this and the "Communications" section.

XXVI. METHODS FOR HAZARD CORRECTION

THE DISTRICT shall use engineering and work practice controls to eliminate or minimize employee exposure to the identified hazards to the extent feasible. THE DISTRICT shall take measures to protect employees from imminent hazards immediately. Hazard correction will be specific to a given facility/department/operation/site.

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

1. Making the workplace unattractive to criminals by [installing/maintaining] lighting around and at the workplace.
2. Posting of emergency telephone numbers for law enforcement, fire, and medical services.
3. Ensuring employees have access to a telephone with an outside line.
4. Providing functioning systems, such as door locks, violence windows, physical barriers, emergency alarms and other restraint systems.
5. Posting signs that limited cash is kept on the premises and that the premises are subject to surveillance.
6. Limiting the amount of cash on hand and using time access safes for large bills.
7. Ensuring sufficient numbers of staff are trained and available to prevent and immediately respond to workplace violence incidents during each shift, including the use of security guards.
8. 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 means⁹. Configuring facility spaces so that employee access to doors and alarm systems cannot be impeded by persons or obstacles.
9. Configuring facility spaces to control and limit freedom of movement within, the workplace by non-employees, including recently discharged employees or persons with whom an employee is having a dispute.
10. Ensuring adequate employee escape routes.
11. Maintaining sufficient staffing, including Campus Safety personnel, who can maintain order in the facility and respond to workplace violence incidents in a timely manner.
12. Installing, implementing, and maintaining the use of an alarm system or other effective means by which employees can summon Campus Safety and other aid to defuse or respond to an actual or potential workplace violence emergency.
13. Providing training and re-training, including as provided in the "Training" section of this Plan, including on the District's emergency action procedures/reporting workplace violence concerns and incidents/awareness of the warning signs of potential workplace violence/handling threatening or hostile situations that may lead to violent acts by [customers/clients/patients/students/parents].
14. Providing procedures for a "buddy" system [during specified times/for specified emergency events].
15. Establishing a policy for prohibited practices, including a no-weapons policy.

16. Ensuring all employees report workplace violence concerns and incidents, including suspicious persons, activities, and packages, in accordance with the “Communications” and Reports of Workplace Violence” sections of this Plan.
17. Ensuring communication in accordance with the “Communications” section of this Plan.
18. Ensuring an appropriate response to workplace violence concerns and incidents, and other issues such as verbal abuse or property damage are reported to the appropriate supervisor or manager and resolved in accordance with this Plan and the District policy.
19. Ensuring appropriate discipline for employees for workplace violence incidents, in accordance with this Plan and the District's handbook/discipline policy.

XXVII. INVESTIGATIONS AND POST-INCIDENT RESPONSE

The District must investigate workplace violence, concerns of workplace violence and injuries from workplace violence, regardless of how they are reported or how the District becomes aware of them. In addition to the procedures discussed above in the “Communication” and “Hazard Identification, Evaluation and Correction” sections of this Plan, the District shall promptly investigate and communicate with an employee regarding employee concerns of workplace violence and conduct investigations to prevent or respond to workplace violence.

The primary goal of investigation is the prevention of similar incidents. Management, administrative and supervisory personnel including the Director, Campus Safety/Designee of the Committee are responsible for ensuring investigations in their areas of responsibility are conducted.

Investigative reports prepared in accordance with this Plan shall not contain information, such as a 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. The Violence Incident Report (Attachment A) requests details of the incident, including what happened, why it happened, what should be done to prevent it from happening again and what action has been taken to reduce or eliminate future incidents. Please also refer to the “Reports of Workplace Violence” section of this Plan.

In the event an employee is injured or sought medical treatment, supervisors shall also comply with the appropriate procedures, including completing the required entries or forms, such as OSHA Log 300 or 300A, Cal/OSHA Form 301 Injury and Illness Incident Report, and/or California Department of Industrial Relations, Division of Workers’ Compensation Form DWC-1 (Workers’ Compensation Claim Form). Please also refer to the “Reports of Workplace Violence” section of this Plan. Should an injury qualify as a “serious” injury as defined by Title 8 CCR Section 330, the District must report the injury to Cal/OSHA if required by Title 8 CCR Section 342.

