

Corning Union High School District Workplace Violence Prevention Plan

Section 1: Policy Statement

CUHSD is committed to our employees' safety and health. We refuse to tolerate any form of violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP).

All directors, leads, supervisors and employees are responsible for implementing and maintaining our WVPP Program. We encourage employee participation in designing and implementing our program. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

A copy of this policy statement and WVPP Plan is readily available to all employees and from each manager and supervisor. Our plan ensures that all employees, including supervisors and directors, adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace.

All employees, including directors and supervisors, are responsible and accountable for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe and secure work environment.

The management employees of our establishment is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Directors and supervisors are expected to enforce the rules fairly and uniformly.

The WVPP Plan will be reviewed and updated annually.

Section II: Responsibility and Accountability

The Workplace Violence Prevention Program Administrator is Cassie Riddle, HR Coordinator and she has the authority and responsibility for implementing the provisions of this program for CUHSD. All directors, supervisors, and employees are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the program.

In addition, a WVPP Planning team will be established to assess the vulnerability to workplace violence at our establishment and reach an agreement on preventive actions to be taken. This group will be responsible for developing employee training programs in violence prevention and

plans for responding to acts of violence. They will also audit our overall Workplace Violence Prevention Program.

The Workplace Violence Prevention Team will consist of:

Responsible Individuals:

- HR Coordinator: Overall responsibility for implementing and overseeing the workplace violence prevention plan. - Cassie Riddle, 530-824-8000
- Safety Officer: Responsible for identifying, evaluating, and correcting workplace violence hazards. Director of MOT, 530-824-8000
- Security Personnel: Assist in implementing emergency procedures and providing assistance during emergencies. Justine Felton, 530-824-8000
- Department Managers: Implementing and enforcing the plan within their respective departments. Classified Union Rep, Certificated Union Rep, Department leads, Director of Food Service, SRO Officer

Section III: Compliance

All employees are responsible and will be held accountable for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe and secure work environment.

Directors, supervisors, and employees will comply with work practices that are designed to make the workplace more secure, and will not engage in threats or physical actions that create a security hazard for others in the workplace. Directors and supervisors will:

- Inform employees, supervisors, and managers about our Workplace Violence Prevention Program.
- Evaluate the performance of all employees in complying with our district's workplace security measures.
- Recognize employees who perform work practices that promote security in the workplace.
- Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security.
- Discipline employees for failure to comply with workplace security practices.
- Follow established workplace security directives, policies, and procedures.

Directors and supervisors will maintain an open, two-way communications system on all workplace safety, health, and security issues. Our district has a communication system designed to encourage a continuous flow of safety, health, and security information between

management and our employees without fear of reprisal and in a readily understandable form. Our communication system consists of the following items:

- New employee orientation on our establishment's workplace security policies, procedures, and work practices.
- Periodic review of our Workplace Violence Prevention Program with all personnel.
- Training programs designed to address specific aspects of workplace security unique to our district.
- Regularly scheduled safety meetings with all personnel including workplace security discussions.
- A system to ensure that all employees, including managers and supervisors, understand the workplace security policies.
- Posted or distributed workplace security information.
- A system for employees to inform management about workplace security hazards or threats of violence.
- Procedures for protecting employees who report threats from retaliation by the person making the threats.

Record Keeping and Review

Note: Care must be taken to ensure appropriate confidentiality of medical and personnel records, as required by the ADA (Americans with Disabilities Act) and other applicable regulations or policies. Personal information, alone or in combination with other publicly available information revealing the person's identity should be omitted.

- All incidents, including potential incidents, of workplace violence should be reported within 24 hours or as soon as possible following the occurrence.
- A "Workplace Violence Incident Report Form" must be completed by the victim, or the victim's supervisor if the victim is unavailable, for all incidents. The supervisor is to ensure that the employee completes other reports, such as a worker's compensation claim if applicable.
- Reports of injuries shall be maintained in accordance with applicable laws and regulations, including California Department of Labor and Federal OSHA laws and regulations.
- The completed Workplace Violence Incident Report Form should be sent by the employee or supervisor to Human Resources for all incidents occurring on campus. Human Resources shall coordinate the review of incidents with the Workplace Violence Prevention Team
- Where there is a reasonable basis to believe that an employee involved with a workplace incident may be the subject of disciplinary action, a copy of the incident will be placed in their file in accordance with District Policy.
- After review, the incident report may be provided to the Workplace Violence Prevention Team, which is charged with evaluating incidents referred to them and if appropriate, make recommendations to prevent future similar occurrences.

- Periodic updates and reviews of the following workplace violence reports and records will be made
- Accurate records of all workplace violence incidents will be maintained by Human Resources. All incident report forms will be kept in accordance with record retention guidelines.
- Training Log will be kept on file
- Injury Log will be kept for 5 years

Training and Instruction

We have established the following policy on training all employees concerning workplace violence and security.

All employees, including directors and supervisors, shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the Workplace Violence Prevention Program is first established and periodically thereafter. Training shall be provided to all new employees and to other employees for whom training has not previously been provided. It shall also be provided to all employees, supervisors, and directors given a new job for which specific workplace security training for the job has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace violence and security training and instruction includes, but is not limited to, the following:

- Explanation of the Workplace Violence Prevention Program including measures for reporting any violent acts or threats of violence.
- How to participate in the development and implementation of the plan
- Recognition of workplace security hazards including the risk factors associated with the four types of violence.
- How to report WPV incidents or concerns to the district
- Notification of law enforcement authorities when a criminal act may have occurred
- Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.
- Corrective measures the district has implemented
- Strategies to avoid physical harm, Measures to summon others for assistance. Employee routes of escape.
- Emergency medical care is provided in the event of any violent act upon an employee.
- Post-event trauma counseling for those employees desiring such assistance.
- How to obtain copies of records by the WVPP

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

Incident Investigation

Our procedures for investigating incidents of workplace violence, threats, and physical injury include:

- Reviewing all previous incidents.
- Visiting the scene of an incident as soon as possible.
- Interviewing threatened or injured employees and witnesses.
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determining the cause of the incident.
- Taking corrective action to prevent the incident from recurring.
- Recording the findings and corrective actions taken.

Workplace Violence Type	Description
Type 1	Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime
Type 2	Workplace violence directed at employees by customers, clients, parents, students, or visitors.
Type 3	Workplace violence against employees by present or former employees, supervisors, or managers.
Type 4	Workplace violence is committed in the workplace by a person who does not work there but has or is to have had a personal relationship with an employee.

Emergency Response Procedures

A situation is an emergency if:

- 1)an injury has occurred OR
- 2)there is an immediate threat of physical harm

You should consider your safety first in all emergencies. If possible, you should use the following response procedure.

Step 1: The first person on the scene quickly assesses the situation and risk.

Step 2: The first person on the scene calls for security/medical assistance and ensures the needs of the injured are met. Employees must also immediately notify the supervisor of the situation.

Step 3: The Supervisor will immediately assess whether there is an emergency situation and make a prompt report to their supervisor or if they are unavailable to Human Resources.

Step 4: The supervisor, in an emergency where there is an immediate threat of violence, will ensure that local or County police and medical personnel have been notified

Step 5: Proceed with Non-Emergency Response Procedures, Steps 3-5.

Step 6: Complete Workplace Violence Incident Report Form

Non-emergency Response Procedure

A threatening non-emergency situation is defined as:

One person, through intimidating words or gestures, has induced fear and apprehension of physical or other harm to another person but there is no immediate danger of such harm being inflicted.

Step 1: Employee immediately notifies supervisor.

Step 2: The supervisor conducts a preliminary inquiry and makes a prompt report to Human Resources.

Step 3: If there has been serious misconduct or criminal behavior by an employee, the coordinator of Human resources will contact Law Enforcement and take no further action.

Or

If there is no immediate threat of violence and no serious misconduct or criminal behavior by an employee, the supervisor will continue the investigation, resolve/mediate matters, initiate disciplinary action, if appropriate, and make referrals to Human Resources, as appropriate

Step 4: The Supervisor ensures that a written summary report of the incident and all actions taken is prepared and submitted within three business days to Human Resources, and to Risk Management.

Step 5: If an emergency develops, follow the steps for the emergency response procedure

Step 6: Complete Workplace Violence Incident Report Form