WEED RECREATION & PARKS DISTRICT
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POLICY TITLE: Workplace Violence Prevention

POLICY NUMBER: 3525

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A. Workplace Violent Incident Log
B. Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist

3525.1 Policy

The District is committed to providing a work environment free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. This policy is to establish, implement, and maintain an effective plan as required by SB 533 (2023). The statute requires us to establish, implement, and maintain, always in all our facilities, a workplace violence prevention plan to protect employees and other personnel from aggressive and violent behavior at the workplace.

Our Workplace Violence Prevention (WVP) plan is available upon request for examination and copying by our employees, their representatives, the Chief of the California Division of Occupational Safety and Health, better known as Cal/OSHA, or their designee.

3525.2 Prohibited Acts

The District will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, client, and/or visitor.

Threats of violence include both verbal and non-verbal conduct that causes a person to fear for his or her safety because there is a reasonable possibility he or she might be physically injured, and that serves no legitimate work-related purpose.

- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. Workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes 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 the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

  Workplace violence can be categorized into four types:

  Type 1: Workplace violence committed by a person who has no legitimate business at the work site - 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, 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 someone who does not work there but has or is known to have had a personal relationship with an employee.

In addition, the District prohibits, on all District property, any *dangerous weapons* not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties. Any employee or appointed or elected officials possessing prohibited dangerous weapons on District property violates this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor possessing prohibited dangerous weapons will be banned from the premises. *Dangerous weapons* include any instrument capable of inflicting death or serious bodily injury.

3525.3 Responsibility and Authority

Workplace Violence Prevention Plan Administrator

The District Administrator, or an assigned designee, is the designated WVP Plan Administrator (Administrator) responsible for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports.

The Administrator shall solicit feedback and input from employees when developing and implementing the WVP plan. Employees' active involvement could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards, designing and implementing training, and reporting and investigating workplace violence incidents.

The Administrator shall coordinate the implementation of the workplace violence prevention plan with other employers (e.g., contracted security staff and other employers on site), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on the District's WPV plan.

Managers and Supervisors

Responsibilities include:

- Implementing the plan in their work areas;
- providing input to the Administrator regarding the plan;
- participating in investigations of workplace violence reports; and
- answering employee questions concerning this plan.

Employees

Responsibilities include:

- Complying with the plan;
- maintaining a violence-free work environment;
- attending all training;
- following all directives, policies, and procedures; and
- reporting suspicious persons in the area and alerting the proper authorities when necessary.

3525.4 Compliance

The Administrator is responsible for ensuring the plan is communicated to and understood by all employees. The following techniques are used to ensure all employees understand and comply with the plan:

- Informing all employees of the plan during new employee safety orientation training and ongoing workplace violence prevention training;

- ensuring *all* employees, including managers and supervisors, receive training on this plan;
- providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for plan implementation;
- evaluating employees to ensure their compliance with the plan;
- recognition of employees who follow safe and healthful work practices;
- disciplining employees, appointed or elected officials, and volunteers who engage in threats of violent behaviors up to and including dismissal; and
- ensuring training in this plan is conducted on an annual basis.

3525.5 Communication and Training
Managers and supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisors about any threats or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in reporting incidents. No employee will be disciplined for reporting any threats or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the supervisor will report this information to the Administrator, who will investigate the incident. The Administrator will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the District's responsibility in complying with hazard correction measures outlined in the WVP plan.

Employee training on workplace violence will include:

- this plan;
- how to obtain a copy of this plan and related documents at no cost;
- how to participate in development and implementation of this plan;
- the definitions and requirements of Labor Code Section 6401.9;
- how to seek assistance to prevent or respond to violence;
- the violent incident log;
- workplace violence hazards that employees may encounter in their jobs;
- any corrective measures the District has implemented;
- how to recognize the potential for violence and escalating behavior;
- strategies to de-escalate behaviors and to avoid physical harm;
- the District's alerts, alarms, or systems that are in place to warn of emergencies;
- how to seek assistance to prevent or respond to violence;
- how to report incidents to the District or law enforcement without fear of reprisal;
- how to obtain copies of training, incident, and investigation records; and

- an opportunity for interactive questions and answers with a person knowledgeable about this plan.

Employees assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- general and personal safety measures;
- aggression and violence predicting factors;
- the assault cycle;
- characteristics of aggressive and violent persons;
- verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior;
- strategies to prevent physical harm;
- appropriate and inappropriate use of restraining techniques and medications as chemical restraints per Title 22 of the California Code of Regulations; and
- an opportunity to practice the maneuvers and techniques taught, including a debriefing session.

Training will occur:

- when the plan is first established;
- at the time of hire or transfer;
- annually;
- when new equipment or work practices are introduced; and
- when a new or previously unrecognized workplace violence hazard has been identified.

Employees who receive training in a form other than live will have the opportunity to meet with someone knowledgeable on the plan within one business day of the training for interactive questions to be answered.

3525.6 Procedures

Responding to Actual or Potential Workplace Violence Emergencies

When employees become aware of an actual or potential workplace violence emergency, they shall notify the local law enforcement by calling 911 to report the incident and request assistance.

Employees shall implement the run, hide, and fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees cannot

evacuate or shelter in place, they are authorized, but not required, to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Emergencies and Reporting a Crime

For immediate assistance in an emergency not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate backup assistance by notifying local law enforcement. Employees must also notify their supervisor, manager, or the Administrator as soon as possible. A supervisor who is notified of an emergency or crime not associated with a service call must notify the Administrator immediately.

Reporting Workplace Violence Concerns

Employees who witness or experience *threats of violence* or *workplace violence* can report the incident through their chain of command or directly to the Administrator orally or in writing. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.

No employee will be subject to, and the District prohibits, any form of discipline or retaliation for reporting perceived violations of workplace violence or cooperating in any way in the investigation of workplace violence. If an employee believes someone has violated this no-retaliation provision, the employee should bring the matter to the immediate attention of the Administrator. Anyone, regardless of position or title, who the District determines has engaged in conduct that violates this rule against retaliation will be subject to discipline, up to and including termination.

Restraining Orders

Employees or other personnel affiliated with the District with an active restraining order issued against another person, including the workplace, are encouraged to provide a copy of the restraining order to their supervisor and the Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet with the Administrator to decide what actions, if any, need to be initiated.

3525.7 Hazard Assessment

Workplace hazard assessments will include:

- an annual review of the past year's workplace violence incidents; and
- periodic physical security assessments by each District department to identify existing

security measures and to recommend additional reasonable measures that could be implemented to increase workplace security. The necessity for workplace security measures varies significantly, depending on the type of work environment. The following are some general issues that should be addressed in a workplace security assessment: procedures for securing emergency assistance, access within the work environment, existing locks, security systems, and physical barriers, employees' knowledge of emergency procedures, and escape routes.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can assist with the security assessment. Inspections are performed according to the following schedule:

- once a year..
- when the plan is implemented.
- when new, previously unidentified workplace violence/security hazards are recognized; and
- when workplace violence injuries or threats of injury occur.

3525.8 Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are procedures, rules, and staffing used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- appropriate staffing levels;
- provision of dedicated safety personnel (i.e., security guards);
- employee training on workplace violence prevention methods; and
- employee training on procedures to follow in a workplace violence incident.

Corrective actions will be implemented promptly based on the severity of the hazard, documented, and dated.

3525.9 Post-Incident Response and Investigation

Managers and supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- provide immediate medical care or first aid;
- identify all employees involved in the incident;

- offer staff individual trauma counseling resources;
- conduct a debriefing with all affected staff;
- determine if corrective measures developed under this plan were effectively implemented;
- solicit feedback from all personnel involved in the incident as to the cause of this incident and, if injury occurred, how injury could have been prevented; and
- record the incident in the Workplace Violent Incident Log.

3525.10 Recordkeeping

- Records of workplace violence hazard identification, evaluation, investigations, and correction will be maintained for five years in accordance with the recordkeeping requirements of SB 533.
- Training for each employee, including the employee's name, training dates, type of training, and training provider, will be maintained for at least one year.

The District Office will maintain records of violent incidents (Workplace Violent Incident Log) for at least five years.

The following records shall be made available to employees and their authorized 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; and
- violent incident logs.

3525.11 Review of the WVP Plan

The District's Workplace Violence Prevention Plan will be reviewed annually, when a deficiency is observed or becomes apparent, and after a workplace violence incident. The Workplace Violence Prevention Plan will be updated as needed considering the following criteria:

- 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; and
- feedback provided by employees and their authorized representatives.

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3525 Appendix A **WORKPLACE VIOLENT INCIDENT LOG**

This form must be completed for every record of violence in the workplace

Do not identify any individual by name, employee #, or SSI

Incident ID #*:	**Date and Time of Incident:**	**Department:**
Specific Location of Incident:		

** Do not identify any individual by name, employee #, or SSI. The Incident ID must not reflect any employee's identity)*

Describe the Incident (Include additional pages if needed):

Assailant information:

☐ Patient	☐ Client	☐ Customer
☐ Family or Friend of the Patient	☐ Family or Friend of Client	☐ Family or Friend of Customer
☐ Partner/Spouse of Victim	☐ Parent/Relative of Victim	☐ Co-Worker/Supervisor/Manager
☐ Former Partner/Spouse of Victim	☐ Animal	☐ Person In Custody
☐ Robber/Burglar	☐ Passenger	☐ Stranger
☐ Student	☐ Other:	

Circumstances at the time of incident:

☐ Employee Performing Normal Duties	☐ Poor Lighting	☐ Employee Rushed
☐ Employee Isolated or Alone	☐ High Crime Area	☐ Low Staffing Level
☐ Unable to Get Help or Assistance	☐ Working in a Community Setting	☐ Unfamiliar or New Location
☐ Other:		

Location of Incident:

☐ Patient or Client Room	☐ Emergency or Urgent Care	☐ Hallway
☐ Waiting Room	☐ Restroom or Bathroom	☐ Parking Lot or Outside Building
☐ Personal Residence	☐ Breakroom	☐ Cafeteria
☐ Other:		

Type of Incident (check as many apply):

☐ Robbery	☐ Grabbed	☐ Pushed
☐ Verbal Threat or Harassment	☐ Kicked	☐ Scratched
☐ Sexual Threat, Harassment, or Assault	☐ Hit with an Object	☐ Bitten
☐ Animal Attack	☐ Shot (or Attempted)	☐ Slapped
☐ Threat of Physical Force	☐ Bomb Threat	☐ Hit with Fist
☐ Threat of Use of Weapon or Object	☐ Vandalism (of Victim's Property)	☐ Knifed (or Attempted)
☐ Assault With A Weapon or Object	☐ Vandalism (of Employer's Property)	☐ Arson
☐ Robbery	☐ Other:	

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Consequences of the incident:

Medical care provided? ☐ Yes ☐ No	Law enforcement called? ☐ Yes ☐ No	Security contacted? ☐ Yes ☐ No
Did anyone provide assistance to conclude the event? ☐ Yes ☐ No		Days lost from work (if any)
Actions taken by employer to protect employees from a continuing threat? ☐ Yes ☐ No		

Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

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3525 Appendix B

WORKPLACE VIOLENCE PREVENTION

ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST

Assessed by:	**Title:**
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase the District's vulnerability to workplace violence events.

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities.

Step 3: Develop a corrective action plan with measurable goals and target dates.

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

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STEP 2: HAZARD ASSESSMENT

Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

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Building Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

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Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there “drop safes” to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

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STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: BI – Building Interior, BE – Building Exterior, PA – Parking Area, SM – Security Measure)

Type	Action Item	Person(s) Responsible	Target Date	Status	Comments