

WORKPLACE VIOLENCE PREVENTION PLAN



ROSEVILLE
JOINT UNION
HIGH SCHOOL DISTRICT

May 7, 2024

**See Something,
Say Something**
Submit an Anonymous Tip >  CatapultEMS
Emergency Management System



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The Roseville Joint Union High School District prohibits discrimination, intimidation, harassment (including sexual harassment) and bullying based on a person's actual or perceived race, color, ancestry, national origin, immigration status, ethnicity, ethnic group identification, age, religion, marital status, parental status, pregnancy, reproductive health decision-making, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, veteran or military status, medical information, genetic information, or association with a person or group with one or more of these actual or perceived characteristics. The RJUHSD nondiscrimination policy applies to any violations as they relate to school activities or school attendance within a school under the jurisdiction of the superintendent of the RJUHSD. For questions or complaints, contact Equity Compliance Officer & Title IX Coordinator: Rob Hasty, Executive Director, Human Resources, 1750 Cirby Way Roseville, CA 95661, 916-782-8663, rhasty@rjuhsd.us. For questions or inquiries related to 504's, please reach out to our Section 504 Coordinator: Craig Garabedian, Executive Director of Special Services, 1750 Cirby Way, Roseville, CA. 95661, 916-771-6570, cgarabedian@rjuhsd.us.

PROGRAM OBJECTIVES AND POLICY STATEMENT

The Roseville Joint Union High School District (RJUHSD) is committed to providing an environment free of violence or threats of violence and to safeguarding all students, employees and all other guests entering District property.

The RJUHSD prohibits and will not tolerate any form of workplace violence by any employee or third party, including employees, vendors, visitors, parents, students, or others, either on any DISTRICT property or at any RJUHSD-sponsored events.

This Workplace Violence Prevention Plan (“WVPP” or “Plan”) is intended to supplement the RJUHSD’s Comprehensive School Safety Plan developed pursuant to Education Code § 32281 and 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 WVPP shall be available to employees, Cal/OSHA and authorized employee representatives at all times.

The RJUHSD 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 WVPP is to prevent and/or eliminate workplace violence as follows:

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

The RJUHSD hereby authorizes and ensures the establishment, implementation, and maintenance of this Plan and the documents/forms within this Plan. The RJUHSD is committed to a culture of safety and violence prevention. These policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety of RJUHSD employees.

INTRODUCTION

On September 30, 2023, Governor Gavin Newsom signed into law Senate Bill (SB) No. 553, which requires virtually every California employer to implement a comprehensive workplace violence prevention plan with very specific requirements. [Senate Bill 553 Occupational Safety](#)

LOCATION OF THE WRITTEN WORKPLACE VIOLENCE PREVENTION PLAN

A copy of the District's Workplace Violence Prevention Plan will be embedded in the RJUHSD Injury Illness Prevention Plan and shall be kept at each site along with documentation of specific elements of the program implemented at that site. A master copy of the District's Injury and Illness Prevention Plan shall be kept by the Human Resources Department. The Injury Illness Prevention Plan can also be found on the RJUHSD website.

DEFINITIONS

A. REQUIRED DEFINITIONS

1. **Emergency:** unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
2. **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.
3. **Log:** the violent incident log required by this Plan.
4. **Plan:** this Workplace Violence Prevention Plan.
5. **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.
6. **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:
7. **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.
8. **Type 2 violence:** workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
9. **Type 3 violence:** workplace violence against an employee by a present or former employee, supervisor, or manager.
10. **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.

11. **Work practice controls:** procedures and rules which are used to effectively reduce workplace violence hazards.
12. **Act of Violence** - An act of violence is the attempt (coupled with the ability), or actual use of force of violence with the intent to threaten, harass, intimidate, commit a violent injury, or damage/destroy property.
13. **Harassment** - The creation of a hostile work environment through unwelcome words, actions, or physical contact not resulting in physical harm. Verbal harassment may include disparaging or derogatory comments or slurs, unreasonable or excessive criticism, or name calling.
14. **Intimidate** - To make afraid; to frighten, alarm, annoy, or scare. To force a person into, or deter them from, some action by inducing fear by, or as if by, threats.
15. **Stalking** - Stalking occurs when any person willfully, maliciously and repeatedly follows or harasses another and makes a credible threat with the intent to place that person in reasonable fear for his/her safety or the safety of his/her immediate family.
16. **Affective violence** is reactive, impulsive, defensive, emotional violence, preceded by autonomic arousal, caused by a reaction to a perceived threat, and accompanied by intense feelings of anger and/or fear. This is the most common mode of violence.
17. **Predatory violence**—instrumental or offensive violence characterized by the absence of autonomic arousal and emotion, the absence of an imminent threat, and involving planning and preparation before the attack.
18. **Risk assessment** considers empirically derived variables that may be static (constants) or dynamic (changing), and estimates an individual’s capacity to react violently (Meloy, Hoffmann, Roshdi, & Guldemann, 2014). Risk assessments are used in initial identification of students at risk for violence.
19. **Threat assessment** determines the level of concern (Meloy et al., 2011); that is, how dangerous is this student at the time of the assessment. Threat assessment includes risk management, with the primary goal of redirecting the student away from pathways leading to violence.
20. **Suicide risk assessment** determines the level of concern related to the student’s seriousness for lethal self-harm at the time of the assessment. Suicidal behavior is multifactorial. As a result, risk formulation is a process that should involve both standardized measures and detailed clinical interviews repeated over time. This should be completed alongside the risk and threat assessments by qualified clinicians.
21. **Precipitating events** are the events, circumstances, and contextual stressors that can increase the likelihood of a targeted violent act or strengthen commitment to the violent plan (e.g., romantic breakup or rejection, change in caregiver status/divorce, social media shaming, substance use).

