



CHINO VALLEY
UNIFIED SCHOOL DISTRICT

Workplace Violence Prevention Program

TABLE OF CONTENTS

- Table of Contents i
- Definitions iii
- Purpose and Scope 5
- Policy statement 6
- Responsibilities 7
 - District Administration, Principals, and Supervisors 7
 - Employees and Volunteers 7
- PROHIBITED ACTS 8
 - Workplace Violence Categories 8
 - Type I 8
 - Type II 8
 - Type III 8
 - Type IV 8
 - Prohibited Activities 9
- Methods of Compliance 10
 - Staff Compliance 10
 - Communication 10
 - Hazard Assessment, Identification, and Control 10
 - Hazard Assessment 10
 - Hazard Identification 11
 - Hazard Correction 11
- Procedures 12
 - Emergencies and Reporting a Crime 12
 - Reporting Workplace Violence Concerns 12
 - Restraining Orders 13
- Post Incident Evaluation, Reporting and Follow-up 14
 - Internal Incident Investigations 14
 - Outside Agency Investigation 14
- Training 15

Recordkeeping	16
Plan Audit and Review	17
Appendix A – Workplace Violence Incident Log	18
Workplace Violence Incident Log	19
Appendix B – Workplace Violence Prevention Hazard Assessment and Control Checklist.....	20
Site Risk Assessment	21

DEFINITIONS

Assault	Intentional infliction of bodily harm, including physical attacks.
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.
Harassment	Any unwanted behavior that makes an employee, student, or visitor feel threatened, intimidated, or unsafe.
Log	The violent incident log required per Labor Code section 6401.9.
Plan	The workplace violence prevention plan required per Labor Code section 6401.9.
Serious Injury or Illness	According to Cal/OSHA Title 8 Section 330, it is defined as any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for reasons 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 this does not include any injury or illness or death caused by an accident on a public street or highway 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, conveying an intent or reasonably perceived to convey an intent, to cause physical harm or to place someone in fear or physical harm, and that serves no legitimate purpose.
Workplace Violence	Any act of violence or threat of violence occurring in a place of employment, which does not include lawful acts or self-defense or defense of others. This may include, but is not limited to, the following: <ul style="list-style-type: none">• The threat or use of physical force against an employee resulting in, or has 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.

- Any of the four (4) workplace violence types described in this program in accordance with Labor Code Section 6409.1.

Workplace Practice Controls

Effective means to reduce and/or prevent workplace violence hazards through the development and implementation of procedures, protocols, engineering controls, and training.

PURPOSE AND SCOPE

The Chino Valley Unified School District (CVUSD) is committed to providing a safe and healthy work environment for all employees, students, and visitors by establishing preventative measures and outlining procedures for responding to incidents of violence or threats within the district. This Workplace Violence Prevention Program (WVPP) was developed to improve awareness, communication, and training associated with recognizing, handling, and responding to workplace violence. WVPP is intended to meet California Senate Bill 553 (SB 553), which states all employers falling within the scope of California Labor Code (LC) 6401.7 and LC 6401.9, are required to establish, implement, and maintain an effective written WVPP no later than July 1, 2024.

The WVPP is divided into the following sections:

- a. Responsibilities
- b. Prohibited Acts
- c. Methods of Compliance
- d. Procedures
- e. Post Incident Reporting, Evaluation, and Follow-Up
- f. Training
- g. Recordkeeping
- h. Plan Audit and Review
- i. Appendix A – Workplace Violence Log
- j. Appendix B – Workplace Violence Prevention Hazard Assessment & Control Checklist

This program applies to all CVUSD employees, contractors, volunteers, and visitors at all school facilities, administrative offices, and off-site locations where school-related activities occur. This WVPP will also be made readily available to employee representatives, and Cal/OSHA representative(s) upon request.

POLICY STATEMENT

The purpose of this Workplace Violence Prevention Program (WVPP) is to provide information to managers, supervisors, employees, and authorized employee representatives about preventing and responding to incidents of workplace violence or threats of violence in accordance with the Workplace Violence Prevention Laws and Regulations. The goal of this program is to reduce the risk of workplace violence to employees and to ensure that any incident, complaint, or report of violence is taken seriously and dealt with appropriately and as expeditiously as possible. This program outlines the major components of our effort to meet these goals.

