

**WORKPLACE VIOLENCE PREVENTION PROGRAM for
Red Bluff Joint Union High School District**



Cal/OSHA Publications Unit

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Red Bluff Joint Union High School District'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: May 29, 2024

Date of Last Revision(s): May 29, 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, Todd Brose, Superintendent, has the authority and responsibility for implementing the provisions of this plan for Red Bluff Joint Union High 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
Todd Brose	Superintendent	<i>Overall responsibility for the plan; coordination with other employers. The superintendent approves the final plan and any major changes.</i>	530-529-8704	tbrose@rbhsd.org
Sandra Wallace	Director of Human Resources	<i>Responsible for employee involvement and training; The Director of Human Resources organizes safety meetings, updates training materials, and handles any reports of workplace violence.</i>	530-529-8703	swallace@rbhsd.org
Rich Hassay	Principal or other RBHS Site Administration as-needed	<i>Responsible for Red Bluff High School emergency response, and hazard identification The RBHS Principal conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	530-529-8899	rhassay@rbhsd.org
Wendy Drury	Principal	<i>Responsible for Salisbury High School and Independent Study Program emergency response, and hazard identification. The SHS/ISP Principal conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	530-529-8911	wdrury@rbhsd.org

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

Red Bluff Joint Union High 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.

The WVPP committee will meet quarterly to 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.

- Designing and implementing training
 - Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.
- Reporting and investigating workplace violence incidents.
 - Employees will be required to report workplace violence incidents on school grounds to the principal/site administrator or district designee any incidents using the **Workplace Violence Reporting Form** that resulted in disruption to school activities, cause of injury to staff and students; and/or, and damage to property involving students, staff, or the general public.

Investigation of Workplace Violence Incident

- The principal/site administrator or district designee shall promptly investigate all workplace violence incidents. In conducting the investigation, the compliance officer shall collect all available documents, notes or statements related to the workplace violence incidence, including any additional evidence or information received from witnesses during the course of the investigation. At appropriate intervals, the compliance officer shall inform the reporting employee the status of the investigation.

Timeline for Investigation Report

- Unless extended by written agreement, the investigation report shall be sent to the reporting employee within 60 calendar days of the district's receipt of the workplace violence incident. Within 30 calendar days of receiving the workplace violence incident, the compliance officer shall prepare and send to the reporting employee a written report, described as "Investigation Report".

Investigation Report

The investigation report shall include:

1. The findings of fact based on evidence gathered
2. A corrective action(s) whenever the districts finds merit in the report; including, training to employees related to new workplace hazards, how to seek assistance to prevent or respond to the incident, and revisions to the Workplace Violence Prevention Plan to mitigate risk.

- 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. This may be found in the Health and Safety & Wellness section of the Red Bluff Joint Union High School District Employee Handbook.
- 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 Red Bluff Joint Union High School District Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP:
 - Ensure 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 the districts established disciplinary action process if an employee or supervisor does not follow the elements of this plan.
- 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 memos/emails or certificate of recognition from the superintendent.
- Discipline employees for failure to comply with the Red Bluff Joint Union High School District WVPP. The district will actively enforce all aspects of the WVPP. An employee that fails to adhere to the procedures and practices of this plan shall be disciplined according to the collective bargaining agreements, district policies, and education code based on the level of severity of the violation.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employees, 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.
- Quarterly scheduled safety committee meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns
 - The district will ensure that supervisors and employees can communicate effectively and in the employees' first language. The district will provide appropriate translation services if needed.
 - Employees should report any and all workplace incidents, threats and concerns to Sandra Wallace, Director of Human Resources or by contacting emergency services directly by calling 9-1-1 if the threat/act of violence is imminent and serious. When making a report of workplace violence, please include the following information (please note, workplace violence does not include lawful acts of self-defense or defense of others):
- 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:

- Employees can anonymously report a violent incident, threat, or other violence concerns.
 - The District prohibits any form of retaliation. Complaints of retaliation will be addressed pursuant to applicable policies, regulations, and as required by law. If the District determines that retaliation has occurred or is occurring, appropriate corrective action and/or disciplinary action will be taken.
 - In the event of an emergency, refer to your District Staff Badge for appropriate contacts in the event of an emergency or contact your site administrator, up to and including 9-1-1.
- 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.

Updates on the status of investigations and corrective actions are provided to employees in-person and/or through email. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.

- Updates will be provided to other employers that have staff working on district sites to discuss the plan, any updates to the existing plan, discuss recent incidents, and coordinating training sessions.

COORDINATION WITH OTHER EMPLOYERS

The Red Bluff Joint Union High 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.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, those employers will ensure that if its employees experience workplace violence incident that the Red Bluff Joint Union High School District 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

The Red Bluff Joint Union High School District 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 reporting the incident in writing to their immediate supervisor. If that's not possible, employees will report incidents directly to the WVPP administrator, Sandra Wallace, Director of Human Resources.

Employees can report incidents to their supervisor, HR, or through the Workplace Violence Reporting form linked in the employee handbook.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. The district prohibits retaliation against anyone. Any employee who retaliates against another employee for reporting an incident shall be subject to discipline.

EMERGENCY RESPONSE PROCEDURES

The Red Bluff Joint Union High 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 [Multi-Hazard Reference Guide](#):
 - The firm alarm signals an evacuation
 - A verbal announcement of “Lockdown” activates a Lockdown;
 - A verbal broadcast “Shelter-In-Place” initiates a “Shelter-In-Place” mode; and
 - A verbal announcement ‘All Clear” returns staff and students to a normal schedule.

- The Red Bluff Joint Union High School District will have evacuation or sheltering plans. This is accordance with the district’s Comprehensive School Safety Plans. Maps of evacuation routes, locations of emergency exit, and instructions for sheltering in place may be found on the district website for Red Bluff High School and Salisbury High School.

- How to obtain help from staff, security personnel, or law enforcement:
 - Refer to staff badge for all emergency contact information for site contact information, local law enforcement and campus supervision.
 - If there is immediate danger, call emergency assistance by dialing (9) 9-1-1 and then notify the WVPP Administrator, Sandra Wallace 530-529-8703.

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

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Todd Brose	Superintendent	District Wide - Responsible for emergency response, hazard identification, and coordination with other employers; The superintendent conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.	530-529-8704	tbrose@rbhsd.org
Rich Hassay	RBHS Principal	RBHS - Responsible for emergency response, hazard identification. The RBHS Principal conducts safety inspections and coordinates emergency response procedures.	530-529-8713	rhassay@rbhsd.org
Wendy Drury	SHS/ISP Principal	SHS/ISP - Responsible for emergency response, hazard identification The SHS/ISP Principal conducts safety inspections and coordinates emergency response procedures.	530-529-8854	wdrury@rbhsd.org

- Contact law enforcement, fire or medical personnel

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by the Red Bluff Joint Union High School District 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.

The Red Bluff Joint Union High School District will review all submitted/reported concerns of potential hazards as reasonable or practicable. The district will determine an appropriate response based on level of severity. These submittals/reports could be received from the Workplace Violence Reporting form and/or through the anonymous form about workplace violence hazards or threats of violence without fear of reprisal/retaliation.

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 annually.

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:

Specific Person Name/Job Title	Area/Department/Specific location
Todd Brose, Superintendent	District Office
Rich Hassay, Principal	Red Bluff High School
Wendy Drury, Principal	Salisbury High School/ISP
Fred Lapin, Director of M&O	Maintenance
Tim Wallace, Director of Transportation	Transportation
Marissa Stevens, Director of Nutrition	Nutrition Services
Jakob Woods, Director of Tech. Services	Technology Services

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to intruders.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.

- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- 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.
- 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. The Red Bluff Joint Union High School District 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
- All corrective actions taken will be documented and dated on the appropriate forms (e.g. Investigation Report).
- Corrective measures for workplace violence hazards will be specific to a given work area, which may include:
 - Improve lighting around and at the workplace.
 - Post of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.
 - Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
 - Install security surveillance cameras in and around the workplace.
 - Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems by:
 - Ensure the adequacy of workplace violence systems

- 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.
- Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms
- 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.
 - 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. Signage shall be posted on all worksites.
- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.
- Limit the amount of cash on hand and use time access safes for large bills.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or 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.
- Review security footage of existing security cameras if applicable.
- Examen 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 ensuring 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.
 - 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.
- The Crisis intervention team will be prepared to support affected employees.
- The Employee Assistance Program (EAP) is available to all affected employees at no-cost for counseling services. Each CVT member is eligible for up to six counseling session per year. Contact 1-877-397-1032.

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.
- 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.

The Red Bluff Joint Union High 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 Red Bluff Joint Union High 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 the Red Bluff Joint Union High School District has for interactive questions and answers with a person knowledgeable about the district's plan.

Additional training shall be provided when 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 plan.

- 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

The Red Bluff Joint Union High 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 the WVPP Administrator or designee.

1. If 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.
2. The WVPP will be accessible on the district website, which allows an employee to review, print, and email the current version of the written WVPP.

RECORDKEEPING

The Red Bluff Joint Union High 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 Red Bluff Joint Union High 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 The Red Bluff Joint Union High School'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](#), the Red Bluff Joint Union High 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, Todd Brose, Superintendent of the Red Bluff Joint Union High 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.

Todd Brose, Superintendent

Date

WORKPLACE VIOLENCE REPORTING FORM

THIS FORM IS TO BE USED BY EMPLOYEES THAT HAVE IDENTIFIED AN INCIDENT, THREAT OR CONCERN RELATED TO WORKPLACE VIOLENCE. THIS FORM BRINGS THE ISSUE TO THE ATTENTION OF THE MANAGEMENT.

IT IS ILLEGAL FOR THE EMPLOYER TO TAKE ACTION AGAINST AN EMPLOYEE FOR MAKING SUCH A REPORT. THE EMPLOYER MUST INVESTIGATE THE REPORT AND EXPLAIN TO EMPLOYEES THE ACTION TAKEN AND ANY SUBSEQUENT ACTIONS, AS NECESSARY.

To be completed by the individual investigating the incident. Return completed form within 2 days following incident to **Sandra Wallace, Director of Human Resources**. **Witness statements will be attached to this form.**

Report submitted by:	Date:
General Description:	Phone:

Date of Incident:	Time:
Address/Location of Incident:	

Individuals involved in the incident (use additional sheet(s) if necessary)

Name:	Name:
<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant	<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant
Job Title:	Job Title:
Department:	Department:
Phone:	Phone:
Immediate Supervisor:	Immediate Supervisor:

Classification of Incident (Select One)

Type 1	Type 2	Type 3	Type 4
Workplace violence committed by a person no legitimate purpose at the worksite, and includes violent acts against anyone who enters the workplace or approaches employees with intent to commit a crime.	Workplace violence directed at employees by customers, clients, patients, students or visitors.	Workplace violence against an employee by a present or former employee, supervisor, or manager.	Workplace violence committed in the workplace by a person who does not work here, but has or is known to have had a personal relationship with an employee.

Classification of Incident Location (Select One)

<input type="checkbox"/> At Workplace, Indoors (Please Include Bldg. Name/Room No.)	<input type="checkbox"/> At Workplace, Outdoors (Please Specify)	<input type="checkbox"/> Other Area (Please Explain)
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Type of Incident

<input type="checkbox"/> Physical Attack – no weapon/object
<input type="checkbox"/> Physical Attack – with weapon/object
<input type="checkbox"/> Threat of physical force and/or threat of use of a weapon/object
<input type="checkbox"/> Physical Assault - Hitting, fighting, pushing, or shoving
<input type="checkbox"/> Sexual assault/threat (incl. rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
<input type="checkbox"/> Other (specify)

How was the incident communicated? (Check one or more)

<input type="checkbox"/> Communicated directly to victim	<input type="checkbox"/> Verbal	<input type="checkbox"/> Mail	<input type="checkbox"/> Note	<input type="checkbox"/> Email
<input type="checkbox"/> Communicated to another person	<input type="checkbox"/> Verbal	<input type="checkbox"/> Mail	<input type="checkbox"/> Note	<input type="checkbox"/> Email
<input type="checkbox"/> Other (specify)				

Initial Response or Follow up Activity: (Check all that apply)

<input type="checkbox"/> Situation defused	<input type="checkbox"/> Occupational Medicine notified
<input type="checkbox"/> Security called	<input type="checkbox"/> Law Enforcement notified If Yes, Name of Agency and Report Number:
<input type="checkbox"/> First Aid Received?	<input type="checkbox"/> Employee Assistance Program Resources Provided?
<input type="checkbox"/> Other (specify)	

Describe Incident in Detail

Include what happened, where, who was involved, what you heard, saw, etc. Also include the circumstances at time of incident (i.e.: was the employee completing usual job duties, was the area poorly lit, was the work being rushed, was the employee working during a low staffing level, was the employee isolated/alone, was the employee able to get help/assistance, was the employee working in a community setting, was the employee working in an unfamiliar/new location, other – please explain).

List Names of Other Witnesses

Signature

Date

Person Receiving Witness Statement

Date

Routing

<i>Yes</i>	<i>No</i>	<i>Name [APPLICABLE CONTACT/DEPT]</i>	<i>Signature</i>	<i>Date</i>
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Upon completion of investigation, attach a findings/follow-up document to this form.

