



WORKPLACE VIOLENCE PREVENTION PLAN



WORKPLACE VIOLENCE PREVENTION PLAN

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WORKPLACE VIOLENCE PREVENTION PLAN

Rowland Water District (the District) has established a Workplace Violence Prevention Plan (WVPP) to address the hazards known to be associated with the four types of workplace violence as defined by California Labor Code (LC) § 6401.9.

Purpose: To prevent acts of aggressive, threatening behavior and violence in the workplace.

Date of Last Review: July 1, 2024

Date of Last Revision(s): July 1, 2024

DEFINITIONS

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

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.

Log - The violent incident log required by California Labor Code (LC) § 6401.9.

Plan or WVPP - The workplace violence prevention plan required by Labor Code Section § 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

Four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.



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Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

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

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrator, the Compliance & Safety Manager, has the authority and responsibility for implementing the provisions of this program for the District.

Staff who are also responsible for supporting and maintaining the WVPP are listed below:

Responsible Person(s)	WVPP Responsibility(ies)	Phone #	Email
General Manager	Approves the final plan and any major changes.	(562)690-7148	tcoleman@rwd.org
Compliance & Safety Manager	Responsible for implementation of the plan and ensuring tasks are accomplished: maintaining the plan, periodic evaluation of worksite safety, training staff, following up on reported incidents and hazards, and takes immediate and long-term corrective action, annual reporting requirements.	(562)690-7146	emendez@rwd.org
Human Resources Manager	Responsible for reviewing workplace violence incident reports and investigating the potential or actual workplace violence that was reported. Including contacting law enforcement when necessary, and notifies all department heads of the presence, location, and nature of workplace violence.	(562)690-7149	crodriguez@rwd.org



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All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

Managers and supervisors are responsible for providing a secure work environment for their staff, including the identification of security risks, staff training needs, the development and management of departmental security policies and procedures, and incident reporting, investigation and follow up.

All employees are responsible for reporting hazards and injury or illness incidents per the District's Injury Illness Prevention Program (IIPP), including hazards and incidents related to workplace violence.

EMPLOYEE ACTIVE INVOLVEMENT

Each employee and every person on District property is encouraged to report incidents of threats or acts of physical violence.

In cases where the reporting individual is not a District employee, the report should be made to the local law enforcement agency who has jurisdiction over the offense alleged to have been committed.

In cases where the reporting individual is a District employee, the report shall be made to the reporting individual's immediate supervisor. If the immediate supervisor is not available, the report shall be made to the next level of management. Prior to proceeding with any formal investigation, the management level supervisor shall report any incident of a threat or act of physical violence to the General Manager.

Employees (Including Managers and Supervisors) are responsible for:

- their own behavior by interacting responsibly with fellow employees, supervisors, and customers;
- being familiar with District policy regarding workplace violence;
- having monthly department meetings with employees to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and forwarding this information to the Safety Committee to provide guidance on how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures;
- promptly reporting actual and/or potential acts of violence to appropriate authorities;
- cooperating fully in investigations/assessments of allegations of workplace violence;
- being familiar with the service provided by the Employee Assistance Program or similar program;
- informing appropriate personnel about restraining or protective court orders related to domestic situations so that assistance can be offered at the work site; and

Managers and Supervisors are responsible for:

- working with and allowing employees to participate in:
 - A Safety Committee made up of employees who work to identify, evaluate and determine corrective action measures to prevent workplace violence. The purpose of the Safety Committee is to serve as a resource to support the efforts of all employees in developing and maintaining a safe work environment. Safety Committee meetings are regarded as one of the most valuable workplace violence and injury prevention tools that the District has to offer because they are meant to encourage open communication within the workplace. The Safety Committee will also take part in the reviewing reported incidents, make recommendations on actions, and review the WVPP annually.