22. **Protective factors** are those variables or values that can mitigate the likelihood of an act of violence (e.g., supportive family members, mental health treatment, fear of loss of reputation)
23. **Targeted violence** is an operational term for predatory, instrumental, or offensive violence. Perpetrators preconceive their violence (focused on individuals, groups, or locations) and engage in behaviors that precede and are related to their attacks. They consider, plan, and prepare. These behaviors are often detectable, which provides an opportunity for disruption of the intended violence by utilizing a comprehensive, multidisciplinary approach for assessment and intervention (Fein & Vossekuil, 1998; US Department of Defense, 2012)

RESPONSIBLE PERSONS

The Executive Director of Human Resources has the authority and responsibility for implementing and maintaining this Plan for the RJUHSD. **In the absence of the Executive Director of Human Resources, the person with authority and responsibility for implementation of this Plan is the immediate supervisor of affected employee[s].**

The Executive Director of Human Resources will be accountable for implementation and maintenance of this program. School Site Principals, 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 RJUHSD’s WVPP.

A copy of the WVPP is available from each manager, supervisor, and principal.

ROLE	NAME	PRIMARY RESPONSIBILITY	CONTACT INFORMATION
Executive Director of Human Resources	Rob Hasty	Writing, Training & Implementing	rhasty@rjuhsd.us or 916-521-2607
Principal			
Manager			
Supervisor			

PLAN FOR OBTAINING EMPLOYEE INVOLVEMENT

The RJUHSD shall obtain the active involvement of employees (RSEA & CSEA) 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 RJUHSD may carry out its responsibilities by the methods listed below:

1. SITE & DISTRICT SAFETY TEAMS

The RJUHSD shall maintain Site Safety Teams that work in coordination with the District Safety Team. This District Safety Team shall be under the direction of the Director of Student Services, or designee. The District Safety Team should operate with close contact and communication with the Director of Student Services.

District staff shall work with select Site Safety Team members (Site administrations) to obtain the active involvement of employees (RSEA & CSEA) 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 District Safety Team may carry out its responsibilities by the methods listed below:

METHODS TO OBTAIN EMPLOYEE INVOLVEMENT

1. Interviewing and gaining feedback from employees regarding the Plan and/or violence at the RJUHSD.
2. The Executive Director of Human Resources and the Director of Student Services will attend staff meetings of different departments throughout the RJUHSD to obtain employee input (representatives from RSEA and CSEA will be in attendance)
3. Site Safety Team leads will maintain records of workplace violence incidents and work with district staff to address incidents and concerns.

COORDINATION

The RJUHSD shall coordinate implementation of the Plan with all other employers whose employees (“third-party employers and/or employees’”) provided services to all RJUHSD property. This is to ensure that all personnel at the worksite understand their respective roles as provided in the Plan, that all employees are provided the training required by the Plan, and that workplace violence incidents involving any employee are reported, investigated, and recorded in the Violence Incident Log. At a multi employer worksite, the RJUHSD shall ensure that if its employees experience workplace violence incident that the RJUHSD shall record the information in its Violent Incident Log (Attachment D) and shall also provide a copy of the relevant Violent Incident Log to the controlling employer.

METHODS TO COORDINATE THE PLAN

1. Prepare a list of third-party employers in the RJUHSD.
2. Designate the Executive Director of Human Resources as the point of contact for third-party employers in the RJUHSD.
3. Provide all third-party employers a copy of the relevant worksite Plan and obtain copies of each third-party employer’s Plan.
4. Require all third-party employees to report all reportable incidents (as defined in this Plan) to the appropriate supervisor, manager or other designated person, and participate in any investigations, as required by this Plan, the RJUHSD IIPP and/or other RJUHSD policies.

5. Document which third party employers have assumed responsibility for training and for reporting, investigating and documenting workplace violence incidents involving third party employees.

COMMUNICATION

The RJUHSD recognizes that in order to maintain a safe, healthy and secure workplace, it must have open, two-way communication between all employees, including certificated and classified, staff, managers and supervisors, and other employers on all workplace safety, health and security issues. RJUHSD 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 RJUHSD 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” and/or “Law Enforcement” sections of this Plan, designated referral form or anonymous reporting system.

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.

The RJUHSD communication procedures will include the following items:

REQUIRED COMMUNICATIONS WITH EMPLOYEES REGARDING WORKPLACE VIOLENCE MATTERS

In addition to any other communications required by this Plan, the RJUHSD shall communicate with employees regarding:

1. How an employee can report a violent incident, threat, or other workplace violence concern to the RJUHSD or law enforcement without fear of reprisal. Please see the “Reports of Workplace Violence” section of this Plan.
2. How employee concerns will be investigated in a timely manner and how employees 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.

METHODS FOR COMMUNICATING WITH EMPLOYEES REGARDING WORKPLACE VIOLENCE MATTERS

1. New employee orientation on workplace security policies, procedures and work practices, including the Plan.
2. Yearly Keenan training for all staff members.
3. Conducting monthly Site Safety Team Meetings. All meetings should be documented, including, but not be limited to, signed attendance rosters, agenda for items discussed that address security issues and potential workplace violence hazards and minutes of the meetings.
4. Communicating safety and health issues to each department.
5. Posted or distributed workplace safety and violence prevention information, including regarding any identified workplace violence hazards.
6. Procedures for employees to inform RJUHSD District Office Staff about workplace security hazards, workplace violence or threats of violence, including in accordance with the “Reports of Workplace Violence” section of this Plan.
7. Making the Plan available to all employees upon request at no cost.
8. Updating employees on the status of investigations and corrective actions through email and at meetings, including the progress of investigations, the results of investigations, and any corrective actions taken.
9. Effective communication between employees and supervisors and managers about workplace violence concerns, including in accordance with the “Reports of Workplace Violence” and “Hazard Identification, Evaluation and Correction” sections of this Plan.

REPORTS OF WORKPLACE VIOLENCE

The RJUHSD requires all employees to report workplace violence (including threats of violence), as described below. The RJUHSD requires completion of a Violence Incident Report Form (See appendix) when workplace violence occurs, except as described below. The affected employee or the person receiving the report may complete the Violent Incident Report Form. All forms are located in this document (see appendix) and are also accessible on the P-Drive through site administrators, managers and directors.

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. The RJUHSD strongly encourages the See Something, Say Something link that is posted in break rooms and staff rooms around the district and on all District websites. This link allows for anonymous reporting, if so desired.

No RJUHSD employee or third party 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 RJUHSD 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 RJUHSD, the RJUHSD 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 accessing the employee's cellular telephone or other communication devices 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:

WORKPLACE VIOLENCE MAY BE REPORTED TO THE FOLLOWING:

1. To the employee's immediate supervisor or manager.
2. To the Executive Director of Human Resources.
3. To the Superintendent's Office.
4. Using the See Something, Say Something link to report workplace violence.
5. To law enforcement (School Resource Officer or Local Law Enforcement Agencies), as appropriate.
6. Employee can submit a workplace violence prevention referral form (see appendix)

Any person receiving a report of workplace violence shall forward it to their direct supervisor and the Executive Director of Human Resources.

The Executive Director of Human Resources and/or direct supervisor shall accept and respond to reports of workplace violence, as described in this Plan. In addition to reviewing the Violent Incident Report Form as described above, the Executive Director of Human Resources is responsible for recording information relating to each occurrence of workplace violence on the Violent Incident Log.

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 Violent 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 Violent Incident Report Form is completed, the information required by this Plan must still be recorded in the Violent Incident Log.

Emergency Situations:

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

1. Get to safety.
2. Call 911 when safe to do so.
3. Initiate proper Standard Response Protocol (SRP), if appropriate.

Non-Emergency Situations

Contact numbers for RJUHSD District Office staff, local law enforcement and emergency services agencies are available at every district facility. During any non-emergency situation, employees involved in a workplace violence incident must report it, as described above. The Executive Director of Human Resources may then report the incident to law enforcement, if warranted.

Any employees who report workplace violence and believe they are being subjected to discipline, retaliation, or reprisal should report it to their direct supervisor or the Executive Director of Human Resources.

RESPONSE TO WORKPLACE VIOLENCE

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

REQUIRED RESPONSES TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE EMERGENCIES

1. Making this Plan available to employees and both RSEA and CSEA.
2. Informing employees how to obtain help from their direct supervisor, the Executive Director of Human Resources, and/or law enforcement. Employees may contact law enforcement by dialing 911. The contact information for local law enforcement is:
 - a. Roseville City Police Department
 - i. 1051 Junction Blvd., Roseville CA 95678
 - ii. Non-Emergency Phone: 916-774-5000
 - b. Placer County Sheriff's Office
 - i. 2929 Richardson Dr., Auburn, CA 95603
 - ii. Non-Emergency Phone: 530-889-7800
 - c. Sacramento County Sheriff's Department
 - i. 4500 Orange Grove Ave., Sacramento, CA 95841
 - ii. Non-Emergency Phone: 916-874-5115
3. Alerting employees of the presence, location and nature of workplace violence emergencies by the following:
 - A. Sirens
 - B. Lights
 - C. Intercom alerts
 - D. Text message / email alerts

- E. Announcements via CatapultEMS Action Alerts (via email / text)
 - F. Classroom Phones
1. Informing and training employees of Standard Response Protocols (SRP) plans appropriate and feasible for the employees' worksite and when to implement those plans.

COMPLIANCE

The RJUHSD is committed to ensuring that all safety and health policies and procedures involving workplace security, including this Plan, are clearly communicated 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 RJUHSD IIPP, the RJUHSD Comprehensive School Site Safety Plan, or any other applicable RJUHSD directives, policies or procedures is grounds for discipline, up to and including termination. ([Board Policy 4119.21 Professional Standards](#)) Managers and supervisors will enforce this Plan fairly and uniformly.

In addition to methods provided in other sections of this Plan, [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:

B. REQUIRED COMPLIANCE PROCEDURES

1. Making this Plan available to employees, RSEA, and CSEA.
2. Training programs as provided in the Plan, and any necessary re-training or introductory training for new employees. Also retraining for any employee whose safety performance is deficient.
3. Disciplining employees for failure to comply with this Plan, the RJUHSD IIPP, the RJUHSD Comprehensive School Site Safety Plan and/or workplace security practices.
4. Periodic inspections of the school site/work site in accordance with the "Hazard Identification, Evaluation and Correction" section of this Plan.
5. Posting See Something, Say Something Workplace Violence Prevention flyers in workrooms and staff lounges.
6. Providing yearly Workplace Violence Prevention training via Keenan, for all RJUHSD employees.

TRAINING

The RJUHSD 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 RJUHSD 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 include presentations, discussions, and/or practical exercises.

All training must be documented by using a training log (identifying who has been trained and when). Individual training records shall be maintained in the RJUHSD Personnel Office. All training records shall be kept on file for a minimum of one (1) year.

A. REQUIRED EMPLOYEE INVOLVEMENT

The RJUHSD shall obtain the active involvement of employees, as well as RSEA and CSEA representatives in designing and implementing all required training under this Plan.

B. TYPE OF TRAINING AND TIMING

1. General Workplace Security Training – New Hire and Annually

The RJUHSD 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 security training for that job assignment has not previously been provided, and (3) whenever the RJUHSD 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:

1. 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.”
2. Reporting workplace violence incidents or concerns to the RJUHSD 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.
3. Workplace violence hazards specific to employees’ jobs, the corrective measures the RJUHSD has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
4. Warning and pathway behaviors related to targeted violence.
5. The Violent Incident Log and how to obtain copies from the RJUHSD.
6. Records of workplace violence hazard identification, evaluation, and correction and how to obtain copies from the RJUHSD.

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.

In addition, the RJUHSD provides specific training 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.

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
- 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

- Targeted Violence Prevention
- 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

HAZARD IDENTIFICATION, EVALUATION AND CORRECTION

A. HAZARD IDENTIFICATION AND EVALUATION

The RJUHSD 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:

1. When this Plan is first established.
2. When the RJUHSD is made aware of new or previously unrecognized workplace violence hazards.
3. After each workplace violence incident.
4. Whenever there is a report of workplace violence.

Inspections must be documented using the Hazard Identification, Evaluation and Correction Record (Attachment F) and the Hazard Periodic Inspection Checklists (Attachment E), in order to identify, evaluate and correct workplace violence hazards. The date and name of the person conducting the inspections shall be documented. Any deficiencies must be documented and reported to the direct supervisor and the Executive Director of Human Resources. Items will be addressed in a timely manner based on the severity of the hazard.

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

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 Violent Incident Report Forms, by workplace violence incidents, or whenever the RJUHSD 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 a minimum of five years. Please see the "Records" Section of this Plan.