At the core of this WVPP is Chino Valley School District's (CVUSD's) commitment to work with its employees to maintain a work environment free from violence and other threatening behavior to the greatest degree possible. Acts or threats of violence—either verbal, written, or physical—will not be tolerated. Violations of this policy may result in disciplinary action up to and including termination and/or referral to law enforcement authorities.

RESPONSIBILITIES

District Administration, Principals, and Supervisors

The District Administrator:

- a. Establish and support the Workplace Violence Prevention Program and the Workplace Violence Prevention Program Administrator.
 - i) The WVPP Administrator is the CVSD Risk Manager and Human Resources Director.
- b. Provide training and resources for employees.
- c. Conduct regular program evaluations and updates.
- d. Define and communicate classroom rules and expected behavior from all students.
- e. Enforce consistent behavior management and student discipline procedures.
- f. Conduct meetings to evaluate gaps and successes in preventing staff injury caused by workplace violence.
- g. Compare incident data and the success of post-incident investigations to identify root causes and reduce adverse behavior against staff.
- h. Ensure compliance with applicable laws and regulations.

The Supervisor and Principal:

- a. Implement and maintain the WVPP in the work areas.
- b. Answer employee questions about the WVPP.
- c. Assist in site/department level investigations of WVPP.

Employees and Volunteers

Employees and volunteers are responsible for the following:

- a. Maintain awareness of surroundings and report concerns immediately.
- b. Participate in safety training and emergency response drills.
- c. Cooperate in investigations of violence or threats.
- d. Define and communicate classroom rules and expected behavior from all students and guests.
- e. Use consistent behavior management and student discipline procedures.
- f. Evaluate behavioral cues that could prompt a change of behavior during tasks assignments, change or transitioning from task to task, transition from teacher to teacher, change of classrooms, working in groups versus working alone, lunch breaks, snack breaks, etc. Monitor student behavior to track triggers, behaviors, and consequences so that escalating behavior can be redirected.
- g. Use the school climate and social-emotional learning strategies provided by the district.

PROHIBITED ACTS

Employees are prohibited from violent actions and threats of violent actions against other employees, volunteers, contractors, and visitors. A violent action is the infliction, either verbally or physically, of pain, injury, or damage to someone. The threat of violence is the communication of an intention to inflict, either verbally or physically, pain, injury, damage, or other hostile action on someone. These types of behaviors are prohibited:

- In CVUSD workplaces or work sites.
- While performing CVUSD work-related services.
- In all other situations when the individual is reasonably recognized as a representative of CVUSD.

Workplace Violence Categories

The acts or types of behavior associated with workplace violence can vary from situation to situation. These different acts can be categorized by the following types:

Type I

Workplace violence committed by a person who has no legitimate business at the work site and includes violent acts by anyone who enters the workplace with the intent to commit a crime.

Type II

Workplace violence directed at employees by contractors, students, or visitors.

Type III

Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type IV

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.

Prohibited Activities

Prohibited activities include any activities that could jeopardize the CVUSD's ability to ensure the safety, security, and orderly operation of CVUSD facilities while protecting the public, whether or not such activities are criminal in nature. The following activities and behaviors include, but are not limited to:

- Causing physical injury to another person.
- Making threatening remarks (e.g., in person, via phone, e-mail, text, or video)
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person.
- Intentionally damaging employer property or property of another employee or person.
- Possessing a weapon (e.g., firearm, knife, explosive device, and other perceived weapons) while on CVUSD property or conducting CVUSD business
- Fighting, attacking, or physically restricting another person.
- Directly or indirectly presenting a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person(s) that causes the person(s) to reasonably fear a potentially violent act.

METHODS OF COMPLIANCE

Staff Compliance

Compliance starts with the inclusion of Management, who will help provide the leadership, training, and support for CVUSD employees to take action to implement the appropriate precautions that will help maintain a compliant, safe, and healthful work environment free from any activity or potential activity leading to violence in the workplace.

All employees have the responsibility to maintain a safe and respectful workplace by:

- Treating co-workers, students, visitors and others with respect and dignity.
- Openly communicating with co-workers, contractors, and visitors doing business with the CVUSD, and being tolerant of different cultures, opinions, and ideas.