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Managers and Supervisors are additionally responsible for:

- informing employees of the District's workplace violence policy and program;
- taking all reported incidents of workplace violence seriously;
- investigating all acts of violence, threats, and similar disruptive behavior in a timely fashion and taking the necessary action(s);
- providing feedback to employees regarding the outcome of their reports regarding violent or potentially violent incidents;
- being cognizant of situations that have the potential to produce violent behavior and promptly addressing them with all concerned parties;
- encouraging employees who show signs of stress or evidence of possible domestic violence to seek assistance, such as the Employee Assistance Program;
- assuring, where needed, that employees have time and opportunity to attend training, e.g., conflict resolution, stress management, etc.;
- providing security and helping to defuse violent situations;
- providing technical advice and support regarding physical security matters;
- ensuring that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees.
- enforce the rules fairly and uniformly;
 - maintaining an ongoing security awareness program; assisting with or conducting investigations of threats or incident of violence; requesting, where appropriate, assistance from functional area expert(s); and acting as liaison with local authorities and outside law enforcement agencies.

Management will ensure that all workplace security policies and procedures are clearly communicated and understood by all affected employees. Managers and supervisors will enforce the rules fairly and uniformly.

All affected employees will follow all workplace security directives, policies, and procedures, and assist in maintaining a safe work environment.

EMPLOYEE COMPLIANCE

The District will ensure that employees comply with the rules and maintain a secure work environment and will include at a minimum:

- Inform employees of the provisions of the WVPP.
- Evaluate the security performance of all employees.
- Recognize employees who perform secure work practices.
- Train employees, supervisors, and managers in the provisions of the District's WVPP.
- Discipline employees for failure to comply with secure workplace practices.

Employees will not be threatened with adverse action or retaliated against in any way if they refuse to report to or leave a workplace or worksite because they have a reasonable belief that the workplace or worksite is unsafe and 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.



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COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between management and staff about workplace security issues is essential to a safe and productive workplace. The following system of communication is designed to facilitate a continuous flow of workplace security information between management and staff in a form that is readily understandable by all affected employees, and consists of one or more of the following:

- New employee orientation including workplace security policies and procedures;
- Review of the WVPP; Effective communication between employees and supervisors about security and violence concerns, including translation where appropriate;
- Workplace security training programs;
- Regularly scheduled meetings that address security issues and potential workplace violence hazards;
- Posted or distributed workplace security information;
- A system for employees to anonymously inform management about workplace security and violence concerns;
- A system for employees to inform management about workplace security hazards or threats of violence without fear of reprisal or adverse action; and
- Address security issues at workplace team meetings.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

The District will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor/manager and/or the Human Resources Manager, who will inform the WVPP administrator. If that's not possible, employees will report incidents directly to the WVPP Administrator (Compliance & Safety Manager). Employees can submit a Workplace Violence Reporting Form also located on the employee HDRIVE. Once submitted an employee(s) and will receive confirmation through an email.
- The Human Resources Manager or Compliance & Safety Manager shall contact the local law enforcement officials when needed. When applicable they will notify all department heads of the presence, location, and nature of workplace violence.
- The Human Resources will provide the Compliance & Safety Manager with the non-confidential details to notify all employees. The Compliance & Safety Manager shall disseminate response information to all staff via phone call, email, or text to inform employees to avoid the affected area.
- In the case of severe incidents, employees are reminded they may be required to shelter in place or utilize evacuation staging areas located on site maps posted at each facility and listed in the ERP.
- The Human Resources Manager shall communicate with the effected employee(s) to obtain required information to be entered into the Workplace Violence Log if the Human Resources Manager was not contacted directly.
- The Human Resources Manager and Compliance & Safety Manager will maintain a WVPP log to provide Cal/OSHA in anticipation of annual report requirements.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively, with punishment to include, but not be limited to, suspension or termination.



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EMERGENCY RESPONSE PROCEDURES

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

- a. Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following Everbridge messages, radios, and a PA announcement.
- b. A silent alarm in the public area of the Customer Service Area will be activated when an employee wants to make a notification of actual or perceived violence. The silent alarm will trigger flashing alert in all Managements' offices, so these individuals can coordinate an immediate response. The WVPP Administrator would then be notified immediately.
- c. The District has an evacuation or sheltering plan in place, which is reviewed in the training to be provided, including maps of evacuation routes, locations of emergency exit, and instructions for sheltering in place.
- d. How to obtain help from staff, security personnel, or law enforcement. Contact numbers will be posted on the Employee Notice Board. If there is immediate danger, call for emergency assistance by dialing 9-1-1, and then notify the General Manager. For non-emergency incidents of workplace violence contact the Human Resources Manager.

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Person(s)	Phone #	Email
General Manager	(951) 751-7550	tcoleman@rwd.org
Assistant General Manager	(562) 277-2226	dmoisio@rwd.org
Director of Operations	(714) 262-3428	adavidson@rwd.org
Compliance & Safety Manager	(626) 435-4687	emendez@rwd.org
Human Resources Manager	(626) 893-7141	crodriguez@rwd.org

- The Human Resources Manager will contact the affected employee for any workplace violence incident to ensure the employees safety and act to ensure the safety of the reporting employee.
- The WVPP Administrator will communicate with employee's company-wide to ensure workplace safety during and after a workplace violence incident.
- The Human Resources Manager will act as needed:
 - Send a cease and desist letter to the aggressor
 - File a restraining order in consultation with legal counsel.

WORKPLACE SECURITY HAZARD ASSESSMENT

The District's physical address:

**3021 Fullerton Road
Rowland Heights, CA 91748**

Annual or periodic inspections and reviews to identify and evaluate workplace security and violence hazards will be performed at all District location.



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The District has an Emergency Response Plan for each location that includes the following reporting, evacuating, or sheltering in place procedures:

- A. For emergencies call 9-1-1
- B. Reporting emergencies
- C. Reporting a crime (non-emergency)
- D. Civil disturbances and demonstrations
- E. Evacuation procedures
- F. Medical event
- G. Violent individual
- H. Earthquake
- I. Fire
- J. Hazardous materials
- K. Utility failure
- L. Active shooter
- M. Reporting a phone/bomb threat
- N. Receiving a phone/bomb threat
- O. Emergency phone list

Annual or periodic inspections of security hazards consist of identifying and evaluating workplace violence hazards and changes in employees' work practices. This may require assessment for more than one type of workplace violence. The District performs inspections for each type of workplace violence by using the methods specified below.

Inspections for Type I (Violence by Strangers) workplace security hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers or other bad actors.
- The need for security surveillance measures, such as cameras.
- Adequate lighting outside of and within facilities.
- Signage notifying the public that cameras are recording all activities.
- Procedures for employee response during a criminal act, including the prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.



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- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether doors to offices and rooms can be locked.
- Whether employees have a designated safe area where they can go in an emergency.

Inspections for Type II (Violence by Customers/Clients) workplace security hazards include assessing:

- Adequacy of workplace security systems, such as door locks, badge readers, and physical barriers.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are recipients of District services.
- Employees' skill in safely handling threatening or hostile service recipients.
- Effectiveness of systems and procedures that warn others of a security danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of worker escape routes.

Inspections for Type III (Violence by Current or Past Employees) workplace security hazards include assessing:

- How well the District's management and employees communicate with each other.
- The District's employees', supervisors,' and managers' knowledge of the warning signs of potential workplace violence.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom an employee is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- Employee disciplinary and discharge procedures.

Inspections for Type IV (Violence by a Person who Does Not Work at the District but Has or is Known to Have Had a Personal Relationship with an Employee) workplace security hazards include assessing:

- Adequate lighting outside of and within facilities.
- The need for security surveillance measures, such as cameras.
- Procedures for employee response during a criminal act, including the prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.



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- Procedures for reporting suspicious persons or activities.
- The District's employees', supervisors,' and managers' knowledge of the warning signs of potential workplace violence.
- Access to and freedom of movement within the workplace by non-employees, including persons with whom an employee is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by any non-employee person with whom an employee has or had a personal relationship.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether doors to offices and rooms can be locked.
- Whether employees have a designated safe area where they can go in an emergency.

Periodic inspections and reviews are performed according to the following schedule:

- A. When the District initially established the WVPP.
- B. When new workplace security hazards are introduced into the workplace.
- C. When new, previously unidentified workplace security hazards are recognized.
- D. When workplace security incidents occur.
- E. When the District hires and/or reassigns permanent or intermittent employees to processes, operations, or tasks for which a workplace security evaluation has not yet been conducted.
- F. On at least a quarterly basis.
- G. Whenever workplace security conditions warrant an inspection.