The following personnel shall conduct periodic inspections in the following [facilities/ departments/operations/sites.]. Inspections shall be conducted by the school site/work site supervisor and relevant District Office Administrators.

METHODS FOR PERIODIC INSPECTIONS

1. Annual reflective review of the previous years incidents of workplace violence, regardless of whether an injury occurred.
2. Identify and evaluate environmental risk factors for workplace violence in each facility, including surrounding areas, such as employee parking areas and other outdoor areas.
3. An assessment of the following specific environmental risk factors:
 - a. 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.
 - b. Poor illumination or blocked visibility of areas where possible assailants may be present.
 - c. Lack of physical barriers between employees and persons at risk of committing workplace violence.
 - d. Lack of effective escape routes.
 - e. Obstacles and impediments to accessing alarm systems.
 - f. Locations within the facility where alarm systems are not operational.
 - g. Entryways where unauthorized entrance may occur, such as doors designated for staff entrance or emergency exits.
 - h. Storage of high-value items or currency.
 - i. Community-based risk factors, such as information relating to local crime conditions and the local police contact information.
 - j. Security of Facility
 - k. Lack of posting of emergency telephone numbers for law enforcement, fire, and medical services.
 - l. Lack of employee access to a telephone with an outside line.
 - m. Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers and restraint systems.
 - n. 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.

B. HAZARD CORRECTION

The RJUHSD shall correct workplace hazards which threaten the security of employees in a timely manner based on the severity of the hazard. The RJUHSD shall correct hazards either when observed or discovered, or when an imminent hazard exists which cannot be immediately corrected without endangering employee(s) and/or property. The RJUHSD 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 RJUHSD shall inform employees regarding completed workplace violence investigations conducted pursuant to this Plan and the records of any corrective action taken (all records will be kept in site and district incident logs), in accordance with this and the “Communications” section.

METHODS FOR HAZARD CORRECTION

The RJUHSD shall use engineering and work practice controls to eliminate or minimize employee exposure to the identified hazards to the extent feasible. The RJUHSD shall take measures to protect employees from imminent hazards immediately.

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

1. Ensuring sufficient numbers of staff are trained and available to prevent and immediately respond to workplace violence incidents during each shift.
2. 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 means.
3. Configuring facility spaces so that employee access to doors and alarm systems cannot be impeded by persons or obstacles.
4. Installing, implementing, and maintaining the use of an alarm system, hand-held radios or other effective means by which employees can summon security and other aid to defuse or respond to an actual or potential workplace violence emergency.
5. Ensuring employees have access to a telephone with an outside line.
6. Limiting the amount of cash on hand and using time access safes for large bills.
7. Ensuring adequate employee escape routes.
8. 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.
9. Ensuring communication in accordance with the "Communications" section of this Plan.
10. 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 RJUHSD policies.
11. Work requests for maintenance and grounds corrections can be placed at service@rjuhsd.us

INVESTIGATIONS AND POST-INCIDENT RESPONSE

The RJUHSD must investigate workplace violence, concerns of workplace violence and injuries from workplace violence, regardless of how they are reported or how the RJUHSD 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 RJUHSD 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 targeted violence. Management, administrative and supervisory personnel and the Executive Director of Human Resources are responsible for ensuring investigations in their areas of responsibility are conducted.

The Violent Incident Report Form 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.

When an employee reports workplace violence or a concern of workplace violence or when the RJUHSD otherwise becomes aware of a concern of possible or actual workplace violence, the RJUHSD shall conduct an investigation and respond to the workplace violence. The Executive Director of Human Resources, manager, direct supervisor or other designated person shall conduct the investigation. Procedures for investigating workplace violence incidents may include:

A. REQUIRED INVESTIGATIVE ACTIVITIES

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

INVESTIGATIVE ACTIVITIES

1. Reviewing any relevant previous incidents, pathways, and warning behaviors.
2. Interviewing the affected employee(s) and any witnesses.
3. Preparing appropriate summaries of the interviews.
4. Visiting the scene of the alleged incident as soon as possible.
5. Examining the workplace for factors associated with the incident.
6. Reviewing any relevant physical / behavioral, electronic or other evidence, such as video footage, photographs, and/or emails or other communications.
7. Coordinating, to the extent necessary and feasible, with any law enforcement investigation.
8. Determining the cause of the incident.
9. Taking corrective action to correct the hazards and prevent the incident from reoccurring.
10. Preparing a written report of findings and any action taken.

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 RJUHSD’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.

