

WORKPLACE VIOLENCE PREVENTION PROGRAM for the Tehama County Department of Education

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: July 1, 2024

Date of Last Revision(s): July 1, 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, Director, Human Resources, has the authority and responsibility for implementing the provisions of this plan for Tehama County Department of Education. If there are multiple persons responsible for the plan, their roles will be clearly described.

Example:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Rich DuVarney	Superintendent	Overall responsibility for the plan; <i>approves the final plan and any major changes.</i>	530.527.5811	rduvarney@tehamaschools.org
Noelle DeBortoli	Director, Human Resources	Responsible for employee involvement and training; <i>organizes safety meetings, updates training</i>	530.528.7334	Ndebortoli@tehamaschools.org

		<i>materials, and handles any reports of workplace violence.</i>		
Eric Coates	Director, Maintenance	Responsible for emergency response, hazard identification, and coordination with other employers; <i>conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	530.528.7320	ecoates@tehamaschools.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

Tehama County Department of Education 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.
 - TCDE will use staff surveys soliciting feedback and input on the development and implementation of the plan.
 - Request employees to submit their ideas directly to the person responsible for the WVPP (identified above) via email or telephone or through the reporting link located on the TCDE website.
 - Make use of an anonymous electronic suggestion box for employees to share ideas. The link will be located on the TCDE website at Tehamaschools.org.
 - TCDE will have safety meetings with employees and their representatives 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 through surveys, staff meetings, and safety meetings and their suggestions are incorporated into the training materials.
- Reporting and investigating workplace violence incidents.
 - Employees are encouraged to report incidents to their supervisor, human resources, or through the reporting link located on the Tehamaschools.org website.
- 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 as outlined in the Superintendent's Policies,
- 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:

- Employees, supervisors, and managers will be trained in the provisions of Tehama County Department of Education Workplace Violence Prevention Plan (WVPP).
- Procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP include:
 - Ensuring employees take/attend the training(s) and refresher training(s) assigned to them.
 - Monitor employee adherence to topics and concepts covered in the training they received.
- 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 supervisor recognition.
- Failure to comply with the WVPP will result in discipline per TCDE SP #4218 Employee Discipline.

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 will include workplace violence prevention policies and procedures.
- Workplace violence prevention training programs will be implemented.
- Safety meetings will address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
- Posted or distributed workplace violence prevention information.
- Employees can report a violent incident, threat, or other workplace violence concern to their supervisor or law enforcement without fear of reprisal or adverse action by any of the following means:
 - Anonymously report a violent incident, threat, or other violence concerns through the reporting link located on the website at Tehamaschools.org.
 - [TCDE Workplace Violence Page](#)
 - Call their supervisor, Human Resources at 530.528.7334, or 911 from their office phone, school phone, or cell phone.
 - Front desk staff can use the emergency call button located on the desktop to the left of the computer screen.
- 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 will be provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.

COORDINATION WITH OTHER EMPLOYERS

Tehama County Department of Education 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 multi employer worksite, Tehama County Department of Education will ensure that if its employees experience a workplace violence incident that Tehama County Department of Education will record the information in a violent incident log and shall also provide a copy of that log to the controlling employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Tehama County Department of Education 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 through a phone call, verbal conversation or email. If that's not possible, employees will report incidents directly to the WVPP administrator, Director, Human Resource Services.

Employees can report incidents to their supervisor, HR, or through an anonymous online form.

- Workplace Violence Reporting form: [TCDE Workplace Violence Page](#)

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.

EMERGENCY RESPONSE PROCEDURES

Tehama County Department of Education 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 using the Catapult Employee Notification system, alarm systems and PA announcements to alert employees of emergencies as appropriate.
- Tehama County Department of Education has evacuation and/or sheltering plans. Employees should review evacuation routes and plans as posted around their work site. Plans will be provided to them in orientation and posted on TCDE's website.
- If there is immediate danger, call for emergency assistance by dialing 9-1-1, (dial outside access number first if applicable) and then notify the WVPP Administrator, HR Director.

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

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Eric Coates	Director, Maintenance	Responsible for emergency response, hazard identification, and coordination with other employers; conducts safety inspections, coordinates emergency	530.528.7320	ecoates@tehamaschools.org

		<i>response procedures, and communicates with other employers about the plan.</i>		
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WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Tehama County Department of Education 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:
 - Workplace Violence Hazards suggestion box.
 - Online form for reporting workplace violence hazards.
 - Voicemail/email/text messages.

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 quarterly.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the department managers in their designated areas of responsibility.

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- 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 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.

- 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.
- 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. Tehama County Department of Education will implement the following effective procedures to correct workplace violence hazards that are identified:

Type I workplace violence. Corrective measures for Type I workplace security hazards include:

1. Making the workplace unattractive to criminal acts.
2. Utilizing surveillance measures, such as cameras or mirrors, to provide information as to what is going on outside and inside the workplace.
3. Procedures for the reporting of suspicious persons or activities.
4. Posting emergency telephone numbers for law enforcement and fire and medical services. where employees have access to a telephone with an outside line.
5. Employee, supervisor, and management training on emergency action procedures.

Type II workplace violence. Corrective measures for Type II workplace security hazards include:

1. Controlling access to the workplace and freedom of movement within it, consistent with business necessity.
2. Ensuring the adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.
3. Providing employee training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of TCDE.
4. Placing effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
5. Providing procedures for a "buddy" system for specified emergency events.
6. Ensuring adequate emergency evacuation routes.

Type III & IV workplace violence. Corrective measures for Type III & IV workplace security hazards include:

1. Effectively communicating TCDE's anti violence policy to all employees, supervisors, or managers.
2. Improving how well TCDE's management and employees communicate with each other.

3. Increasing awareness by employees, supervisors, and managers of the warning signs of potential workplace violence.
4. Controlling access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of TCDE's employees is having a dispute.
5. Providing counseling to employees, supervisors, or managers who exhibit behavior that represents strain or pressure that may lead to physical or verbal abuse of coworkers.
6. Ensuring 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.
7. Ensuring employee disciplinary and discharge procedures address the potential for workplace violence.
8. Applying crime prevention measures through environmental design and administrative measures including but not limited to:
 - a. Well lighted areas
 - b. Security/controlled access to work area
 - c. Employees must visibly display employee ID badge at all times while in a TCDE facility
 - d. Visitor sign-in
 - e. Visitor badges
 - f. Well lighted parking lots and area surrounding the building
 - g. Buddy system for walking to car or locations away from the building
 - h. Security cameras
 - i. Mounted area mirrors
 - j. Onsite security guards
 - k. Eliminate hiding places in areas surrounding the building, i.e., overgrown shrubs, dark areas
 - l. Panic buttons
 - m. Locks on restroom doors
 - n. Remove sharp objects from view that could be used as a weapon
 - o. Caller ID on phones
 - p. Field staff check in (cell phones)

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 the involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.

- 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 student or parent, family or friend of a student or parent, 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.

- Support and resources, such as counseling services, are provided to affected employees. These resources could include referrals to counseling services, information about employee assistance programs, and time off work if necessary.

TCDE will 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.

Tehama County Department of Education will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The WVPP, how to obtain a copy of the plan at no cost, and how to participate in development and implementation of the plan.
- How to report workplace violence incidents or concerns to the TCDE or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures Tehama County Department of Education 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 Tehama County Department of Education has for interactive questions and answers with a person knowledgeable about the Tehama County Department of Education plan.
- Strategies to avoid/prevent workplace violence and physical harm, for example:
 - 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.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Tehama County Department of Education 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.

- 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 the TCDE website, which allows an employee to review, print, and email the current version of the written WVPP.

RECORDKEEPING

Tehama County Department of Education 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 a 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 Tehama County Department of Education 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 Tehama County Department of Education'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, or emergency response(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](#), Tehama County Department of Education 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, Rich DuVarney, Tehama County Superintendent of Schools, authorize and ensure the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to ensuring the safety and well-being of our employees and believe that these policies and procedures will help us achieve that goal.



Richard DuVarney, Tehama County Superintendent of Schools

7/31/24

Date