WORKPLACE SECURITY HAZARD CORRECTION

All District employees must participate in identifying, evaluating and determining corrective measures to prevent workplace violence. Hazards that pose a higher risk for violence in the workplace will be corrected in a timely manner, based on the severity of the hazards (with the higher risk situations having higher priority). Hazards will be corrected according to the following procedures:

1. When first observed or discovered.
2. If an imminent hazard exists that cannot be immediately abated without endangering employees and/or property, all exposed employees will be removed from the situation except those necessary



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to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection.

3. All corrective actions taken and dates they are completed will be documented on the appropriate forms (Violent Incident Report and Violent Incident Analysis and Log).

Corrective measures for Type I (Violence by Strangers) workplace security hazards include the following:

- A. Improve lighting around and at the workplace.
- B. Provide emergency buttons to employees and install emergency alarms at the workplace.
- C. Establish a safe room with a lockable door.
- D. Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
- E. Procedures for reporting suspicious persons, activities, and packages.
- F. Post emergency telephone numbers for law enforcement, fire, and medical services.
- G. Ensure employees have access to a telephone with an outside line.
- H. Post signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.
- I. Employee, supervisor, and management training on emergency action procedures.

Corrective measures for Type II (Violence by Customers/Clients) workplace security hazards include the following:

- A. Control access to the workplace and freedom of movement within it that is consistent with business necessity.
- B. Ensure the adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.
- C. Provide worker training on recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are recipients of District services.
- D. Install effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
- E. Provide procedures for a "buddy" system for specified emergency events.
- F. Ensure adequate employee escape routes.

Corrective measures for Type III (Violence by Current or Past Employees) workplace security hazards include the following:

- A. Improve how well the District's management and employees communicate with each other.
- B. Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence.



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- C. Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom an employee is having a dispute.
- D. Provide counseling to employees, supervisors or managers who exhibit behavior that represents strain or pressure which may lead to physical or verbal abuse of other employees.
- E. Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
- F. Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.

Corrective Measures for Type IV (Violence by a Person who Does Not Work at the District but Has or is Known to Have Had a Personal Relationship with an Employee) workplace security hazards include the following:

- A. Control access to the workplace and freedom of movement within it that is consistent with business necessity.
- B. Ensure the adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.
- C. Provide worker training on recognizing and handling threatening or hostile situations that may lead to violent acts by persons with whom an employee has or had a personal relationship.
- D. Install effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
- E. Provide procedures for a "buddy" system for specified emergency events.
- F. Ensure adequate employee escape routes.
- G. Improve lighting around and at the workplace.
- H. Provide emergency buttons to employees and install emergency alarms at the workplace.
- I. Establish a safe room with a lockable door.
- J. Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
- K. Procedures for reporting suspicious persons, activities, and packages.
- L. Post emergency telephone numbers for law enforcement, fire, and medical services
- M. Ensure employees have access to a telephone with an outside line.
- N. Employee, supervisor, and management training on emergency action procedures.

WORKPLACE SECURITY INCIDENT INVESTIGATIONS

Procedures for investigating workplace security incidents include the following:

- I. Visit the incident scene as soon as possible.



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2. Interview threatened and injured employees and witnesses.
3. Examine the workplace for factors associated with workplace security, including any previous reports of inappropriate behavior by the perpetrator.
4. Determine the cause of the incident.
5. Take corrective action to prevent the incident from reoccurring.
6. Record the findings and corrective actions taken.

The written incident report will include the date, time, location, description of the type of the event and circumstances leading up to it, as well as the identity of the persons involved. Investigation records must be kept for five years.

TRAINING AND INSTRUCTION

The District provides the following workplace safety and security training topics to our employees:

- Injury and Illness Prevention Program
- Facility Access and Control
- Emergency Response Plan
- Calling for Fire/Rescue/Medical Services
- Injury Reporting
- Lone Worker Safety and Security
- Personal Safety
- Active Shooter
- Types of Violence at the Workplace
- Earthquake Preparedness
- Severe Weather
- Evacuation/Shelter in Place

All affected employees, including managers and supervisors, will have training and instruction on general and job-specific safe workplace security practices. Training on risk factors associated with workplace violence and proper handling of emergency situations will be provided to employees in order to minimize the risks of violent incidents occurring in the workplace.