When an employee reports workplace violence or a concern of workplace violence or when the District otherwise becomes aware of a concern of possible or actual workplace violence, the

District shall investigate and respond to the workplace violence. The CHRO or other designated person shall conduct the investigation.

The District offers a variety of support and resources for employees affected by workplace violence, including the Employee Assistance Program/counseling services as described in the District's employee benefits package available through Human Resources.

If Title IX is applicable to the allegations, the District shall follow its Title IX policy and procedure. In such instances, the District shall offer supportive measures as set forth in its Title IX policy and procedure. If an investigation is required, it shall be conducted in accordance with the District's Title IX procedures. If Title IX is not applicable under the circumstances, the CHRO or other designated person shall conduct the investigation.

Procedures for investigating workplace violence incidents may include:

XXVIII. REQUIRED INVESTIGATIVE ACTIVITIES

- A. Informing employees how concerns will be investigated and how the employees will be informed of the results of the investigations and any corrective action, in accordance with the "Communications" and "Hazard Identification, Evaluation and Correction" sections of this Plan.

XXIX. OPTIONAL INVESTIGATIVE ACTIVITIES

SB 553 requires that employers conduct investigations including, but not limited to, the following:

- B. Reviewing any relevant previous incidents.
- C. Interviewing the affected employee(s) and any witnesses including law enforcement and/or security personnel.
- D. Visiting the scene of the alleged incident as soon as possible.
- E. Examining the workplace for factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- F. Reviewing any relevant physical, electronic, or other evidence, such as video footage, photographs, and/or emails or other communications.
- G. Coordinating, to the extent necessary and feasible, with any law enforcement investigation.
- H. Determining the cause of the incident.
- I. Taking corrective action to correct the hazards and prevent the incident from reoccurring.
- J. Preparing a written report of findings and any action taken and ensuring corrective action is taken.
- K. Obtain any reports completed by law enforcement, if possible.

The requirements and procedures of this section are in addition to those described elsewhere in this Plan and those which will be taken in accordance with the District's policy regarding investigating misconduct and/or discipline. An investigation in accordance with those policies, and other applicable policies, may serve as an investigation under this Plan.

If Title IX is applicable to the allegations and an investigation is required, it shall be conducted in accordance with the District's Title IX procedures.

XXX. REQUIRED RESPONSE TO EMPLOYEE CONCERNS

To the extent not addressed in accordance with this section and the "Communication" and "Hazard Identification, Evaluation and Correction" sections of this Plan, the District may investigate and communicate with employees regarding their concerns using the following:

XXXI. METHODS TO INFORM EMPLOYEES OF INVESTIGATIONS AND CORRECTIVE ACTIONS

- A. Updating the employee on the status of the investigation into the employee's concern and any relevant corrective action.
- B. Providing the employee a copy of any completed workplace violence investigation conducted pursuant to this Plan relevant to the employee's concern and the records of any corrective action taken. No personally identifying information of any other employee which is the subject of the investigation will be provided to employee(s) not involved in the incident.
- C. The employee's first line supervisor and/or CHRO/Designee of the Committee meeting with the employee to discuss the concerns, the investigation, and the corrective actions to be taken.
- D. Sending the employee via email a summary of the employee's concern, the investigation and actions taken in response to the employee's concern.
- E. Posting any completed workplace violence investigation conducted pursuant to this Plan and the records of any corrective action taken to an internal website. No personally identifying information will be posted or otherwise made publicly available.

XXXII. VIOLENCE INCIDENT LOG

The District shall record information regarding incidents of workplace violence in the Violence Incident Log. (Attachment D) The Log shall contain the information requested in the Log about all incidents, the post-incident response and incident investigation. This log is different than the Daily Crime Log required by the Clery Act.