Communication

The CVUSD recognizes that open, two-way communication between employees and management on health and safety concerns is essential to an injury-free, productive, and safe work environment. Employees are strongly encouraged to communicate workplace hazards relating to WPV and any activity or behavior that can lead to violence in the workplace without fear of reprisal, retaliation, or discrimination.

Employees can communicate their concerns via an in-person office visit, written or typed document, office or cell phone, text, e-mail, and anonymously. Employees cannot be retaliated against for bringing concerns of WPV to CVUSD attention.

Hazard Assessment, Identification, and Control

Hazard Assessment

Workplace violence is considered a workplace hazard just like slips/trips/falls, chemicals, bloodborne pathogens, etc. and just like those hazards, the hazard of violence creates a detrimental risk to the work environment and, if not mitigated in a timely fashion, can result or contribute to a workplace violence incident. Hazards should be identified, evaluated, and corrected as part of the daily work routine and through workplace safety inspections. WPV should be routinely assessed by management and employees to identify potential hazards, especially if there has been a change to the physical environment (ex: building construction activities) or there is

a special event (ex: an assembly in a new location, a sporting event that is expected to be larger than usual, etc.).

Hazard assessments are formal and can be completed by an individual or as part of a group. See APPENDIX B for a copy of the Hazard Assessment form.

Hazard Identification

Hazard identification and control is an ongoing process and is fundamental to the effectiveness of this WVPP. It is the responsibility of all employees to report unsafe work conditions and practices to management and/or the WVPP Administrator. The notification can be verbal (in-person or over the phone), written (electronic or on paper), or via the formal Hazard Assessment form.

Hazard Correction

The CVUSD's intent is to promptly abate any recognized hazard that presents unnecessary risk or imminent harm. If the CVUSD is unable to abate the hazard without potentially endangering employees or property, all personnel are to be removed from the area of potential concern, and the job site should be secured until the hazard can be safely controlled leading to the eventual correction.

- Corrective measures for workplace violence hazards will be specific to a work area.
- Corrective actions taken will be documented on appropriate forms.

PROCEDURES

A workplace violence incident is an unplanned act of violence event that can result in property damage, injury, illness, and possible fatality. Each incident must be reported to initiate a proper response and information can be gained. Information collected from each report will be compiled, reviewed, and investigated, not only to ensure an appropriate follow-up, but to look for trends and implement recommendations to reduce the likelihood of a future recurrence.

Emergencies and Reporting a Crime

If you suspect imminent danger or harm to yourself, employees, or others, immediately call 911 to obtain assistance from law enforcement and/or emergency medical services personnel.

Employees shall implement the A.L.I.C.E protocols when an active threat is in place, and it is deemed appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. Evacuation routes are posted in every classroom. If employees are experiencing an active threat situation and it is not appropriate to use A.L.I.C.E protocols, such as a student displaying a behavioral outburst that threatens physical safety, employees should attempt to de-escalate to situation as they are safely able to do so. If the employee is unable to de-escalate the situation or safely contact another employee, the employee should ask another employee for assistance or as a last resort direct a student to contact/report to the front office to assist with the emergency.

Reporting Workplace Violence Concerns

Upon witnessing any violent incident, the following actions should be performed by an employee, with the safety of oneself and others in the immediate area as a primary concern:

- Notify the administrator/supervisor as soon as possible.
- Contact the WVPP Administrator, if there are questions.
- Document all pertinent information relevant to the incident or act.
- Participate in any investigation initiated by administration/supervisor and/or the WVPP Administrator.

Restraining Orders

Employees or other personnel affiliated with the CVUSD who have an active restraining order issued against another person, including at the workplace, are encouraged to contact Risk Management for appropriate handling and notification.

POST INCIDENT EVALUATION, REPORTING AND FOLLOW-UP

Internal Incident Investigations

Understanding the root cause of an incident allows CVUSD to prevent similar incidents from recurring. Below is an example of procedural steps management, the WVPP Administrator, and/or labor may take when investigating a workplace violence incident:

- Visit the incident scene as soon as possible. This allows the team to see the incident scene before any alterations to the scene can be made. It also allows the team to be visible and available to employees in the area.
- Take photos.
- Interview any injured worker(s).
- Interview witness(es).
- Examine the workplace for factors associated with the incident. It is essential to inspect the incident scene to determine if any hazards are present that may cause future incidents.
- Determine the root cause of the incident.
- Initiate corrective action(s) to prevent the incident from reoccurring. Completing the corrective action(s) promptly is essential.
- Document the findings and corrective action(s) taken.