Training and instruction will be provided as follows:

- Specified training when the WVPP is first established and annually thereafter.
- To all new employees.
- To all employees given new job assignments for which training has not been provided.



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- When new workplace security concerns are introduced and represent a new hazard.
- When the District is made aware of a new or previously unrecognized workplace security hazard.
- To supervisors so that they can recognize the workplace security hazards to which employees under their immediate direction and control may be exposed.
- To all employees with respect to workplace security hazards specific to each worker's job assignment.

General workplace security training and instruction include, but are not limited to the following:

- Explanation of measures for reporting any violent acts or threats of violence.
- Recognition of workplace security hazards including the risk factors associated with the types of workplace violence.
- Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.
- Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Measures to summon others for assistance.
- Worker routes of escape.
- Notification of security and law enforcement authorities when a criminal act may have occurred.
- Emergency medical care provided in the event of any violent act upon an employee; and
- Post-event trauma counseling for employees desiring such assistance.

In addition, specific instructions will be provided to all employees regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training.

We have chosen the following checked items for Type I training and instruction for managers, supervisors, and employees:

- Crime awareness.
- Location and operation of alarm systems.
- Communication procedures.
- Proper work practices for specific workplace activities, occupations, or assignments.

We have chosen the following checked items for Type II training and instruction for managers, supervisors, and employees:

- Self-protection.
- Dealing with angry, hostile, or threatening individuals.
- Location, operation, care, and maintenance of alarm systems and other protective devices.
- Communication procedures.



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- Determination of when to use the "buddy" system or other assistance from co-employees.
- Awareness of indicators that lead to violent acts by service recipients.

We have chosen the following checked items for Type III training and instruction for managers, supervisors, and employees:

- Preemployment screening practices.
- Employee Assistance Programs.
- Awareness of situational indicators that lead to violent acts.
- Managing with respect and consideration for worker well-being.
- Review of anti-violence policy and procedures.

We have chosen the following checked items for Type IV training and instruction for managers, supervisors, and employees:

- Self-protection.
- Dealing with angry, hostile, or threatening individuals.
- Location, operation, care, and maintenance of alarm systems and other protective devices.
- Communication procedures.
- Determination of when to use the "buddy" system or other assistance from co-employees.
- Awareness of indicators that lead to violent acts by outside persons.
- Review of anti-violence policy and procedures.

Employee Access to the WVPP

District employees have the right to examine and receive a copy of our WVPP. This will be accomplished by providing unobstructed access through a District server or website, which allows an employee to review, print, and email the current version of the WVPP. 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 other employees.

New District employees will receive a copy of our WVPP during orientation which they are required to keep in their work area in printed or electronic form.

RECORDKEEPING

The District has taken the following steps to implement and maintain our WVPP:

1. Records of workplace security hazard assessment inspections, including the person(s) or persons conducting the inspection, the workplace security concerns that have been identified and the action taken to correct the identified concerns, are recorded on a hazard assessment and correction form; and



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2. Documentation of safety and health training for each employee, including the employee's name or other identifier, training dates, type(s) of training, and training providers are recorded on an employee training and instruction form.

Inspection records and training documentation will be maintained as required by law.

ANNUAL REVIEW OF THE WVPP

The District will review the effectiveness of the WVPP annually in conjunction with employees regarding the employees' respective work areas, services, and operations. The review includes:

- Sufficiency of security systems, including alarms, emergency response.
- Job design, equipment, and facilities to ensure they are optimized to prevent workplace violence incidents.
- Ensure that security risks are being properly identified, evaluated, and corrected.

The WVPP is to be updated whenever deficiencies are found during the review and employees will be trained on any changes.

A handwritten signature in blue ink that reads "Tom Coleman".

Tom Coleman, General Manager

July 1, 2024

Date



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Violent Incident Report

Violent Incident-Report Instructions

The supervisor receiving a report of workplace violence must complete this form with as much detail as possible to support an investigation. Please submit form to Human Resources.