The District shall prepare the Log based on information solicited from involved employees, including those who experienced the violent incident; on witness statements; and on the findings

of investigations into workplace violence incidents. The Log shall not contain any elements of personally identifiable information, such as a person's name, address, electronic mail address, telephone number, or Social Security number, or other information that, alone or in combination with other publicly available information, reveals any person's identity.

Workplace violence resulting in an injury requiring recording the information on the OSHA Log 300 or 300A, Cal/OSHA Form 301 Injury and Illness Incident Report, and/or California Department of Industrial Relations, Division of Workers' Compensation Form DWC-1 (Workers' Compensation Claim Form) must also be recorded on those documents, in addition to the Violence Incident Log. All OSHA forms and logs are processed and stored in accordance with the applicable laws and regulations relating to those forms.

For multiemployer worksites, the employer, or employers whose employees experienced the workplace violence incident shall record the information in the Violence Incident Log and shall provide a copy of that log to the controlling employer.

The District shall determine whether there is a need to incorporate the report into the Daily Crime Log and Annual Security Report required under the Clery Act.

XXXIII. PLAN REVIEW

The District shall review and revise this Plan as provided below. The District shall review the Plan at least annually, when a deficiency is observed or becomes apparent, after a workplace violence incident, and as needed at any other time.

Review and any revision, as needed, of the Plan shall consist, at a minimum, of the following:

- i. The Plan itself and the effectiveness of the Plan.
- ii. Procedures used to obtain the active involvement of employees in developing, implementing and reviewing the plan, as discussed in "Responsible Persons – Employee Involvement."
- iii. Violence Incident Log.

XXXIV. METHODS TO CONDUCT THE PLAN REVIEW

- iv. The District shall conduct the review required by this section by the following methods:
- v. Providing the Plan and proposed revisions to the Plan to employees and their authorized employee organization representatives at no cost before revisions are implemented and soliciting feedback from employees.
- vi. Conducting periodic committee meetings/employee meetings.

- vii. Maintaining an internal site where employees can provide suggestions, feedback or concerns regarding the Plan and/or violence at the District.

When conducting PLAN review, the District should consider whether there is a need to revise the District's Title IX and Clery Act policies, procedures, websites, and related materials, as well.

XXXV. RECORDS

The District shall keep and maintain records as required by this Plan.

The District shall create training records, which shall include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions, and maintain training records for a minimum of **one year**:

- i. Employee Training Log. (See Attachment C)

The law requires only that “training records” include “training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.

- ii. Training Attendance Log. (See Attachment B)

To the extent feasible, any associated written materials or presentations shall be kept with the relevant Training Attendance Log.

The District shall create and maintain the following records for a minimum of **five years**:

- iii. Hazard Identification, Evaluation and Correction. (See Attachment E)
- iv. Violence Incident Log. (See Attachment D)
- v. Records of workplace violent incident investigations conducted pursuant to this Plan. These records shall not contain “medical information” as defined by California Civil Code Section 56.05(j).

The following records shall be made available to employees, upon request and without cost, for examination and copying within 15 calendar days of a request: (1) Records of workplace violence hazard identification, evaluation and correction; (2) Training records showing the training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions (see Attachments); and (3) the Violence Incident Log. Any employee personally identifiable information shall not be released, except as authorized by law. All records required by this Plan shall be made available to Cal-OSHA upon request and as required by law.

Title IX and the Clery Act contain their own recordkeeping requirements. DISTRICT should review its records retention policy(ies) to ensure compliance with Title IX, the Clery Act, and Labor Code Section 6401.9.

XXXVI. 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.

ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the District's Workplace Violence Prevention Plan (the "Plan") and understand that it contains important information about the District workplace safety and security policies and about my rights, responsibilities, and obligations as an employee. I acknowledge that

Addendum to AP 6800 - IIPP

I have read, understand, and will adhere to the District Plan and that I have familiarized myself with the material in the Plan. I understand that the District may change, rescind, delete, or add to any policies, benefits, and practices described in the Plan from time to time, at its sole and absolute discretion, with or without prior notice.

Date	Signature
	Print Name