



Emery Unified School District WORKPLACE VIOLENCE PREVENTION PROGRAM

Emery Unified School District (EUSD) is committed to our employees' safety and health. Our District's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9. In order to fulfill the District's mission, it is essential that all EUSD employees are able to work in an environment that is safe and free from acts of intimidation, threats of violence, or actual violence. No employee shall be subjected to retaliation, reprisal, or disciplinary action for reporting acts pursuant to this policy. EUSD does not tolerate any form of violence in the workplace and will make every effort to prevent violent incidents from occurring.

DEFINITIONS

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

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log is required by LC section 6401.9. (*Maintained by the District and Human Resources*)

Plan - The WVPP is required by LC section 6401.9.

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

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

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

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment. This includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- Workplace violence does not include lawful acts of self-defense or defense of others.

There are four (4) types of violence:	Definition
<i>Type 1 Violence</i>	Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
<i>Type 2 Violence</i>	Workplace violence directed at employees by staff, students, or visitors.
<i>Type 3 Violence</i>	Workplace violence against an employee by a present or former employee or manager.
<i>Type 4 Violence</i>	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.

RESPONSIBILITY AND ACCOUNTABILITY

The Human Resources office administers the WVPP. The District, in collaboration with various departments and managers, has the authority and responsibility for implementing the provisions of this plan for Emery Unified School District.

Responsible Persons	Job Title/Position	WVPP Responsibilities	Phone #	Email
Erik Anderson	Director of Facilities, Operations, and Maintenance	Conduct safety inspections, coordinate emergency response procedures	(510) 381-8116	erik.anderson@emeryusd.org
Samantha Burke	Director of Human Resources	Ensure compliance, training, written response, and maintain logs.	(510) 601-4915 extension # 155	samantha.burke@emeryusd.org

All managers are responsible for implementing, maintaining, and answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

Emery Unified School District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- The District will work with management to identify and evaluate workplace violence-related concerns and hazards, and correct them as necessary.
- Comprehensive training will be provided to all staff annually.
- Report and investigate any workplace violence incidents and provide the [WVPP reporting form](#) to all managers.

- All claims will be reviewed and investigated by the site manager. A report must be submitted to Human Resources in a timely manner but no later than 48 hours after the incident.
- If there is hospitalization, amputation, or death, related to a workplace violence incident it must be reported to Human Resources.
- Management personnel will ensure that all workplace violence policies and procedures within this written plan are communicated and understood by all employees.
- Managers will enforce the rules fairly and uniformly.
- All employees will adhere to the WVVP policies and procedures.
- The plan shall be in effect at all times, in all work areas, and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

The WVPP ensures that employees comply with rules and practices designed to make the workplace secure. This includes ensuring that employees do not engage in threats or physical actions that create a safety hazard for others.

The WVPP includes the following components:

1. Prohibition of threats and physical actions: employees must not engage in behaviors that could be considered threatening or physically harmful to others in the workplace; this includes physical altercations.
2. Reporting Mechanisms: clear and accessible channels for reporting any incidents of workplace violence.
3. Investigation Procedures: established procedures for investigating reports of workplace violence.
4. Disciplinary Actions: clear disciplinary actions for those found in violation of the workplace violence prevention policies.
5. Training and Education: annual training (including retraining when necessary) for employees on recognizing, avoiding, and responding to potential workplace violence.

COMMUNICATION WITH EMPLOYEES

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

- New employee disclosures will include the Safety Handbook.
- Workplace violence prevention training program.
- Address security issues and potential workplace violence hazards as they arise.
- Effective communication between employees and managers about workplace violence prevention and violence concerns.
- Ensure that managers and employees can communicate effectively and in the employees' first language. An interpreter will be provided when requested by the employee.
- Post the WVPP on the District website including how employees can report a violent incident, threat, or other workplace violence concern to employer or local law enforcement without fear of reprisal or adverse action.
- Employees should report all workplace violence-related incidents, threats, and concerns to their manager who can then contact emergency services directly by calling 9-1-1 if the threat/act of violence is imminent and serious.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.
- Employees' concerns will be investigated in a timely manner and notified of any corrective actions.
- An email will be sent to the manager to acknowledge the report was received by Human Resources. Any updates, corrective actions, and other information will be communicated via email in a timely manner.

COORDINATION WITH OTHER EMPLOYERS

Emery Unified School District will implement the following effective procedures to coordinate the implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained in workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multi-employer worksite, Emery Unified School District will ensure that if its employees experience workplace violence incidents Emery Unified School District will record the information in a violent incident log and shall also provide a copy of that log to the other employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

All threats or acts of workplace violence are reported to an employee's manager who will inform Human Resources. This will be accomplished by filling out the [WVPP reporting form](#).

The Board prohibits retaliation against any district employee, who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the District's procedures pursuant to this policy and corresponding regulation.

EMERGENCY RESPONSE PROCEDURES

Emery Unified School District has in place measures to handle actual or potential workplace violence emergencies. Each site should refer to its respective Comprehensive School Safety Plan (CSSPs) and review it annually to ensure that all staff understand the plan and are aware of policies and procedures related to the site's emergency response procedures.

Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by using the PA system, internal phone system, and portable radios.

If staff is in immediate danger, local law enforcement should be called by dialing 9-1-1. If any staff feel they are in danger they should contact their manager first to report the incident. Managers should notify Human Resources of the incident by filling out the [WVPP reporting form](#) within 48 hours of the incident.

Responsible Person(s)	Job Title/Position	WVPP	Phone #	Email
Erik Anderson	Director of Facilities, Operations, and Maintenance	Conduct safety inspections, coordinate emergency response procedures	(510) 381-8116	erik.anderson@emeryusd.org

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION The following policies and procedures are established and should be conducted by Emery Unified School District to ensure that workplace violence hazards are identified and evaluated:

- Site managers will initially inspect each workplace violence incident whenever the employer is made aware of new or previously recognized hazards.
- Site managers will use the [WVPP reporting form](#) to report a workplace violence incident.
- Risk Management will receive the [WVPP reporting form](#) and, if necessary, conduct further investigations.

PERIODIC INSPECTIONS

Inspections shall be conducted at least annually by a third-party vendor and a report shall be provided to the District which will address hazards as reported. Inspections for workplace violence hazards can include assessing:

- The exterior and interior of the workplace for its attractiveness to theft.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.

WORKPLACE VIOLENCE HAZARD CORRECTION

Emery Unified School District will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), corrective action will be taken to ensure the safety of staff, students, and visitors.
- Corrective measures for workplace violence hazards will be specific to a given work area and/or work site and will be documented on the WVPP.

PROCEDURES FOR POST-INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, EUSD will implement the following post-incident procedures:

- The site manager will assess the scene of an incident, if possible determine the cause of the incident, and take corrective action to prevent similar incidents from occurring.
- The site manager will interview involved parties including staff, students, visitors, and witnesses directly and indirectly involved in the incident, and record the findings on the [WVPP reporting form](#).
- The risk manager may examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate or threatening behavior by the alleged perpetrator.
- The risk manager will investigate further if necessary and ensure corrective actions are taken.
- The risk manager will obtain relevant reports completed by local law enforcement agencies.
- The WVPP incident log will be used for every workplace violence incident and will include information, such as:
 - o The date, time, and location of the incident.
 - o The workplace violence incident type or types for the incident.
 - o The name, phone number, and email address of the person completing the incident log entry.
 - o A detailed description of the incident.
 - o A classification of who committed the violence, including whether the perpetrator was family or a friend of a student, employee or family of an employee, stranger with criminal intent, coworker, manager, partner or spouse, parent or relative, or other perpetrator.
 - o A description of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.

- o A description of where the incident occurred, such as in the workplace, parking lot, or other area outside the workplace.
 - o The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - o The following shall be considered in the post-investigation:
 - Whether local law enforcement was contacted.
 - Actions taken to protect employees from a continuing threat or any other hazards identified as a result of the incident.
 - Notify affected employees of the results of the investigation and any corrective actions taken through email, U.S. Mail, or phone call.
 - Offer Employee Assistance Program (EAP) to affected employees.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information that would reveal the identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All staff, including managers, will have training on general workplace violence prevention practices and will receive access to the [WVPP reporting form](#).

Training and instruction will be provided as follows:

- Annually to ensure all employees understand and comply with the plan.
- Whenever 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.

Emery Unified School District will provide its employees with training and instruction on the definitions found on pages 1-2 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in the development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or local law enforcement without fear of reprisal.
- How employees can seek assistance to prevent or respond to violence.
- The violent incident log and how to obtain copies of records.
- Opportunities Emery Unified School District has for interactive questions and answers with a person knowledgeable about the plan.

Training materials will be appropriate in content and vocabulary to the educational level, literacy, and language of employees.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Emery Unified School District will ensure that the WVPP is documented and readily accessible to employees, authorized employee representatives, and Cal-OSHA representatives at all times via the District website.

RECORDKEEPING

Emery Unified School District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - o Contents or a summary of the training sessions.
 - o Names of all persons who completed the training session along with dates
- Maintain WVVP incident logs for a minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - o The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs, and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

REVIEW AND REVISION OF THE WVPP

The Emery Unified School District WVPP will be reviewed for effectiveness:

- Annually or as needed.
- When a deficiency is observed or becomes apparent. Review of Emery Unified School District's WVPP should include, but is not limited to:
 - o Review of incident investigations and the WVPP incident log.
 - o Assessment of the effectiveness of security systems, including alarms, and emergency response.
 - o Review that violence risks are properly identified, evaluated, and corrected.

EMPLOYER REPORTING RESPONSIBILITIES

As required by the California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, Emery Unified School District will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.