



# Sulphur Springs Union School District

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# WORKPLACE VIOLENCE PREVENTION PLAN

July 1, 2024

**TABLE OF CONTENTS**

PURPOSE AND AUTHORITY	3
PERSON(S) RESPONSIBLE	4
PROCEDURES AND IMPLEMENTATION	5
COORDINATION	6
PROCEDURES TO ACCEPT AND RESPOND	7
EMPLOYEE COMPLIANCE	8
EMPLOYEE COMMUNICATION	9
EMPLOYER EVALUATION AND RESPONSE	10
EMPLOYEE TRAINING	11
RECORDKEEPING	12

**APPENDIX**

APPENDIX A: WORKPLACE VIOLENCE REPORTING FORM .....	13
APPENDIX B: GENERAL SAFETY TRAINING RECORD LOG .....	18
APPENDIX C: INCIDENT LOG .....	20

## **PURPOSE AND AUTHORITY**

California SB 553 requires California employers to establish, implement, and maintain at all times in all work areas an effective Workplace Violence Protection Plan (WVPP).

The WVPP, as a component of SSUSD's Injury and Illness Prevention Program, is intended to establish a framework for protecting SSUSD employees from workplace violence. This plan includes the following components:

1. Name(s) or job title(s) of the person(s) responsible for implementing the plan.
2. Effective procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan.
3. Methods that will be used to coordinate implementation of the plan with other employers, when applicable, to ensure that those employers and employees understand their respective roles, as provided in the plan.
4. Effective procedures for the employer to accept and respond to reports of workplace violence, and to prohibit retaliation against an employee who makes such a report.
5. Effective procedures to ensure that supervisory and nonsupervisory employees comply with the plan.
6. Effective procedures to communicate with employees regarding workplace violence matters, including, but not limited to, both of the following:
  - a. How an employee can report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal.
  - b. How employee concerns will be investigated.
7. Effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following:
  - a. Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.
  - b. Evacuation or sheltering plans that are appropriate and feasible for the worksite.
  - c. How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement.
8. Procedures to develop and provide employee training
9. Procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns. Inspections shall be conducted:
  - a. When the plan is first established
  - b. After each workplace violence incident
  - c. Whenever the employer is made aware of a new or previously unrecognized hazard.
10. Procedures to correct workplace violence hazards identified above, in a timely manner consistent with the plan, including:
  - a. Procedures for post incident response and investigation.
  - b. Procedures to review the effectiveness of the plan and revise the plan, including:
    - i. Procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan.
11. Maintain a written log recording incidents of workplace violence

## 1. PERSON(S) RESPONSIBLE FOR IMPLEMENTING THE WVPP

The ultimate responsibility for overseeing the development, implementation, and maintenance of the WVPP, rests with the **Assistant Superintendent, Personnel/Pupil Services**. All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

## **2. PROCEDURES FOR INVOLVING EMPLOYEES IN THE DEVELOPMENT AND IMPLEMENTATION OF THE WVPP**

Involving employees in the development and implementation of SSUSD's WVPP is a critical component to the program's overall effectiveness. We welcome and encourage employees to participate in the development and implementation as well as the ongoing/annual refresher of this plan. We will utilize the following procedures to involve employees in the development and implementation of this plan:

- Utilize existing safety committees to provide input on this plan annually.
- Utilize existing employee surveys to solicit feedback regarding safety concerns on school campuses.
- Request employees to submit their ideas directly to the person responsible for this WVPP (as identified above) via survey..
- Have site/department managers solicit feedback when new safety concerns are identified.
- Utilize input from SSDTA and CSEA during annual plan review.
- Will agendize at school site staff meetings as part of annual trainings.

### **3. WVPP IMPLEMENTATION & COORDINATION**

In an effort to ensure that all employees understand their respective roles in this plan, that they understand all aspects of this plan, and they understand how to report incidents of workplace violence, we will take the following steps:

1. Provide annual employee notification and training on the plan.
2. Generating emails, newsletters, memos, or other means of communication providing updates to all employees as necessary to communicate updates to the plan.
3. Post WVPP on the District website.