Employee Information

Affected Employee(s): _____

Affected Employee(s) Job Title(s): _____

Department: _____ Facility Address: _____

Incident Information

Date incident occurred: _____ Time incident occurred: _____

Specific address and detailed description of description where incident occurred (i.e. empty hallway, warehouse bathroom):

Workplace Violence Type:

- Type 1: workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
- Type 2: workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- Type 3: workplace violence against an employee by a present or former employee, supervisor, or manager.
- Type 4: 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.

I. What type of violent incident occurred (check all that apply)?

- Verbally harassed Verbally Threatened Physically Assaulted Punched
- Slapped Grabbed Pushed Choked
- Kicked Bitten Hit with Object
- Threatened with Weapon Assaulted with Weapon Animal Attack
- Other (Describe): _____



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2. Was a weapon used?

- Yes No

Describe the incident:

3. Was/were the employee(s) working alone?

- Yes No

If not, who was/were with the employee(s) that may have witnessed the incident?

4. Were there threats made before the incident occurred?

- Yes No

If yes, was it ever reported to the employee's supervisor or manager that the employee(s) was/were threatened, harassed, or was/were suspicious that the attacker may become violent?

5. Are you willing to testify in Court to obtain a restraining order against the perpetrator?

- Yes No

Reporter Information

Manager Responsible: _____ Date: _____



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Violent Incident Investigation

The supervisor or General Manager will complete the investigation into the violent incident. Further investigation and resolution of the incident is expected within seven (7) days.

Incident Analysis:

Has this type of incident occurred before at the workplace? Yes No

What were the main factors that contributed to the incident?

What could have prevented or at least minimized the damage caused by this incident?

Post-Incident Response

Yes No Did the employee(s) require medical attention as a result of the incident?

Yes No Did the employee(s) miss work as a result of the incident?

Yes No Did the employee(s) apply for workers' compensation?

Yes No Was law enforcement contacted?

Yes No Was immediate counseling provided to affected employees and witnesses?

Yes No Was critical incident debriefing provided to all affected staff who desired it?

Yes No Was post-trauma counseling provided to affected staff who desired it?

Yes No Was all counseling provided by a professional counselor?

Has there been follow-up with the Employee(s)? Yes No

Is this a recurring event? Yes No

Are there modifications to be made to WVPP to reflect updated practices? Yes No

Describe updates to WVPP _____

Investigation completed by: _____

Department/Job Title: _____

Date: _____ Phone number: _____

Email: _____



WORKPLACE VIOLENCE PREVENTION PLAN

WAS THE PERPETRATOR OF VIOLENCE A:

- Customer or client
- Family or friend of a customer or client
- Stranger with criminal intent
- Coworker
- Supervisor or manager
- Partner or spouse
- Parent or other relative
- Other:

AT THE TIME OF THE INCIDENT, WAS THE EMPLOYEE (CHECK ALL THAT APPLY):

- Completing usual job duties
- Working in poorly lit area(s)
- Rushed
- Working during a low staffing level
- Isolated or alone
- Unable to get help or assistance
- Working in a community setting
- Working in an unfamiliar or new location

WHERE DID THE INCIDENT OCCUR?

- Inside the workplace
- In a parking lot or other area outside the workplace
- Other:

DID THE INCIDENT INVOLVE ANY OF THE FOLLOWING? (CHECK ALL THAT APPLY):

- Physical attack without a weapon including, but not limited to biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting



WORKPLACE VIOLENCE PREVENTION PLAN

- Attack with a weapon or object including, but not limited to a firearm, knife, or other object
- Threat of physical force or threat of the use of a weapon or other object
- Sexual assault or threat including, but not limited to rape, attempted rape, physical display, or unwanted verbal or physical sexual contact
- Animal attack
- Other:

WHERE THERE ANY INJURIES?

- Yes
- No

Please explain:

CONSEQUENCES OF THE INCIDENT:

- Security or law enforcement was contacted

Agency contacted: _____

Agency response: _____

- Emergency medical responders (other than law enforcement) who were contacted, such as fire department, paramedics, on-site first aid certified personnel, etc. Explain:

- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident:

RECEIVED BY:

NAME:		DATE RECEIVED:	
JOB TITLE::			