

## **Workplace Violence Prevention Plan: Preface**

Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site.

According to the US Department of Labor, approximately two million people throughout the country are victims of non-fatal violence at the workplace each year. Officials at the Department of Justice have found violence to be a leading cause of fatal injuries at work with about 1,000 workplace homicides each year. Violence against employees occurs in a variety of circumstances and situations including robberies and other crimes, actions by frustrated or dissatisfied clients and customers, acts perpetrated by disgruntled co-workers or former co-workers, and domestic incidents that spill over into the workplace.

SB 553 is the foundation of the Workplace Violence Prevention Plan (WVPP). Part of this new law includes directing Cal/OSHA with creating a set of standards/regulations that California employers will be required to follow upon formal adoption & implementation, which is supposed to happen no later than December 31, 2026. In the meantime, employers still need to follow the requirements of SB 553, which are outlined in this plan.

As with many workplace safety plans, the intent is for the procedures and processes outlined in the plan to be specific to the violence related hazards in our workplace and our employees/occupations. Therefore, true compliance with SB 553 is mostly achieved by the processes and exercises that we actively take to identify, evaluate, and create procedures to address workplace violence.



**HARTNELL COLLEGE**

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**WORKPLACE VIOLENCE  
PREVENTION  
PLAN**

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## **PURPOSE AND AUTHORITY**

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

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

1. Names or job titles of the persons responsible for implementing the plan. If there are multiple persons responsible for the plan, their roles shall be clearly described.
2. Effective procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan.
3. Methods that will be used to coordinate implementation of the plan with other employers, when applicable, to ensure that those employers and employees understand their respective roles, as provided in the plan.
4. Effective procedures for the employer to accept and respond to reports of workplace violence, and to prohibit retaliation against an employee who makes such a report.
5. Effective procedures to ensure that supervisory and nonsupervisory employees comply with the plan
6. Effective procedures to communicate with employees regarding workplace violence matters, including, but not limited to, both of the following:
  - a. How an employee can report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal.
  - b. How employee concerns will be investigated.
7. Effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following:
  - a. Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.
  - b. Evacuation or sheltering plans that are appropriate and feasible for the worksite.
  - c. How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement.
8. Procedures to develop and provide employee training
9. Procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns. Inspections shall be conducted:
  - a. When the plan is first established
  - b. After each workplace violence incident
  - c. Whenever the employer is made aware of a new or previously unrecognized hazard.
10. Procedures to correct workplace violence hazards identified above, in a timely manner consistent with the IIPP, including:
  - a. Procedures for post incident response and investigation.
  - b. Procedures to review the effectiveness of the plan and revise the plan, including:
    - i. Procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan.
11. Maintain a written log recording incidents of workplace violence

## **1. PERSON(S) RESPONSIBLE FOR IMPELEMENTING THE WVPP**

The ultimate responsibility for overseeing the development, implementation, and maintenance of the WVPP, rests with the Vice Preseident of Administrative Services, Director of Public Safety, and Vice President of Human Resources. The Vice President of Administrative Services will have overall responsibility for the WVPP. The Director of Public Safety will be responsible for developing, implementing, and maintaining the WVPP. The Vice President of Human Resources will be responsible for the “meet and confer” requirements, enforcing the mandated training to all employee groups, and tracking employee participation.

## **2. PROCEDURES FOR INVOLVING EMPLOYEES IN THE DEVELOPMENT AND IMPLEMENTATION OF THE WVPP**

Involving employees in the development and implementation of our WVPP is a critical component to the program's overall effectiveness. We welcome and encourage employees to participate in both the initial development and implementation as well as the ongoing/annual refresher of this plan. We will utilize the following procedures to involve employees in the development and implementation of this plan:

1. **WVPP Sub-Committee:** A WVPP sub-committee will be established to spearhead the development and implementation of the WVPP. This committee will be open to all employees. This committee will also be a standing committee as the WVPP will need to be reviewed annually and in the event of a workplace violence incident, the committee can provide needed support. The WVPP Sub-Committee will report out to the Safety Committee by providing the written WVPP and information regarding workplace violence that may require the Safety Committee's feedback and input.
2. **Safety Committee:** The Safety Committee, having representation from several employee groups, will review the WVPP and provide feedback and input. In addition, the Safety Committee will provide needed support or ideas on how to improve the prevention of workplace violence and cultivate a safer worker environment.
3. **Institutional Resources Council and Hartnell College Council:** The Institutional Resources Council (IRC) will receive the Safety Committee's recommendation regarding the plan and may provide additional feedback or questions. The IRC will forward its recommendation to the Hartnell College Council (HCC) for their consideration. The HCC will provide its recommendation to the President for districtwide adoption of the plan.
4. **Survey:** A Workplace Violence Prevention Survey will be implemented for employees to solicit feedback and input on the types of hazards specific to their workplace, ideas on how to prevent workplace violence and promote a healthy and safe work environment, and suggestions on the types of trainings that would provide adequate guidance on how to address and respond to workplace violence.
5. **Contact Director of Public Safety:** Employees can contact the Director of Public Safety directly via email, telephone, or in person to submit ideas.
6. **Managers can solicit feedback from their employees and provide the information to the Director of Public Safety.** Managers can also inform employees of their ability to participate in the WVPP Sub-Committee and/or the Safety Committee to provide feedback and ideas and be directly involved in the development and implementation of the WVPP.

### **3. WVPP IMPLEMENTATION & COODRINATION**

In an effort to ensure that all employees understand their respective roles in this plan, that they understand all aspects of this plan, and they understand how to report incidents of workplace violence, we will take the following steps:

1. Provide employee training and verify comprehension (i.e., quizzes/tests). The trainings that will be created and provided to employees will outline the different roles in the WVPP, information on how to report incidents of workplace violence, and an overview of the WVPP in general. This training will be interactive and allow for employees to be asked questions to ensure understanding.
2. The Safety Committee and the WVPP Sub-Committee will be utilized to communicate information and education on the plan. In addition, the WVPP Sub-Committee will provide needed support to address incidents of workplace violence.
3. The Director of Public Safety will be responsible for generating emails or other means of communication providing updates to employees at various stages throughout the development and implementation of this plan, including timelines and next steps.

#### **4. PROCEDURES TO ACCEPT & RESPOND TO REPORTS OF WORKPLACE VIOLENCE**

Employees should report workplace violence using the Workplace Violence Incident Report form located on the Hartnell College website or directly to the Director of Public Safety. Employees may call 9-1-1 if the threat/act of violence is imminent and assistance from the local law enforcement agency is needed. The Director of Public Safety will adhere to the following process for accepting and responding to reports of workplace violence:

1. Determine any steps that need to be taken to protect the reporting employee, or any other employee, against an immediate threat of violence.
2. Investigate the report to gather all relevant information (interview employees, visit the location, document evidence, ask follow-up questions).
3. Evaluate the findings to identify the root cause.
4. Define corrective actions/steps to be taken to address each cause.
5. Coordinate with the necessary departments/staff to implement the corrective actions.
6. Communicate the findings and corrective actions back to the reporting employee.
7. Monitor the effectiveness of the corrective actions.
8. Document the incident and all correlating information in the “Violent Incident Log” for recordkeeping and reporting purposes.

All employees are encouraged to report any concerns or incidents related to workplace violence and can be assured that they can do so without fear of reprisal.



## **5. PROCEDURES TO ENSURE EMPLOYEES COMPLY WITH THE WVPP**

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

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

### **Disciplinary Action**

The Hartnell Community College 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 disciplinary standards and process for each employee category.

Whenever an employee is disciplined, Human Resources shall document the action taken.

## 6. EMPLOYEE COMMUNICATION

Employees should report any and all workplace violence related incidents, threats, and concerns using the Workplace Violence Incident form located on the Hartnell College website or by contacting the Director of Public Safety directly. Employees can also contact emergency services 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):

1. Date
2. Time
3. Location
4. Type of workplace violence:
  - a. Type 1 = Committed by a person who has no legitimate purpose at the worksite
  - b. Type 2 = Committed by a person who does have a legitimate purpose at the worksite (customer, client, patient, student, or visitor).
  - c. Type 3 = Committed by a present or former employee, supervisor, or manager.
  - d. Type 4 = Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee
5. Circumstances at the time of the incident, including but not limited to the following:
  - a. Was the employee completing usual job duties?
  - b. Was the area poorly lit?
  - c. Was the work being “rushed”?
  - d. Was the employee working during a low staffing level?
  - e. Was the employee isolated/alone?
  - f. Was the employee able to get help/assistance?
  - g. Was the employee working in a community setting?
  - h. Was the employee working in an unfamiliar/new location?
  - i. Other: please explain
6. Classification of where the incident occurred:
  - a. At the workplace, indoors (please include building name and/or room number)
  - b. At the workplace, outdoors (please specify)
  - c. Other area (please explain)
7. Type of incident (including but not limited to):
  - a. Physical attack – no weapon/object
  - b. Physical attack – with a weapon/object
  - c. Threat of physical force or threat of use of a weapon/object
  - d. Sexual assault/threat (including rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
  - e. Bullying/Intimidation
  - f. Other (please specify):

### **Employer's Evaluation & Response**

When responding to a report of workplace violence, the Director of Public Safety will adhere to the following process:

1. Determine any steps that need to be taken to protect the reporting employee, or any other employee, against an immediate threat of violence.
2. Investigate the report to gather all relevant information (interview employees, visit the location, document evidence, ask follow-up questions), including capturing the following information:
  - a. Consequences of the incident (including but not limited to):
    - i. Was security or law enforcement contacted?
      1. If so, what was their response (please explain):
    - ii. Actions taken to protect employees from a continuing threat or any other hazards resulting from the incident (please explain)
  - b. Information about the person completing the employer's response/log:
    - i. Name
    - ii. Title
    - iii. Date
3. Evaluate the findings to identify the root cause.
4. Define corrective actions/steps to be taken to address each cause.
5. Coordinate with the necessary departments/staff to implement the corrective actions.
6. Communicate your findings and corrective actions back to the reporting employee.
7. Monitor the effectiveness of the corrective actions.
8. Document the incident and all correlating information in the "Violent Incident Log" for recordkeeping and reporting purposes

## 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 MANAGEMENT. THIS FORM WILL BE PROVIDED ELECTRONICALLY ON THE HARTNELL COLLEGE WEBSITE.

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 reporting the incident. Reports are required to be completed and submitted no more than 2 days after the incident occurred. **Attach witness statements 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)

<input type="checkbox"/> Type 1 Committed by a person who has no legitimate purpose at the worksite.	<input type="checkbox"/> Type 2 Committed by a person who does have a legitimate purpose at the worksite	<input type="checkbox"/> Type 3 Committed by a present or former employee, supervisor, or manager.	<input type="checkbox"/> Type 4 Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee.
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**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"/> Bullying/Intimidation
<input type="checkbox"/> Other (specify)

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**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)				

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**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**

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

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

## **7. RESPONDING TO WORKPLACE VIOLENCE EMERGENCIES**

In the event of an actual or potential workplace violence emergency, the steps we will take will include, but will not be limited to, the following:

- a) Our mass notification system will alert employees of the presence, location, and nature of workplace violence emergencies. Alerts will be distributed via the mass notification app, email, and text message. Employees are encouraged to maintain current contact information at all times with Human Resources.
- b) Employees will be instructed to either evacuate or shelter in place. An “all-clear” communication will be sent to employees to confirm when it is safe to disable an evacuation or shelter in place action.
- c) Designated emergency response staff members or the present senior staff member will act to respond to workplace violence emergencies as needed. Campus safety can be contacted for assistance or employees can dial 9-1-1 if the event dictates the need for law enforcement to respond.
- d) Procedures as outlined in the Emergency Response and Evacuation Plan



## **8. EMPLOYEE TRAINING**

We will provide employees with initial training when the plan is first established, and annually thereafter, on all of the following:

1. Our WVPP, how to obtain a copy of the plan at no cost, and how to participate in development and implementation of the plan.
2. The definitions and requirements of SB 553.
3. How to report workplace violence incidents or concerns to us and/or law enforcement, without fear of reprisal.
4. Workplace violence hazards specific to employees' jobs, the corrective measures we have implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
5. The required violent incident log and how to obtain copies of records.
6. An opportunity for interactive questions and answers with a person knowledgeable about the WVPP.

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 the plan.

## 9. HAZARD IDENTIFICATION AND EVALUATION

The following procedures will be followed to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices, and employee reports and concerns. Inspections shall be conducted:

- a. When the plan is first established
- b. After each workplace violence incident
- c. Whenever the employer is made aware of a new or previously unrecognized hazard.

The inspection should be a continuous, uninterrupted activity designed for the sole purpose of identifying unsafe work conditions and practices. Whenever possible, immediate corrective action should be taken to remove hazards and correct unsafe work practices.

All conditions determined to be deficient should be corrected within a reasonable period of time. The corrections should be done in order of importance in relation to potential severity, most serious identified hazards first.

Outside of the scheduled inspections, if employees identify a hazard, they can report the hazard to the Director of Public Safety.

All efforts made to identify, evaluate, and correct workplace violence hazards will be documented by the Public Safety Office.

## 10. HAZARD CORRECTION

The following procedures will be followed to correct workplace violence hazards in a timely manner.

- a) All employees have the responsibility to observe, identify, and report workplace violence hazards.
- b) The Director of Public Safety will follow the process, as outlined above in Section 6, to evaluate and respond to the workplace violence hazard and take corrective action. The effectiveness of the corrective action will be monitored.
- c) The WVPP will be reviewed if a new hazard is identified and determines a need for the plan to be revised.
  - i. The WVPP Sub-Committee and the Safety Committee will take the initiative to obtain the active involvement of employees and employee representatives in reviewing the plan. The WVPP Sub-Committee and the Safety Committee will provide their recommendations to the IRC. The IRC will review the plan and provide any additional feedback or questions. The IRC will provide its recommendation to the HCC. The HCC will review the plan and provide any additional feedback or questions. The HCC will provide its recommendation to the President for districtwide adoption of the plan.

## **11. RECORDKEEPING**

Records of workplace violence hazard identification, evaluation, and correction will be created and maintained for a minimum of five years.

Training records will be created and maintained for a minimum of one year and include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.

Violent incident logs will be maintained for a minimum of five years.

Records of workplace violence incident investigations will be maintained for a minimum of five years. These records shall not contain “medical information,” as defined in subdivision (j) of Section 56.05 of the Civil Code.

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

The Director of Public Safety and Vice President of Human Resources will be responsible for ensuring that all relevant records are completed, maintained, and made available upon request as required by this program and/or Cal/OSHA. A safe and healthy workplace is the goal of everyone at Hartnell College, with responsibility shared by management and staff alike. The Director of Public Safety will be responsible for all records above, except for training records. The Vice President of Human Resources will be responsible for training records.

