

**UNLIMITED YOU**



ANAHEIM UNION HIGH SCHOOL DISTRICT

# **Workplace Violence Prevention Plan**

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## DEFINITIONS

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

**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.

**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.

**Workplace violence** - Any act of violence or threat of violence that occurs in a place of employment. Workplace violence 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.

**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 employees with the intent to commit a crime.

**Type 2** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

**Type 3** - Workplace violence against an employee by a present or former employee, supervisor, or manager.

**Type 4** - 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.

## **PURPOSE**

California SB 553 requires California employers to establish, implement, and maintain at all times in all work areas an effective Workplace Violence Prevention Plan (WVPP).

The WVPP, a component of the Injury and Illness Prevention Program, is intended to establish a framework for protecting employees from workplace violence. This plan includes the following components:

- Names or job titles of the persons responsible for implementing the plan.
- Procedures to obtain the involvement of employees/authorized employee representatives in developing and implementing the plan.
- Procedures for the employer to accept and respond to reports of workplace violence, and to prohibit retaliation against an employee who makes such a report.
- Procedures to ensure that employees comply with the plan.
- Procedures to communicate with employees regarding workplace violence matters.
- Procedures to respond to actual or potential workplace violence emergencies.
- Procedures to develop and provide employee training.
- Procedures to identify, evaluate and correct workplace violence hazards.
- Procedures to review the effectiveness of the plan and revise the plan.
- Maintain a written log recording incidents of workplace violence.

## RESPONSIBILITY AND ACCOUNTABILITY

The **Workplace Violence Prevention Plan** (WVPP) Administrators are:

<b>Responsible Persons</b>	<b>Job Title</b>	<b>WVPP Responsibility(ies)</b>	<b>Phone #</b>	<b>Email</b>
Brad Jackson	Assistant Superintendent, Human Resources	Overall responsibility for the plan implementation; approves the final plan and any major changes.	(714) 999-1512	jackson_b@auhsd.us
Amie Maya	Director, Human Resources	Coordinates employee involvement and training; organizes safety meetings, updates training materials, and handles any reports of workplace violence.	(714) 999-5098	maya_a@auhsd.us
LeAnna Williams	Director, Risk Management	Coordinates emergency response, hazard identification, and coordination with other employers or outside agencies.	(714) 999-5657	williams_Le@auhsd.us

The Workplace Violence Prevention Plan (WVPP) Administrators have the authority and responsibility for:

- Preparing the initial plan.
- Implementing the provisions in the plan.
- Making sure accidents, injuries, illnesses and exposures in our workplace are investigated.
- Conducting workplace inspections for hazard identification.
- Acting to mitigate identified hazards.
- Providing training to employees.
- Reviewing the effectiveness of the plan.
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries, illnesses and general safety concerns. All employees are responsible for implementing and maintaining our plan.

**All employees are responsible for implementing and maintaining our plan.**

## **DEVELOPMENT AND IMPLEMENTATION OF THE WVPP**

The District welcomes and encourages employees to participate in the ongoing review and revision of this plan. We will utilize the following procedures to involve employees in the development and implementation of this plan:

- District administrators, classified and certificated employees will serve as collaborative partners for the WVPP.
- A task force will be developed and meet during the 2025-2026 school year to review the WVPP.
- The task force may assess the vulnerability to workplace violence at our sites and discuss preventive controls that are already in place and ones to be considered.
- The task force may provide further input regarding the development of employee training plans in violence prevention and plans for responding to acts of violence.
- This plan will be reviewed/updated on an annual basis.

## **WVPP IMPLEMENTATION & COORDINATION**

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

All administrators, 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 which create a security hazard for others in the workplace.

Administrators and supervisors will maintain an open, two-way communications system on all workplace safety, health and security issues. Communication is designed to encourage a continuous flow of safety, health and security information between administrators, supervisors, and our employees without fear of reprisal.

While the WVPP administrators are responsible for overseeing the development, implementation, and maintenance of the WVPP, all employees are responsible for adhering to their roles, responsibilities and training provided under this plan. Supervisors and managers will use the following procedures to ensure employees comply with the WVPP:

- Ensuring employees take/attend the training(s) and refresher training(s) assigned to them.
- Monitor employee adherence to topics and concepts covered in the training they received.
- Follow our established disciplinary action process if an employee or supervisor does not follow elements of this plan.

Workplace Violence Prevention Comprehensive School Safety Plans include emergency response, such as Fire/Evacuation, Earthquake, Disturbance on Campus, Shelter-in-Place (Hold/Secure), Lockdown, Bomb Threat, Utility Failure or Leak, Hazardous Substances or Chemical Spills, Bioterrorism, and Injury/Illness.