#### **4. PROCEDURES TO ACCEPT & RESPOND TO REPORTS OF WORKPLACE VIOLENCE**

SSUSD employees should report workplace violence to their direct supervisor and/or call 9-1-1 if the threat/act of violence is imminent and serious. The District will adhere to the following process for accepting and responding to reports of workplace violence:

1. Determine any steps that need to be taken to protect the reporting employee, or any other employee, against an immediate threat of violence.
2. Investigate the report to gather all relevant information (interview employees, visit the location, document evidence, ask follow-up questions).
3. Evaluate the findings to identify the root cause.
4. Define corrective actions/steps to be taken to address each cause.
5. Coordinate with the necessary departments/staff to implement the corrective actions.
6. Communicate the findings and corrective actions back to the reporting employee.
7. Monitor the effectiveness of the corrective actions.
8. Document the incident and all correlating information in the “Violent Incident Log” for recordkeeping and reporting purposes.

**All employees are encouraged to report any concerns or incidents related to workplace violence, and they can do so without fear of reprisal.**

## **5. PROCEDURES TO ENSURE EMPLOYEES COMPLY WITH THE WVPP**

While the Assistant Superintendent of Personnel/Pupil Services is responsible for overseeing the development, implementation, and maintenance of the WVPP, all employees are responsible for adhering to their roles, responsibilities, and training provided under this plan. Supervisors and managers will use the following procedures to ensure employees comply with the WVPP:

- Ensuring employees take/attend the training(s) and refresher training(s) assigned to them.
- Monitor employee adherence to topics and concepts covered in the training they received.
- Follow The Districts' established disciplinary action process if an employee or supervisor does not follow elements of this plan.

### **Disciplinary Action**

Similar to other policies, the District will actively enforce all aspects of the WVPP. An employee that fails to adhere to the procedures and practices of this plan shall be held accountable, consistent with District Policies and/or Collective Bargaining Agreements. Potential corrective actions may include:

1. Retraining
2. Warning
3. Warning with reprimand placed in personnel file
4. Further disciplinary action



## 6. EMPLOYEE COMMUNICATION

SSUSD employees should report any and all workplace violence related incidents, threats and concerns to their immediate supervisor or by contacting emergency services directly by calling 9-1-1 if the threat/act of violence is imminent and serious.

When making a report of workplace violence, please include the following information (please note: workplace violence does not include lawful acts of self-defense or defense of others):

(Please see *Appendix A* for the Workplace Violence Reporting Form)

1. Date
2. Time
3. Location
4. Type of workplace violence:
  - a. Type 1 = Committed by a person who has no legitimate purpose at the worksite
  - b. Type 2 = Committed by a person who does have a legitimate purpose at the worksite (customer, client, patient, student, inmate, or visitor).
  - c. Type 3 = Committed by a present or former employee, supervisor, or manager.
  - d. Type 4 = Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee
5. Circumstances at the time of the incident, including but not limited to the following:
  - a. Was the employee completing usual job duties?
  - b. Was the area poorly lit?
  - c. Was the work being “rushed”?
  - d. Was the employee working during a low staffing level?
  - e. Was the employee isolated/alone?
  - f. Was the employee able to get help/assistance?
  - g. Was the employee working in a community setting?
  - h. Was the employee working in an unfamiliar/new location?
  - i. Other: please explain
6. Classification of where the incident occurred:
  - a. At the workplace, indoors (please include building name and/or room number)
  - b. At the workplace, outdoors (please specify)
  - c. Other area (please explain)
7. Type of incident (including but not limited to):
  - a. Physical attack – no weapon/object
  - b. Physical attack – with a weapon/object
  - c. Threat of physical force or threat of use of a weapon/object
  - d. Sexual assault/threat (including rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
  - e. Other (please specify):