B. 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 RJUHSD may investigate and communicate with employees regarding their concerns using the following:

METHODS TO INFORM EMPLOYEES OF INVESTIGATIONS AND CORRECTIVE ACTIONS

1. 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.
2. The employee's direct supervisor or the Executive Director of Human Resources may meet with the employee to discuss the concerns, the investigation, protective and/or the corrective actions to be taken.
3. Sending the employee via email a summary of the employee's concern, the investigation and actions taken in response to the employee's concern.
4. Updating the employee on the status of the investigation into the employee's concern and any relevant corrective action.

VIOLENT INCIDENT LOG

The RJUHSD shall record information regarding incidents of workplace violence in the Violent Incident Log. (Attachment D) The Log shall contain the information requested in the Log about all incidents, the post-incident response and incident investigation.

The RJUHSD 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. Following any workplace violence incidents/investigations, all personnel information will remain confidential, within the Human Resources Department.

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 Violent 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 Violent Incident Log and shall provide a copy of that log to the controlling employer.

PLAN REVIEW

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

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

1. The Plan itself and the effectiveness of the Plan.

2. Procedures used to obtain the active involvement of employees, as well as RSEA and CSEA in developing, implementing and reviewing the plan, as discussed in “Responsible Persons – Employee Involvement.”
3. Violent Incident Log.
4. Investigations of alleged hazardous conditions or employee concerns.
5. Investigations of workplace violence incidents.
6. Training programs as provided in the Plan.

METHODS TO CONDUCT THE PLAN REVIEW

The RJUHSD shall conduct the review required by this section by the following methods:

1. Providing the Plan and proposed revisions to the Plan to employees, as well as RSEA and CSEA at no cost before revisions are implemented and soliciting feedback from employees.
2. Solicit feedback from employees regarding the proposed revisions and/or violence at the RJUHSD.
3. The Executive Director of Human Resources or designee will attend staff meetings of different schools and/or departments throughout the RJUHSD to obtain employee input.

RECORDS

The RJUHSD shall create and maintain the following records for a minimum of **one year**:

1. Employee Training Log. (See Attachment C)
2. 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 RJUHSD shall create and maintain the following records for a minimum of **five years**:

1. Hazard Identification, Evaluation and Correction. (See Attachment E)
2. Violent Incident Log. (See Attachment D)
3. 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 [and their authorized representatives], 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; and (3) the Violent 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.

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, the RJUHSD 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 RJUHSD's Workplace Violence Prevention Plan (the "Plan") and understand that it contains important information about the District's workplace safety and security policies and about my rights, responsibilities and obligations as an employee. I acknowledge that 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

VIOLENT INCIDENT REPORT – ATTACHMENT A

Employee Name: _____

Name/Title/Contact Information of Person Completing Form: _____

<u>Date/Time</u>	<u>Location/ Department</u>	<u>Incident Description</u>	<u>Violence Committed By?¹</u>

Type of Incident: (check all that apply)

- Physical attack (e.g. biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting)
 Attack with weapon (e.g. gun, knife, other object)
 Threat of force, violence or use of weapon
 Sexual assault or threat (rape or attempted rape, physical display, or unwanted verbal or physical sexual contact)
 Verbal Harassment
 Animal Attack
 Other _____

Incident Location Specifics: (check all that apply)

- Office
 Classroom
 Hallway
 Restroom/Bathroom
 Parking Lot
 Other Area Outside Building
 Personal Residence
 Break Room
 Cafeteria
 Other

Incident Specifics: (check all that apply)

- Victim Performing Usual Job Duties
 Poor Lighting
 Rushed
 Working During Low Staffing Level
 High Crime Area
 Isolated/Alone
 Unable to Get Help/Assistance
 Working in Community Setting
 Working in Unfamiliar/New Location

Consequence Specifics: (check all that apply)

- Medical Treatment Provided
 Assistance Provided to Conclude Incident (detail in Incident Description)
 Security Contacted
 Law Enforcement Contacted
 Lost Time of Work Hours: _____
 Actions Requested to Protect from Continuing Threat (if any): _____

¹ The perpetrator will be classified as: (1) client or customer; (2) family or friend of a client or customer; (3) stranger with criminal intent; (4) co-worker, supervisor or manager of victim, (5) partner or spouse, parent or relative of victim, or (6) other perpetrator.

