

# WORKPLACE VIOLENCE PREVENTION PROGRAM

## for Cinnabar School District

Our establishment'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](#).

Date of Last Review: 6/27/2024

Date of Last Revision(s): 6/27/2024

## 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 required by LC section 6401.9.

**Plan** - The workplace violence prevention plan 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 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, 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.
- The following four workplace violence types:

**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, inmates, 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.

**Workplace violence** does not include lawful acts of self-defense or defense of others.

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

## RESPONSIBILITY

The WVPP administrator, Ken Silman Superintendent/Principal, has the authority and responsibility for implementing the provisions of this plan for Cinnabar School District. If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Ken Silman	Superintendent	<i>Ken approves the final plan and any major changes.]</i>	707-765-4345	ksilman@cinnabar.org
Katie Fouche	Accountant	<b>[Responsible for employee involvement and training;</b> <i>Katie organizes safety training videos and monitors the completion, updates training materials, and handles any reports of workplace violence.]</i>	707-765-4345	kfouche@cinnabar.org
Dana Machado	Executive Administrative Assistant	<b>[Responsible for emergency response, hazard identification, and coordination with other employers;</b> <i>Dana along with Ken conduct safety inspections, coordinate emergency response procedures, and communicates with other employers about the plan.]</i>	707-765-4345	<u><a href="mailto:dmachado@cinnabar.org">dmachado@cinnabar.org</a></u>

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

## EMPLOYEE ACTIVE INVOLVEMENT

Cinnabar 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:

- Management will work with and allow employees and authorized employee representatives to participate in:
  - Identifying, evaluating, and determining corrective measures to prevent workplace violence.

Management will have weekly staff meetings where safety discussions with employees and their representatives will discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures. There will also be safety plan meetings in school site council for input from staff and community.

- Designing and implementing training

Employees are asked for input each year about what professional development and training they would like to see, which includes workplace violence and the safety plan. They are encouraged to give input for the designing and implementing of training programs.

- Reporting and investigating workplace violence incidents.

Employees will report any incident related to workplace violence to the superintendent/principal of Cinnabar School District. From there, the superintendent will investigate the incident and work on solutions or follow up plans. If the incident involves the superintendent directly, he/she will still take the report, but will turn the investigation over to the accountant (Katie Fouche), who handles part of the HR activities and plans and tracks employee trainings for safety.

- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. The first step is to report the incident to the superintendent or CBO/accountant in person, through the google form or through e-mail. If the staff member would like to report anonymously, they will do so through the google form or through their union representative (if represented by a union).
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

## **EMPLOYEE COMPLIANCE**

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of Cinnabar School District's Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. Every year, the safety committee and SSC will be charged with making sure that all procedures have been followed and that there are updates made as needed to the procedures.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by tracking the incidents of workplace and reporting out to all the employees. There will be recognition of those who create a safe and violent-free workspace.
- Discipline of employees for failure to comply with the WVPP will follow the discipline guidelines in our employee contracts and board policies.
- Each reported incident will be reviewed by the superintendent and then independently by either the CBO/Accountant or the Executive Administrative Assistant. If needed, the board president will be consulted as well.

## **COMMUNICATION WITH EMPLOYEES**

We recognize that open, two-way communication between our management team, staff, and other employers, 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 orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.

- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
  - Employees will be able to report any incidents to the superintendent both verbally and eventually in writing (if necessary). If for some reason the superintendent is not available, or the employee is uncomfortable reporting it to the superintendent, they will then report it to the accountant (or CBO, if one is in place).
  - Ensure that supervisors and employees can communicate effectively and in the employees' first language (with the help of our student community liaison as needed).
- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action. Staff will be able to report the incident via an anonymous Google form and if necessary will have received the contact numbers of law enforcement. There will be no reprisal or adverse action to any reporting.
  - Employees can anonymously report a violent incident, threat, or other violence concerns via the google form.
  - If there is an emergency contact 911, using school phones, you would press 9 and then 911. Or staff can use their cell phones. If it is a serious situation that needs law enforcement or fire services, but isn't necessarily a 911 call, employees will call the Sonoma County Sheriffs department (707-565-2511) or the Sonoma County Department of Emergency Services (707-565-1152).
- 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 they will be informed of the results of the investigation and any corrective actions to be taken. Employees' concerns will be investigated by the Superintendent (or the CBO/Accountant when necessary).
- Updates on the status of investigations and corrective actions will be provided to employees through email and in a personal conversation with the investigator of the incident or situation, and when necessary will be discussed during safety meetings and staff meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.
- Updates during monthly school site council meetings and weekly staff meetings will allow all employees the opportunity to discuss the plan and any updates. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.

## **COORDINATION WITH OTHER EMPLOYERS**

Cinnabar School District will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan. South County Consortium (A special education consortium) will have employees on campus.

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

## **WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE**

Cinnabar will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by a meeting in-person when possible or via e-mail if a meeting can't be made in a timely manner. If that's not possible, employees will report incidents directly to the WVPP administrator, superintendent principal. If not available, the CBO/Accountant will take the report.

- o Workplace Violence Reporting form:

[https://docs.google.com/forms/d/e/1FAIpQLSdt7lgRDLcb-xQOD-yKzmdaDzxTBx0exw8kr-lwHsVI2Ct8hA/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSdt7lgRDLcb-xQOD-yKzmdaDzxTBx0exw8kr-lwHsVI2Ct8hA/viewform?usp=pp_url)

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. If it is determined through an investigation that an employee retaliates against a coworker for reporting an incident, that employee will be disciplined up to and including termination.

## EMERGENCY RESPONSE PROCEDURES

Cinnabar School District has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following. The site will use the PA system to warn of emergencies, the fire alarm for fires, as well as e-mail communication and in certain cases radio communication.

- Here is how radios should be used (from the safety plan)

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- **RADIO TRANSMISSION PROCEDURES**

- Cinnabar School District has hand-held radios (behavior coaches, custodial, office staff, principal and ELOP director (pick up daily) located in the office for daily on-site use and during an emergency such as an earthquake. All communication comes through the office for administration to address when necessary. **IN CASE OF A BOMB THREAT, DO NOT ACTIVATE THESE RADIOS, AS THE FREQUENCY MAY ACTIVATE THE BOMB.**

The radios should be checked daily to check batteries, and to ensure radios are ready and in working order.

The primary method of communication during an emergency shall be by phone. The District has two non-electric phones to use during times of a power loss. This phone line will become the primary contact number for the site during an emergency, and should not be used unless necessary. Cell phones should be used for all non-emergency calls. If phone communication is lost, the District's radio system will be used.

### To Use Radio:

1. Turn on volume - at least halfway.
  2. Set channel 7.
  3. If equipped, turn the power switch to high.
  4. Hold down the transmit bar and talk in a clear slow voice. Release transmit bar to listen.
- REMEMBER: You should start your conversation by stating who you are and whom you are calling (EXAMPLE: Maintenance to District Office).

The radio should be turned on anytime the area is experiencing severe weather problems, as well as after any major earthquake. Remember the radio may be used even when your phones do not work to provide you emergency communications.

- Cinnabar School will have evacuation and sheltering plans as described in the site safety plan..
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- How to obtain help from staff, security personnel, or law enforcement. If there is immediate danger, call for emergency assistance by dialing (9) 9-1-1, (dial outside access number first if applicable) and then notify the (WVPP Administrator). If it is not an emergency, contact the office with details and they will report it to authorities.

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Ken Silman	Superintendent/ Principal	<b>[Responsible for emergency response, hazard identification, and coordination with other employers; Superintendent conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]</b>	707-765-4345	ksilman@cinnabar.org

- All other emergency responses are outlined in the district safety plan.

## WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Cinnabar to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards reported through e-mail, google form or in person. If needed, staff can use a union representative to anonymously report an issue or concern as well to alleviate any fear of reprisal or retaliation.

The superintendent will immediately review any submitted reports via the google form, e-mail or in person.

### Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted: by the office team of the superintendent, CBO/Accountant, Executive Administrative Assistant and the head of maintenance during each school break during the school year and anytime an incident is reported.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

<b>Specific Person Name/Job Title</b>	<b>Area/Department/Specific location</b>
Head of maintenance	All areas of the campus
Superintendent	Periodic walk-arounds all of campus

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- Safety team will create procedures for employee response during a robbery or other criminal act, including prohibiting employees, other than the superintendent, from confronting violent persons or persons committing a criminal act.
- Superintendent and safety team will assure procedures for reporting suspicious persons or activities are in place.
- Effective location and functioning of emergency buttons and alarms. (Head of Maintenance)
- Safety plan will be provided to all staff and will include emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line. (Technology director will inspect for this and follow-up on a reports of phones that don't work).
- The safety committee will assure that employees have effective escape routes from the workplace.
- Adequacy of workplace security systems, such as door locks and alarm codes.
- Superintendent will keep a record of the frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Head of maintenance and superintendent will check the effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms.
- The safety committee and office staff will assure the availability of employee escape routes.
- Superintendent and Executive Administrative Assistant will track 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.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees will be monitored by the superintendent and CBO/Accountant.
- Superintendent will monitor any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

## **WORKPLACE VIOLENCE HAZARD CORRECTION**

Workplace violence hazards will be evaluated and corrected in a timely manner. Cinnabar 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) , all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection. The superintendent, head of maintenance (or custodian, if HOM is not on campus) and the CBO/Accountant will remain in place to correct the hazardous condition, while the Student Community Liaison will communicate with families and the Executive Administrative Assistant will communicate with the employees.
- All corrective actions taken will be documented and dated on the appropriate forms. The district created workplace violence incident form will be used to track corrective actions.
- Corrective measures for workplace violence hazards will be specific to a given work area.
  - Make the workplace unattractive to robbers by:
    - Improve lighting around and at the workplace.
  - Post emergency telephone numbers for law enforcement, fire, and medical services
  - Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
  - Utilize effective systems to warn others of a violence danger or to summon assistance, e.g., alarms.
  - We will ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
    - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
    - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
    - Improve how well our establishment's management and employees communicate with each other.
    - Safety committee will create procedures for reporting suspicious persons, activities, and packages.
    - Provide/review employee, supervisor, and management training on emergency action procedures.
  - Ensure adequate employee escape routes.
  - Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence. Trainings through RESIG our insurance provider as well as staff trainings will be used.
  - Ensure that employee disciplinary and discharge procedures address the potential for workplace violence by reviewing contracts and handbooks.
  - Establish and enforce board policy for prohibited practices (i.e no-weapons policy)

- o Limit the amount of cash on hand and use time access safes for large bills.
- o Other procedures for corrective measures for workplace violence hazards include:

## **Anti Bullying Policy Policy 5131.2**

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

(cf. 5131 - Conduct)

(cf. 5136 - Gangs)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

(cf. 5145.2 - Freedom of Speech/Expression)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

(cf. 0420 - School Plans/Site Councils)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 6020 - Parent Involvement)

As appropriate, the Superintendent/Principal or designee may collaborate with law enforcement, courts, social services, mental health services, other agencies, and community organizations in the development

and implementation of joint strategies to promote safety in schools and the community and to provide services for alleged victims and perpetrators of bullying.

(cf. 1020 - Youth Services)

### Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

(cf. 5137 - Positive School Climate)

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6142.94 - History-Social Science Instruction)

(cf. 6163.4 - Student Use of Technology)

Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Based on an assessment of bullying incidents at school, the Superintendent/Principal or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

### Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent/Principal or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent/Principal or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent/Principal, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

(cf. 6164.2 - Guidance/Counseling Services)

### Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the Superintendent/Principal or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

### Investigation and Resolution of Complaints

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3.

If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

### Discipline

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

## **PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION**

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as:
  - The date, time, and location of the incident.
  - The workplace violence type or types involved in the incident.
  - A detailed description of the incident.
  - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
  - A classification 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, rushed, 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.
  - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
  - 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.
- Other.
- o Consequences of the incident, including, but not limited to:
  - Whether security or law enforcement was contacted and their response.
  - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
  - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.
- Support and resources, such as counseling services, are provided to affected employees, including referrals to counseling services and programs that can give assistance to employees.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal 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 employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan (along with the safety 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.

Cinnabar School District will provide its employees with training and instruction on the definitions found on page 1 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 development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures Cinnabar School District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities Cinnabar School District has for interactive questions and answers with a person knowledgeable about the Cinnabar School District plan.
- Cinnabar School District will look for trainings (mostly online and in staff meetings) including ones that have:

- Strategies to avoid/prevent workplace violence and physical harm, such as:
  - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
  - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for employees desiring such assistance.

**Note:** *Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

## **EMPLOYEE ACCESS TO THE WRITTEN WVPP**

Cinnabar School District ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by posting it to the website, sharing the document with all employees in google docs and providing it as part of our onboarding.

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.]

## **RECORDKEEPING**

Cinnabar 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:
  - Training dates.
  - Contents or a summary of the training sessions.
  - Names and qualifications of persons conducting the training.
  - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
  - 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.

## EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

## REVIEW AND REVISION OF THE WVPP

The Cinnabar School District 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 EMPLOYEE ACTIVE INVOLVEMENT 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 Cinnabar School District'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. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

## EMPLOYER REPORTING RESPONSIBILITIES

As required by California Code of Regulations (CCR), Title 8, Section 342(a), Reporting Work-Connected Fatalities and Serious Injuries, Cinnabar 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.

I, Ken Silman, Superintendent of Cinnabar School District, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention.

**Please note:** These are just examples and should be customized to fit the specific needs of your company. It is important to ensure that the statement of authorization is approved, signed, and dated by a top management representative or owner of the company.]

Ken Silman, Superintendent

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Signature

Date



## Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

Enter the date the incident occurred (Day, Month, Year) \_\_\_\_/\_\_\_\_/\_\_\_\_

Enter the time (or approximate time) that the incident occurred]: \_\_\_\_\_ a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)
[Enter location(s) where the incident occurred]	[Enter the workplace violence type(s)]

Check which of the following describes the type(s) of incident, and explain in detail:

**Note:** *It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.*

- 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.

- Other.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]

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Workplace violence committed by: [For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.]

Circumstances at the time of the incident: [write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, 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.]

Where the incident occurred: [Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

[Include information on what the consequences of the incident were.]

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- Were there any injuries? Yes or No. Please explain:

[Indicate here if there were any injuries. if so, provide description of the injuries

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- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

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Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

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A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

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This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]

[Date of completion]