## **7. Employer's Evaluation & Response**

When responding to a report of workplace violence, the Assistant Superintendent of Personnel/Pupil Services or their Designee will adhere to the following process:

1. Determine any steps that need to be taken to protect the reporting employee, or any other employee, against an immediate threat of violence.
2. Investigate the report to gather all relevant information (interview employees, visit the location, document evidence, ask follow-up questions), including capturing the following information:
  - a. Consequences of the incident (including but not limited to):
    - i. Was security or law enforcement contacted?
      1. If so, what was their response (please explain):
    - ii. Actions taken to protect employees from a continuing threat or any other hazards resulting from the incident (please explain)
  - b. Information about the person completing the employer's response/log:
    - i. Name
    - ii. Title
    - iii. Date
3. Evaluate the findings to identify the root cause.
4. Define corrective actions/steps to be taken to address each cause.
5. Coordinate with the necessary departments/staff to implement the corrective actions.
6. Communicate your findings and corrective actions back to the reporting employee.
7. Monitor the effectiveness of the corrective actions.
8. Document the incident and all correlating information in the "Violent Incident Log" (Appendix C) for recordkeeping and reporting purposes.

## **8. EMPLOYEE TRAINING**

The Districts' Personnel Department will provide employees with initial training when the plan is first established, and annually thereafter, on all of the following:

1. The Districts' WVPP plan, how to obtain a copy of the plan at no cost, and how to participate in development and implementation of the plan.
2. The definitions and requirements of SB 553.
3. How to report workplace violence incidents or concerns to us and/or law enforcement, without fear of reprisal.
4. Workplace violence hazards specific to employees' jobs, the corrective measures we have implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
5. The required violent incident log and how to obtain copies of records.
6. An opportunity for interactive questions and answers with a person knowledgeable about the employer's plan.

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

## **9. RECORDKEEPING**

Records of workplace violence hazard identification, evaluation, and correction will be created and maintained for a minimum of five years.

Training records will be created and maintained for a minimum of one year and 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.

Violent incident logs will be maintained for a minimum of five years.

Records of workplace violence incident investigations will be maintained for a minimum of five years. These records shall not contain “medical information,” as defined in subdivision (j) of Section 56.05 of the Civil Code.

All records required above will be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.

The Assistant Superintendent of Personnel/Pupil Services will be responsible for ensuring that all relevant records are completed, maintained, and made available upon request as required by this program and/or Cal/OSHA. A safe and healthy workplace is the goal of everyone at the Sulphur Springs Union School District, with responsibility shared by management and staff alike.

# Appendix

## A

## WORKPLACE VIOLENCE REPORTING FORM

THIS FORM IS TO BE USED BY EMPLOYEES THAT HAVE IDENTIFIED AN INCIDENT, THREAT OR CONCERN RELATED TO WORKPLACE VIOLENCE. THIS FORM BRINGS THE ISSUE TO THE ATTENTION OF THE MANAGEMENT.

IT IS ILLEGAL FOR THE EMPLOYER TO TAKE ACTION AGAINST AN EMPLOYEE FOR MAKING SUCH A REPORT. THE EMPLOYER MUST INVESTIGATE THE REPORT AND EXPLAIN TO EMPLOYEES THE ACTION TAKEN AND ANY SUBSEQUENT ACTIONS, AS NECESSARY.

To be completed by the individual investigating the incident. Return completed form within 2 days following incident to the Assistant Superintendent, Personnel/Pupil Services. **Attach witness statements to this form.**

Report submitted by:	Date:
General Description:	Phone:

Date of Incident:	Time:
Address/Location of Incident:	

### Individuals involved in the incident (use additional sheet(s) if necessary)

Name:	Name:
<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant	<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant
Job Title:	Job Title:
Department:	Department:
Phone:	Phone:
Immediate Supervisor:	Immediate Supervisor:

### Classification of Incident (Select One)

<ul style="list-style-type: none"> <li>• Type 1</li> </ul> <p>Committed by a person who has no legitimate purpose at the worksite.</p>	<ul style="list-style-type: none"> <li>• Type 2</li> </ul> <p>Committed by a person who does have a legitimate purpose at the worksite</p>	<ul style="list-style-type: none"> <li>• Type 3</li> </ul> <p>Committed by a present or former employee, supervisor, or manager.</p>	<ul style="list-style-type: none"> <li>• Type 4</li> </ul> <p>Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee.</p>
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**Classification of Incident Location (Select One)**

<ul style="list-style-type: none"> <li>At Workplace, Indoors (Please Include Bldg. Name/Room No.)</li> </ul>	<ul style="list-style-type: none"> <li>At Workplace, Outdoors (Please Specify)</li> </ul>	<ul style="list-style-type: none"> <li>Other Area (Please Explain)</li> </ul>
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**Type of Incident**

<input type="checkbox"/> Physical Attack – no weapon/object
<input type="checkbox"/> Physical Attack – with weapon/object
<input type="checkbox"/> Threat of physical force and/or threat of use of a weapon/object
<input type="checkbox"/> Physical Assault - Hitting, fighting, pushing, or shoving
<input type="checkbox"/> Sexual assault/threat (incl. rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
<input type="checkbox"/> Other (specify)

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**How was the incident communicated? (Check one or more)**

<input type="checkbox"/> Communicated directly to victim	<input type="checkbox"/> Verbal	<input type="checkbox"/> Mail	<input type="checkbox"/> Note	<input type="checkbox"/> Email
<input type="checkbox"/> Communicated to another person	<input type="checkbox"/> Verbal	<input type="checkbox"/> Mail	<input type="checkbox"/> Note	<input type="checkbox"/> Email
<input type="checkbox"/> Other (specify)				

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**Initial Response or Follow up Activity: (Check all that apply)**

<input type="checkbox"/> Situation defused	<input type="checkbox"/> District Office notified
<input type="checkbox"/> Security called	<input type="checkbox"/> Law Enforcement notified If Yes, Name of Agency and Report Number:
<input type="checkbox"/> First Aid Received?	<input type="checkbox"/> Employee Assistance Program Resources Provided?
<input type="checkbox"/> Other (specify)	

**Describe Incident in Detail**

*Include what happened, where, who was involved, what you heard, saw, etc. Also include the circumstances at time of incident (i.e.: was the employee completing usual job duties, was the area poorly lit, was the work being rushed, was the employee working during a low staffing level, was the employee isolated/alone, was the employee able to get help/assistance, was the employee working in a community setting, was the employee working in an unfamiliar/new location, other – please explain).*

**List Names of Other Witnesses**

Signature

Date

Person Receiving Witness Statement

Date

**Routing**

<i>Yes</i>	<i>No</i>	<i>Name</i>	<i>Signature</i>	<i>Date</i>
<input type="checkbox"/>	<input type="checkbox"/>	Site/Department Supervisor		
<input type="checkbox"/>	<input type="checkbox"/>	Assistant Superintendent of Personnel/Pupil Services		



# Appendix B

**GENERAL SAFETY TRAINING RECORD LOG (sample)**

SUBJECT COVERED

LOCATION OF TRAINING:

DATE OF TRAINING:	NAME & QUALIFICATIONS OF TRAINER <i>(Years of related experience, designations, certifications, etc.)</i>
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EMPLOYEES NAME/TITLE/DEPARTMENT (print)	SIGNATURE

**Copy to Assistant Superintendent of Personnel/Pupil Services**

# Appendix C

### Workplace Violence Log (Sample)

The employer shall record information about workplace violence threats, incidents and post-incident responses that meet the definition of workplace violence types in SB 553.

This document is a sample of the District's Workplace Violence Log.

Date of Incident	Time of Incident	Location of Incident	Violence Type	Who Committed Violence	Incident Description	Consequences of Incident