WORKPLACE VIOLENCE PREVENTION PLAN

TRAINING ATTENDANCE LOG – ATTACHMENT B - Make a google sheet link

Trainer Name: _____

Trainer Qualifications: _____

Training Name / Description: _____

<u>Date</u>	<u>Attendee</u>	<u>Attendee Title</u>

WORKPLACE VIOLENCE PREVENTION PLAN

VIOLENT INCIDENT LOG – ATTACHMENT D

Name/Title of Person Completing Form:

Date Completed:

<u>Log No.</u>	<u>Date/Time</u>		<u>Location/ Department</u>	<u>Incident Description</u>	<u>Violence Committed By?²</u>

Type of Incident: (check all that apply) (as defined in the “Definitions” section)

Type 1 Incident Type 2 Incident Type 3 Incident Type 4 Incident

Physical attack (e.g. biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting) Attack with weapon (e.g. gun, knife, other object) Threat of force or threat of use of weapon or other object Sexual assault or threat (rape or attempted rape, physical display, or unwanted verbal or physical sexual contact) Verbal Harassment Animal Attack
 Other _____

Incident Location Specifics: (check all that apply)

Office Classroom Hallway Restroom/Bathroom Parking Lot Other Area Outside Building Personal Residence Break Room Cafeteria Other

Incident Circumstances: (check all that apply)

Victim Performing Usual Job Duties Poor Lighting Rushed Working During Low Staffing Level
 High Crime Area Isolated/Alone Unable to Get Help/Assistance Working in Community Setting
 Working in Unfamiliar/New Location Other:

Consequence Specifics: (check all that apply)

Security Contacted/Law Enforcement Contacted
 Law Enforcement/Security Response: _____
 Actions Taken to Protect from Continuing Threat or Other Hazards Identified as a Result of Incident (if any): _____

² The perpetrator will be classified as: (1) client; (2) customer; (3) family or friend of a client or customer; (4) stranger with criminal intent; (5) co-worker, supervisor or manager of victim, (6) partner or spouse, parent or relative of victim, or (7) other perpetrator.

HAZARD PERIODIC INSPECTION CHECKLIST – ATTACHMENT E³

Date: _____

Facility / Operation / Department: _____

STAFFING / SECURITY

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Lack of designated security personnel, including chief of security / safety	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Designate personnel responsible for security	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Failure to communicate contact information for security personnel to all employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Communicate contact information for security personnel to all employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Emergency telephone numbers for law enforcement, fire and medical services not accessibly posted	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Post emergency telephone numbers for law enforcement, fire and medical services where employees can access it	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Security not posted / located in vulnerable areas (e.g. parking lot, reception area, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Post / locate security staff in vulnerable locations.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Staff not available to escort employees upon request or as needed (e.g. to the parking lot, etc.) and a contact number provided	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Staff identified and available to escort employees on request or as needed and a contact number provided	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
OTHER	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

³ Note: Not every hazard must be corrected with every engineering or work practice control. The above checklist is to assist you in identifying hazards and developing possible corrections. For example, you are not required to have surveillance cameras or secured entry.

WORKPLACE VIOLENCE PREVENTION PLAN

TRAINING

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Required training not done on schedule in accordance with the Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Perform training in accordance with the Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees not trained on the Plan and topics required by the Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	All employees trained on the Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees [or specific employees] not trained to respond to violent incidents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Employees trained to respond to violent incidents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees [or specific employees] not trained to recognize the potential for violence, factors contributing to the escalation of violence and how to counteract them, and when and how to seek assistance to prevent or respond to violence. violence, and strategies to avoid physical harm.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Employees trained to recognize the potential for violence, factors contributing to the escalation of violence and how to counteract them, and when and how to seek assistance to prevent or respond to violence. violence, and strategies to avoid physical harm.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
OTHER	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

WORKPLACE VIOLENCE PREVENTION PLAN

ENGINEERING / FACILITIES

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
No fences, gates, walls or other barriers around workplace	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install fences, gates, walls or other barriers around workplace	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Entrances not visible	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Make entrances visible	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Workplace attractive to thieves	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Make workplace unattractive to thieves	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
No employee only parking area	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide employee only parking area	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Landscape and areas around workplace and parking lots not maintained to minimize hiding places	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Maintain landscape and area around workplace and parking lots to minimize hiding places	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Inadequate lighting in the parking areas and approaches to workplace	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install adequate lighting in the parking areas and approaches to the workplace	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Access to the facility/department/operation and freedom of movement within it not controlled, consistent with business necessity.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Access to the workplace and freedom of movement within it controlled, consistent with business necessity.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

WORKPLACE VIOLENCE PREVENTION PLAN

HAZARD		PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
	No controlled / Escorted access in certain situations (e.g. discharged employee, concerns regarding an employee)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Procedures to control and/or escort employees in certain situations (e.g. discharged employee, concerns regarding an employee)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Does the workplace lack:					
	Secured entry (e.g. fobs, buzzers)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Secured entry system	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Physical barriers (Plexiglass, elevated counters, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Installed appropriate barriers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Locks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install locks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Alarms	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install alarms	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Panic alarms / buttons (portable or fixed)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install or provide panic alarms	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Screening devices (e.g. metal detectors, x-ray machines)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install screening devices	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Line of sight between employees in work areas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide line of sight between employees in work areas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