Additional prevention controls are currently in place to reduce workplace violence:

- Installation of security cameras
- Requirement for all employees to wear identification badges or apparel
- All open entries/exits are monitored during arrival and dismissal
- Single Entry Point during school hours
- Visitor/Volunteer Policy
- Fencing/Site Access is secured
- Procedures for reporting suspicious persons or activities
- Annual walk of site for safety concerns (may include AFD and/or OCFA; APD OC Sheriff CPD, LPPD, and/or BPPD)
- Adequacy of workplace security systems, such as door locks and security windows
- Systems and procedures to warn others of a security danger or to summon assistance
- Collection/removal of keys/physical and electronic access from discharged employees, or employees on an extended leave of absence
- Employee training on identifying the warning signs of potential workplace violence

## REPORTS AND INVESTIGATION PROCEDURES

Employees should call 9-1-1 (Dial 9, then 9-1-1 if calling from a District/School Landline) if the threat/act of violence is imminent and serious. All employees are encouraged to report any concerns or incidents related to workplace violence, and they can do so without fear of reprisal.

### Reporting Procedures

- Safety Concerns
  - Any concerns should be first communicated with an employee's supervisor or site office.
  - Supervisor or site office will review the concern and request additional assistance as needed from district administration.
- Injuries/Accidents
  - Injuries should be reported to the supervisor and senior admin immediately. Employee will contact Company Nurse and follow instructions as provided.
  - Supervisor will complete the Supervisor Statement of Injury or Illness.
- Incidents/Threats/Violence
  - Employee will notify their supervisor immediately and complete the Confidential Report of Accident/Event and submit to their supervisor and risk management
  - Supervisor will review the concern and request additional assistance as needed from plan administrators.

As required by California Code Regulation (CCR), Title 8, Section 342(a), all work-connected fatalities and serious injuries, or employee transported via ambulance to a treatment center shall immediately be reported to the director of risk management or risk management technician. A serious injury or illness is any injury or illness occurring in a place of employment or in connection with 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.

### **Investigation Procedures**

Investigations of workplace accidents, injuries, illnesses, hazardous substance exposures, and violence/threats of violence will be conducted by a WVPP Administrator and/or designated site administrator.

Our procedures for investigation include:

- Visiting the location as soon as possible.
- Interviewing involved parties, such as employees, witnesses, and law enforcement.
- Reviewing security footage of existing security cameras (if applicable).
- Determining the cause(s) of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Identifying and addressing the underlying factors that may have contributed to the incident.
- Developing a safety plan as needed for threats/acts of violence.
- Recording the findings and ensuring corrective actions are taken.
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## **TRAINING AND INSTRUCTION**

All employees, including supervisors and administrators, shall have training and instruction on general and job-specific workplace security practices, as well as emergency response. Training and instruction shall be provided when the Plan is first established and annually thereafter. Training shall be provided to all new employees upon hire and to other employees for whom training has not previously been provided.

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

- Explanation of the Workplace Violence Prevention Plan; including measures for reporting any violent acts or threats of violence.
- Recognition of security hazards including the risk factors associated with the four types of violence (defined on page 3).
- Measures to prevent violence, including procedures for reporting security hazards or threats to supervisors and administrators.
- Ways to defuse hostile or threatening situations.
- Measures to summon others for assistance.
- Situational Awareness.
- Notification of law enforcement authorities when a criminal act may have occurred.

Additional training shall be provided when a new or previously unrecognized workplace violence hazard has been identified, and/or when changes are made to the plan. Additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

### **Emergency Response Procedures**

The following specific measures are in place to handle actual workplace violence emergencies:

- Alert the school office and/or call 911(if using a cell phone) or 9-911 if calling from a LAN line, depending on the state of emergency.
- Communication systems will be used to alert employees of an emergency.
- Employees will evacuate or shelter in place (Hold/Secure) based on direction provided and as defined by the District's Standard Response Protocols (SRP). Additional information on evacuation, shelter-in-place (Hold/Secure), or lock-down is identified in the schools' Comprehensive School Safety Plans.

## **EMPLOYEE ACCESS AND RECORDKEEPING**

The WVPP shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times by being posted to the district's website. This allows all employees to review, print, and email the current version of the written WVPP.

The following WVPP record keeping practices shall be implemented:

- Records of workplace violence hazard identification, evaluation, and correction will be created and maintained for a minimum of five years.
- Training records will be created and maintained for a minimum of one year.
- Incident report logs will be maintained for a minimum of five years.
- Workplace violence incident investigations will be maintained for a minimum of five years.

All records required above will be made available to employees and their representatives upon request and without cost, for examination and copying within 15 calendar days of a request.

All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

## **REVIEW and REVISION of the WORKPLACE VIOLENCE PREVENTION PLAN**

The Anaheim Union High School District (AUHSD) WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the "DEVELOPMENT AND IMPLEMENTATION OF THE WVPP" section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of AUHSD's WVPP should include, but is not limited to:
  - Review of incident investigations and the violent incident log.
  - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees.