

Workplace Violence Prevention Quick Guide

Roseville Joint Union High School District



Four Types of Workplace Violence:

- a. **Type 1 violence:** workplace violence committed by a person who has no legitimate business at the worksite.
- b. **Type 2 violence:** workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- c. **Type 3 violence:** workplace violence against an employee by a present or former employee.
- d. **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.

Examples of Workplace Violence:

- a. Physical assault/attack
- b. Written or verbal threats
- c. Physical or verbal harassment

Report Workplace Violence (In person, email, phone call):

- a. Human Resources - Rob Hasty - rhasty@rjuhsd.us 916-786-2051
- b. Immediate supervisor - manager, supervisor, principal, District office Administrator
- c. See Something, Say Something link
- d. School Resource Officer

Copy of Workplace Violence Prevention Plans:

- a. Available on RJUHS D Website
- b. Available from HR Staff (Rob Hasty - rhasty@rjuhsd.us 916-786-2051
- c. Available from direct supervisor
- d. Available from Superintendent's Office

Who is Responsible for Implementing & Addressing Workplace Violence:

- a. Direct supervisor (Principal, manager, supervisor)
- b. Executive Director of Human Resources (Rob Hasty - rhasty@rjuhsd.us 916-786-2051
- c. All employees are responsible for watching for and reporting workplace violence

In Case of Emergency: **Get to Safety & Call 911**

- a. **Roseville City Police Department (RPD)**
 - i. 1051 Junction Blvd., Roseville CA 95678
 - ii. Non-Emergency Phone: 916-774-5000
- b. **Placer County Sheriff's Office (PCSO)**
 - i. 2929 Richardson Dr., Auburn, CA 95603
 - ii. Non-Emergency Phone: 530-889-7800
- c. **Sacramento County Sheriff's Office (SSO)**
 - i. 4500 Orange Grove Ave., Sacramento, CA 95841
 - ii. Non-Emergency Phone: 916-874-5115

Investigations: All incidents of workplace violence will be investigated & documents

For All Other Questions Contact - Rob Hasty - rhasty@rjuhsd.us 916-786-2051