Each incident report is subject to a review process conducted by management and the WVPP Program Administrator to ensure the investigation was thorough and that all corrective actions are completed. Investigations and/or corrective actions that are found to be incomplete or not implemented in a timely manner should be routed back for further follow-up.

Outside Agency Investigation

Workplace violence incidents involving verbal, and or physical acts of violence, potentially resulting in serious injury, illness, or death may also be investigated by agencies outside of CVUSD such as, but not limited to: Cal/OSHA, fire department, police, and insurance companies. CVUSD staff are expected to cooperate with and assist outside agencies during the course of these investigations.

TRAINING

Training will be provided to all employees upon hire, annually, when changes are made to the program, and when a new or previously unrecognized workplace violence hazard is identified. Training must cover the following:

- a. An explanation of the WVPP and how to obtain a copy.
- b. How to participate in the development and implementation of the program.
- c. Explanation of the defined terms used within the WVPP.
- d. Reporting process to be used to report workplace violence incidents or concerns to the CVUSD and/or law enforcement, without fear or reprisal.
- e. Hazards specific to each facility location and the job tasks performed at each location.
- f. Purpose and reasoning for maintaining a Violent Incident Log.
- g. An opportunity for interactive questions and answers with the person conducting the training session.

RECORDKEEPING

CVUSD shall prepare and maintain an accurate record of documentation for all activities required by the WVPP. The WVPP Program Administrator shall ensure retention of records for the WVPP, and in conjunction with the CVUSD's IIPP, is in accordance with legal requirements. These documents may include, but not be limited to:

- Hazard identification, evaluation, and correction.
- Training for each employee, including the employee's name, training date(s), type of training, and training provider.
- Violent incidents via the Workplace Violent Incident Log.

An example of the material to be collected in the Workplace Violence Incident Log can be found in APPENDIX A.

PLAN AUDIT AND REVIEW

Risk Management / Maintenance, Operations, and Facilities / Safety Committee shall review and evaluate this WVPP, at least annually (and whenever necessary), for effectiveness. The review and evaluation shall include input from management and employees. The WVPP shall be updated as needed to ensure that it reflects current Health & Safety policies and practices, complements management responsibilities, regulatory compliance, and incorporates any process or facility changes that have occurred over the previous year such as the following:

- Staffing
- Sufficiency of security systems
- Job, equipment, and facility design and risks
- Modifications or additions to tasks and procedures that affect plan implementation
- Newly identified hazards
- Prior year incidents
- Identified deficiencies
- Feedback provided by employees and their authorized representatives

APPENDIX A – WORKPLACE VIOLENCE INCIDENT LOG



Workplace Violence Incident Log

Instructions: Events should be logged for any incident that occurs at the worksite that is reported by an employee, by witness statements, or as discovered through incident investigations. Incidents that occur to guests, visitors, subcontractors, etc. should also be logged. All events should be reported to the online form located at: <https://forms.office.com/r/KabnihZMF2>

1. Date of Incident
2. Time of Incident (ex. 8:00 AM)
3. Incident Reported By (Confidential Information)
4. Type of Incident to Report
 - Type 1 violence - 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.
 - Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, or visitors.
 - Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.
 - 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.
5. School Site/Department of Incident
6. Exact Location on Site the Incident Took Place
7. Type of Workplace Violence that Occurred (Select your answer)
8. Classification of Respondent/Perpetrator (Confidential Information)
 - Employee
 - Student
 - Outside Agency Employee
 - Community Member
 - Stranger
9. Name of Respondent/Perpetrator (Confidential Information)
10. Name of Victim (Confidential Information)
11. Name of Person Completing this Form
12. Title of Person Completing this Form

APPENDIX B – WORKPLACE VIOLENCE PREVENTION HAZARD ASSESSMENT AND CONTROL CHECKLIST



Site Risk Assessment

Date of Survey:
Facility Name:
Facility Address:

Names/Titles/Organization for those conducting assessment:

Employer Representatives:

Employee Representatives:

Area Assessed	Yes	No	Comment (if not applicable indicate with an N/A)
General:			
Employees work late at night or early morning hours			
Employees work alone or in small numbers			
Employees exchange money as part of job			
Employees work in location with uncontrolled public access			
Employees work in area of previous security concerns			
Employees work with public			
Employees work with volatile persons			
Does facility have posted evacuation plan/map			
Does facility conduct routine evacuation/fire drills			
Are electric panels locked to prevent unauthorized access			

Is shrubbery, trees and landscaping maintained to minimize obstructions to entrances and exits			
Security:			
Does the facility use School Resource Officers? If yes, # S.R.O. per facility			
Is security or law enforcement present at this location? If yes list # present per shift:			
Is security/law enforcement posted at entrances. If yes, list entrances			
Do security/law enforcement personnel patrol facility			
Are I.D. badges required to be worn by all personnel			
Are students required to use school issued I.D. badges when on premises			
Is card reader or equivalent required for entry to facility			
Is facility equipped with security cameras			
Is facility equipped with panic buttons			
Are visitors permitted to enter facility			

Are visitors required to wear visitor I.D. badges			
Are emergency contact names and phone numbers available			
Is each room equipped with a telephone or radio to call for help when needed			
Parking Lots:			
Are parking areas patrolled by security			
Are parking areas equipped with security cameras			
Are parking areas equipped with lights			
Offices:			
Is office area equipped with panic alarm			
Are offices equipped with telephones to call 911			
Are telephones or radios used to communicate with facility personnel			
Are doors equipped with locks to prevent unauthorized access			
Do employees receive de-escalation training			
Classrooms:			
Are evacuation maps posted in each classroom			
Are classroom doors equipped with locks to restrict access			

Are classrooms equipped with telephones			
Are classroom personnel equipped with radios/intercoms			
Are classroom personnel exposed to violent behavior from students			
Do classroom personnel receive de-escalation training			
Are classroom personnel informed of students with behavioral issues prior to student placement in classroom			
Have classroom personnel been provided with training on working with students with behavioral issues			
Are windows locked to prevent uncontrolled access			
Cafeteria:			
Is access restricted to authorized personnel only			
Do cafeteria personnel exchange money with students and staff			
Is cafeteria equipped with security cameras			
Is cafeteria locked when not in use			
Are cafeteria staff provided with telephones or radios			
Are evacuation maps posted at all exits if Cafeteria is indoors			
Multipurpose Room (if applicable):			
Are all entrances kept locked when not in use			

Is multipurpose room, stage, backstage equipped with security lighting			
Is multipurpose entrance restricted to authorized personnel only during events			
Gymnasium (if applicable):			
Does gymnasium have exterior lighting around all entrances and exits			
Are locker rooms locked or monitored to prevent unauthorized entry			
Is the area patrolled by security or law enforcement during events			
Is gymnasium equipped with security cameras			
Athletic fields			
Is security or law enforcement present for all sporting events home & away			
Are athletic fields protected from unauthorized entry with fences			
Are athletic fields equipped with security/event lighting			
Are I.D.s required to be worn by school personnel at sporting events			
Bus Garage & Busses			
Are all busses equipped with radios			
Are all busses equipped with security cameras			

Is somebody available to respond to all radio calls from drivers that are on road			
Are I.D.s required by individuals getting on busses			
Are busses secured or locked when not in use			
Is bus garage equipped with security cameras			
Are all entrances to the garage kept locked when not in use			
Field trips:			
Do school personnel have a copy of emergency contact names and numbers for administration			
Does school personnel verify I.D. of each student at beginning and end of trip			
Do chaperones receive security briefings prior to trip			
Building & Grounds:			
Are buildings equipped with security cameras			
Are buildings equipped with security lighting			
Are buildings/rooms locked when not in use			
Are employees provided with radios or access to intercom use			

Staff Meetings:

Do school personnel receive information on how to access the WVPP and how to report workplace violence			
--	--	--	--

Identified Risks and Control Methods

Risks identified in the hazard assessment and corresponding control methods to reduce those risks, are shown in the tables below for each of our facilities:

Identified Risk	Selected Control(s)	Comments

Assessment completed by:

Name(s):

Title(s):

Signature(s):