WORKPLACE VIOLENCE PREVENTION PLAN

HAZARD		PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Surveillance lacking:		<input type="checkbox"/> Yes <input type="checkbox"/> No	Using surveillance, such as cameras or mirrors	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Mirrors	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install mirrors	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Cameras – interior and exterior	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install cameras	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Other surveillance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install other surveillance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Lack of signs that there is limited cash on premises		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Post signs that limited cash is kept on the premises	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Insufficient available employee escape routes		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Establish / designate employee routes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Exit doors					
	Opened from inside or outside	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Exit doors are only able to be opened from the inside	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Opened from the direction of exit travel with tools or special knowledge or effort	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Exit doors are opened from the direction of exit travel without tools or special knowledge or effort	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Spaces configured so that access to doors and/or alarm systems is impeded		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Configure space so that access to doors and/or alarm systems is not impeded	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Furniture not secured to floor		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Secure furniture to floor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
OTHER		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Secure furniture to floor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

WORKPLACE VIOLENCE PREVENTION PLAN

WORK PRACTICE CONTROLS

HAZARD		PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Public access not restricted consistent with business necessity		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Restrict public access consistent with business necessity	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees not provided with maps and/or clear directions to their workspaces and entrances and exits		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide employees with maps and/or clear direction to their workspaces and entrances and exits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Lack of posted floor plans showing entrances, exits and the location of security, visible only to authorized personnel		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Post floor plans posted showing entrances, exits and the location of security, visible only to authorized personnel	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Lack of appropriate security measures for employees working in special situations					
	Working late at night	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Institute appropriate security measures for employees working late at night	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Handling money	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Institute appropriate security measures for employees handling money	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

WORKPLACE VIOLENCE PREVENTION PLAN

HAZARD		PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
	Working by themselves	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Institute appropriate security measures for employees working by themselves	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Visitors or clients not escorted when on premises		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Escort all visitors and clients when on premises	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees, visitors and clients not required to wear badges or other identification		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Require all employees, visitors and clients to wear badges or other identification	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees without access to a telephone		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide employees access to a telephone in case of an emergency	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
No procedures to report suspicious persons or activities		<input type="checkbox"/> Yes <input type="checkbox"/> No	Employees have access to contact information for security and law enforcement and are instructed how to report suspicious persons and activities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Workplace Violence Prevention Plan not communicated and/or provided to all employees		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Workplace Violence Prevention Plan provided to all employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

WORKPLACE VIOLENCE PREVENTION PLAN

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Employees not trained on recognizing and responding to violence, including active shooter	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employees trained on response to violence, including active shooter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
No communication procedures for employees to report workplace violence concerns, including threats, physical violence and property damage, without fear of reprisal	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Implement communication procedures for employees to report workplace violence concerns	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
No communication procedures between employees and between shifts, facilities, operations and/or departments regarding conditions that may increase potential for workplace violence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Implement communication procedures between employees and between shifts, facilities, operations and/or departments regarding conditions that may increase potential for workplace violence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Cash on hand not stored in safes on premises	<input type="checkbox"/> Yes <input type="checkbox"/> No	Cash on hand limited and time access safes used	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

WORKPLACE VIOLENCE PREVENTION PLAN

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Valuables present on site or during exchange (e.g. cashier, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Limit the amount of valuables on site and keep only small bills in a cash register; use time access safes and deposit large bills as they are received; use only one cash register after dark and keep its drawer empty and open	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees work alone or isolated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Employees use a "buddy system" or a check in system	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Lack of appropriate discipline procedures for employees who commit workplace violence, including threats	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide appropriate procedures for employees who commit workplace violence, including threats	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employee Assistance Program or other counseling not available to employees who exhibit behaviors or signs of strain that may lead to workplace violence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide an Employee Assistance Program or other counseling to employees who exhibit behaviors or signs of strain that may lead to workplace violence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
OTHER	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	[Describe correction action taken]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

WORKPLACE VIOLENCE PREVENTION PLAN

HAZARD IDENTIFICATION, EVALUATION AND CORRECTION RECORD – ATTACHMENT F

Location of Incident: _____

Date of Inspection: _____

Persons Conducting Inspection: _____

Persons Reporting:
Unsafe Condition, Work Practice or Employee Concern (include what, who, when, where and how it is unsafe):
Causes of Other Contributing Factors (What caused or contributes to the unsafe condition?):
Persons Involved:
Corrective Action Taken and Date:
Preventive Action (if any):
Description of Hazard Correction:
Date Received by[Chief Safety Officer/ Chief Security Officer/IDENTIFIED POSITION/Designee of the Task Force]: