Information Sheet - 5.14.2024 - Board of Trustees Meeting

TO: Board of Trustees Item: 6.14

FR: Emily Stroup

DATE: June 20, 2024

RE: Workplace Violence Prevention Plan

Jefferson School District, in compliance with SB 553 and in accordance with California Labor Code §6401.9, has developed a comprehensive Workplace Violence Prevention Plan.

The attached document contains the following:

Workplace Violence Prevention Plan - Jefferson School District

RECOMMENDATION:

Approval of the Workplace VIolence Prevention Plan for Jefferson School District.

WORKPLACE VIOLENCE PREVENTION PLAN

JEFFERSON SCHOOL DISTRICT

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PROGRAM OBJECTIVES AND POLICY STATEMENT

Jefferson School District is committed to ensuring the safety and well-being of its employees, by providing an environment free of violence or threats of violence and to safeguarding all students, employees and all other guests entering District property.

Jefferson School District prohibits and will not tolerate any form of workplace violence by any employee or third party, including employees, vendors, visitors, parents, students, or others, either on any District property or at any Jefferson School District-sponsored events.

This Workplace Violence Prevention Plan ("WVPP" or "Plan") is intended to supplement the Jefferson School District's Comprehensive School Safety Plan developed pursuant to Education Code § 32281 and general Injury and Illness Prevention Program ("IIPP") required by 8 CCR § 3203. This Plan is in effect at all times in all work areas and is intended to be specific to the hazards and corrective measures for each work area and operation.

The WVPP shall be available to employees, authorized employee representatives and Cal/OSHA at all times.

Jefferson School District shall provide all safeguards required by law and regulation, including provision of personal protective equipment and training at no cost to the employee, at a reasonable time and place for the employee, and during the employee's paid time.

The primary objective of the WVPP is to prevent and/or eliminate workplace violence as follows:

- Establish and maintain an effective WVPP.
- Provide a safe working environment.
- Establish policies, training and communications to improve workplace violence prevention.
- Provide written records of workplace violence incidents and investigations, in accordance with the Plan.

Jefferson School District hereby authorizes and ensures the establishment, implementation, and maintenance of this Plan and the documents/forms within this Plan. Jefferson School District is committed to a culture of safety and violence prevention. These policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety of Jefferson School District's employees.

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Signed

DEFINITIONS

A. REQUIRED DEFINITIONS

1. **Emergency**: unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

2. **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.

3. **Log**: the violent incident log required by this Plan.

4. **Plan**: this Workplace Violence Prevention Plan.

5. **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.

6. **Workplace violence**: any act of violence or threat of violence that occurs in a place of employment, including, but not limited to, the following: (i) 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; (ii) 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; and (iii) the following four workplace violence types:

   A. **Type 1 violence**: workplace violence committed by a person who has no legitimate business at the worksite, including violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

   B. **Type 2 violence**: workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

   C. **Type 3 violence**: workplace violence against an employee by a present or former employee, supervisor, or manager.

   D. **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.

7. **Work practice controls**: procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBLE PERSONS

The Director of Human Resources has the authority and responsibility for implementing and maintaining this Plan for Jefferson School District. In the absence of the Director of Human Resources, the person with authority and responsibility for implementation of this Plan is the immediate supervisor of affected employee[s].

The Superintendent/Human Resources Director, will be accountable for implementation and maintenance of this program. School Site Principals Managers, supervisors and lead workers are responsible for implementing and maintaining the Plan in their areas of responsibility and will provide day-to-day program support, guidance and training to the individual employees on Jefferson School District's WVPP.

A copy of the WVPP is available from each manager, supervisor, and principal.

ROLE	NAME	PRIMARY RESPONSIBILITY	CONTACT INFORMATION
WVPP Administrator	**Emily Stroup**	**Human Resources**	**209-836-3388**
Chief Safety Officer/SRO	**TBD**	**School Resource Officer**	**TBD**
Anthony Traina - Principal	**Nico Sandoval**	**Administration**	**209-839-2379**
Corral Hollow - Principal	**Heather Copeland**	**Administration**	**TBD**
Jefferson - Principal	**Jason Strickland**	**Administration**	**209-835-3053**
Monticello - Principal	**Tessa Bunch**	**Administration**	**209-833-9300**
Tom Hawkins - Principal	**Fiona Bessette**	**Administration**	**209-839-2380**
Director of Maintenance & Transportation	**Jason Seymore**	**Facilities**	**209-835-3968**
Director of Food Services	**Debbi Rogers**	**Food Services**	**209-839-8759**
Director of Technology	**Nick Watson**	**Technology**	**209-836-3388**

A. EMPLOYEE ACTIVE INVOLVEMENT - GENERAL

Jefferson School District shall obtain the active involvement of employees and the Jefferson Teachers Association (JTA) in developing, implementing, reviewing, and revising the Plan, including, but not limited to, through their participation in identifying, evaluating, and correcting workplace violence hazards, in designing and implementing training, and in reporting and investigating workplace violence incidents.

OPTIONS TO OBTAIN EMPLOYEE INVOLVEMENT

1. Designated Role

The District shall obtain the active involvement of employees and JTA in developing and implementing the Plan, including their participation in identifying, evaluating, and correcting workplace violence hazards; designing and implementing training; reporting and investigating workplace violence incidents, and in reviewing the Plan. The District may carry out its responsibilities by the methods listed below:

2. Committee or Task Force

Jefferson School District shall maintain a Safety Committee.

This committee shall be under the direction of the WVPP Administrator, or designee. The committee should operate with close contact and communication with the site and District administration.

This committee shall obtain the active involvement of employees and JTA in developing and implementing the Plan, including their participation in identifying, evaluating, and correcting workplace violence hazards; designing and implementing training; reporting and investigating workplace violence incidents, and in reviewing the Plan. The Committee may carry out its responsibilities by the methods listed below:

1. The WVPP Administrator or Designee will attend staff meetings of different departments throughout Jefferson School District to obtain employee input.

2. Conducting committee meetings.

3. Preparing written records of workplace violence issues discussed at committee meetings, making copies of the records available to all affected employees and maintaining the records on file.

4. Communicating safety and health issues to each facility/site/department, coordinating training, developing incentive programs or other special safety programs.

5. Providing the approved version of the Plan to employees and soliciting feedback from employees.

COORDINATION

Jefferson School District shall coordinate implementation of the Plan with all other employers whose employees ("third-party employers and/or employees") provided services to the Jefferson School District on Jefferson School District's property. This is to ensure that all personnel at the worksite understand their respective roles as provided in the Plan, that all employees are provided the training required by the Plan, and that workplace violence incidents involving any employee are reported, investigated, and recorded in the Violence Incident Log. At a multiemployer worksite, Jefferson School District shall ensure that if its employees experience workplace violence incident that Jefferson School District shall record the information in its Violent Incident Log (Attachment C) and shall also provide a copy of the relevant Violent Incident Log to the controlling employer.

Jefferson School District may coordinate the implementation of the Plan with other employers by the following methods:

METHODS TO COORDINATE THE PLAN

1. Maintain a list of third-party employers working with the Jefferson School District.

2. Designate the WVPP Administrator or Designee as the point of contact for third-party employers operating within Jefferson School District.

3. Determine the appropriate training for third-party employees by their respective job duties, as provided in this Plan and determine which employer will provide the training.

4. The WVPP Administrator or Designee shall meet with the WVPP Administrator of third-party employers when third party employees are assigned to work at Jefferson School District sites or facilities and discuss the Plan and the Plan of the third-party employer. These meetings shall occur annually.

5. Ensure all third-party employees receive and review the Plan when they begin working with Jefferson School District.

6. Require all third-party employees to report all reportable incidents (as defined in this Plan) to the appropriate supervisor, manager or other designated person, and participate in any investigations, as required by this Plan, Jefferson School District's IIPP and/or other Jefferson School District policy.

7. Meet with third-party employers as needed and/or when requested to discuss the Plan, any revisions to the Plan, any recent workplace violence incidents and relevant training.

8. Review contracts with third-party employers regarding the responsibilities of each party; regarding which entity is responsible for training third-party employees and for reporting, investigating and documenting workplace violence incidents involving third-party employees.

9. Document which third party employers have assumed responsibility for training and for reporting, investigating and documenting workplace violence incidents involving third party employees.

COMMUNICATION

Jefferson School District recognizes that to maintain a safe, healthy and secure workplace, it must have open, two-way communication between all employees, including teachers, managers and supervisors, and other employers on all workplace safety, health and security issues. Jefferson School District's communication procedures are designed to encourage and facilitate a continuous flow of information between management, employees and other employers regarding any suggestions, concerns or information relating to health, safety or security issues, without fear of reprisal and in a form that is readily understandable by all affected employees.

Jefferson School District will ensure that all workplace violence policies and procedures within this Plan are clearly communicated to and understood by all employees, including any revisions to the Plan, in accordance with the “Plan Review” section of this Plan.

All employees may communicate suggestions, concerns or information regarding workplace violence either directly to their supervisor or manager or in accordance with the “Reports of Workplace Violence” and/or “Law Enforcement” sections of this Plan.

No employee will be subject to any discipline, retaliation or reprisal for reporting or communicating regarding workplace violence or any injury resulting from workplace violence.

Jefferson School District's communication procedures may include the following items:

REQUIRED COMMUNICATIONS WITH EMPLOYEES REGARDING WORKPLACE VIOLENCE MATTERS

In addition to any other communications required by this Plan, Jefferson School District shall communicate with employees regarding:

1. How an employee can report a violent incident, threat, or other workplace violence concern to the Jefferson School District or law enforcement without fear of reprisal. Please see the "Reports of Workplace Violence" section of this Plan.

2. How employee concerns will be investigated in a timely manner and how employees will be informed of the results of the investigation and any corrective actions to be taken, in accordance with the "Hazard Identification, Evaluation and Correction," and "Investigation and Post Incident Response" sections of this Plan.

METHODS FOR COMMUNICATING WITH EMPLOYEES REGARDING WORKPLACE VIOLENCE MATTERS

1. New employee orientation on workplace security policies, procedures and work practices, including the Plan.

2. The WVPP Administrator or Designee will attend staff meetings of different departments throughout Jefferson School District to obtain employee input.

3. Posted or distributed workplace safety and violence prevention information, including regarding any identified workplace violence hazards.

4. Maintaining a digital form where employees can provide suggestions, feedback or concerns regarding the Plan and/or violence at Jefferson School District.

5. Procedures for employees to inform Jefferson School District about workplace security hazards, workplace violence or threats of violence, including in accordance with the "Reports of Workplace Violence" section of this Plan.

6. Making the Plan available to all employees upon request at no cost.

7. Updating employees on the status of investigations and corrective actions through email and at meetings, including the progress of investigations, the results of investigations, and any corrective actions taken.

8. Effective communication between employees, supervisors and managers about workplace violence concerns, in accordance with the "Reports of Workplace Violence" and "Hazard Identification, Evaluation and Correction" sections of this Plan. [Any communication between employees and supervisors will be in the employee's first language.]

REPORTS OF WORKPLACE VIOLENCE

Jefferson School District requires all employees to report workplace violence (including threats of violence), as described below. Jefferson School District requires completion of a Violent Incident Report Form (Attachment A) when workplace violence occurs, except as described below. The affected employee or the person receiving the report may complete the Violent Incident Report Form.

In addition, employees may communicate suggestions, concerns or information regarding workplace violence either directly to their supervisor or manager or in accordance with this section and the "Communications" section of this Plan.

No District/third-party employee will be subject to any discipline, retaliation or reprisal for reporting a concern regarding workplace violence or any injury resulting from workplace violence to Jefferson School District or law enforcement. Any employee, including any supervisor or manager, who retaliates against an employee for reporting a concern regarding workplace violence or any injury resulting from workplace violence is subject to discipline, up to and including termination. Depending on the nature of the incident and the content of any report made to law enforcement or Jefferson School District, Jefferson School District may provide an employee with counseling or training, as warranted, regarding appropriate circumstances to make a report of workplace violence.

Nothing in this policy shall prevent an employee from accessing the employee's cellular telephone or other communication devices to seek emergency assistance, assess the safety of an emergency situation, or communicate with a person to verify their safety.

Incidents of workplace violence must be reported. Reports may be completed and submitted as follows:

1. To the employee's immediate supervisor or manager.

2. To the WVPP Administrator or Designee.

3. Using a digital Violent Incident Report Form where employees can report workplace violence, threats or concerns.

4. To law enforcement, as appropriate.

Any person receiving a report of workplace violence shall forward it to the WVPP Administrator or Designee.

The WVPP Administrator or Designee shall accept and respond to reports of workplace violence, as described in this Plan. In addition to reviewing the Violent Incident Report Form as described above, the WVPP Administrator or Designee is responsible for recording information relating to each occurrence of workplace violence on the Violent Incident Log (Attachment C).

If workplace violence results in an injury requiring the completion of other documents, such as a California Department of Industrial Relations Form 5020 (Employer's Report of Occupational Injury or Illness), the Cal/OSHA Form 301 Injury and Illness Incident Report, and/or California Department of Industrial Relations, Division of Workers' Compensation Form DWC-1 (Workers' Compensation Claim Form), a Violent Incident Report Form entry is still required for documentation purposes. All forms are processed and stored in accordance with the applicable laws and regulations relating to those forms.

Employees may also report incidents of workplace violence to law enforcement, as appropriate.

Emergency Situations

During any emergency situation, any Jefferson School District personnel observing the situation should:

1. Get to safety.

2. Call 911 when safe to do so.

Non-Emergency Situations

Contact numbers for the District Resource Officer, local law enforcement and emergency services agencies may be available in every District Administrative building, and are also provided below. During any non-emergency situation, employees involved in a workplace violence incident must report it, as described above. The WVPP Administrator or Designee may then report the incident to law enforcement, if warranted.

CONTACT	NUMBER	EMAIL	PHYSICAL LOCATION/OTHER CONTACT INFORMATION
Chief Safety Officer/SRO	TBD	TBD	TBD
Police Department	(209) 831-6550	policedept@cityoftracy.org	1000 Civic Center Drive Tracy, CA 95376
Sheriff's Office	(209) 468-4400		7000 Michael Canlis Blvd. French Camp, CA 95231
District Office	(209) 836-3388		1219 Whispering Wind Dr. Tracy, CA 95377

Any employees who report workplace violence and believe they are being subjected to discipline, retaliation or reprisal should report it to the Human Resources Department.

RESPONSE TO WORKPLACE VIOLENCE

In addition to the other provisions of this Plan, Jefferson School District shall respond to actual or potential workplace violence, including emergencies, by the methods described below:

No District/third-party employee will be subject to any discipline, retaliation or reprisal for reporting workplace violence or any injury resulting from workplace violence to Jefferson School District or law enforcement.

Employees may always obtain help from the individuals identified in the "Responsible Persons" and "Reports of Workplace Violence" sections of this Plan.

A. REQUIRED RESPONSES TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE EMERGENCIES

1. Making this Plan available to employees and JTA.

2. Informing employees how to obtain help from the District Resource Officer, site administration, and/or the WVPP Administrator or Designee and law enforcement. Employees may contact law enforcement by dialing 911. The contact information for Jefferson School District personnel is listed in the "Reports of Workplace Violence" section of this Plan. The contact information for local law enforcement is: *TPD: (209) 831-6550; Sheriff: (209) 468-4400*.

3. Effective means to alert employees of the presence, location and nature of workplace violence emergencies by the following:

   A. Intercom alerts

   B. Text message / email alerts

4. Developing and informing employees of evacuation and sheltering plans that are appropriate and feasible for the employees' worksite and when to implement those plans.

   a. Placing maps of evacuation routes in each room.

   b. Placing locations of emergency exits on each

   c. Instructing employees when and where to shelter-in-place.

COMPLIANCE

Jefferson School District is committed to ensuring that all safety and health policies and procedures involving workplace security, including this Plan, are clearly communicated and understood by all employees.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, including this Plan, and for assisting in maintaining a safe and secure work environment. Failure to follow this Plan, Jefferson School District's IIPP, Jefferson School District's Comprehensive School Site Safety Plan, or any other applicable Jefferson School District directives, policies or procedures is grounds for discipline, up to and including termination. Managers and supervisors will enforce this Plan fairly and uniformly.

In addition to methods provided in other sections of this Plan, Jefferson School District's system to ensure that employees, including supervisors and managers, comply with this Plan and 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, those listed below:

1. Making this Plan available to employees and JTA. When an employee requests a copy of this Plan, Jefferson School District shall provide the requester with a copy of the Plan in their requested format, printed or digital.

2. Training programs as provided in the Plan, and any necessary re-training, including re-training for any employee whose safety performance is deficient.

3. Disciplining employees for failure to comply with this Plan, Jefferson School District's IIPP, Jefferson School District's Comprehensive School Site Safety Plan and/or workplace security practices in accordance with Jefferson School District's discipline policy,collective bargaining agreement, and/or Board Policy.

4. Periodic inspections of the school site in accordance with the "Hazard Identification, Evaluation and Correction" section of this Plan.

5. New employee orientation on workplace security policies, procedures and work practices, including the Plan.

6. Conducting periodic employee meetings. All meetings should be documented, including, but not be limited to, signed attendance rosters, the name and title of the personnel conducting the meeting, an agenda for items discussed and minutes of the meetings.

7. Evaluating the performance of all employees in complying with this Plan and Jefferson School District's security measures by periodic and unscheduled inspections.

8. Maintaining a digital form where employees can provide suggestions, feedback or concerns regarding the Plan and/or violence at Jefferson School District.

TRAINING

Jefferson School District is committed to ensuring that all employees have effective general and job-specific training on workplace security practices that address the workplace violence risks that employees may reasonably anticipate encountering in their jobs.

Jefferson School District shall use training material appropriate in content and vocabulary to the educational level, literacy and language of employees.

All training conducted in accordance with this Plan shall permit an opportunity for interactive questions and answers with a person knowledgeable about the Plan. Training may involve presentations, discussions, and/or practical exercises.

All training must be documented by using the Training Log (Attachment B). Individual training records shall be placed in the employee's personnel file at the District. All training records shall be kept on file for a minimum of one (1) year.

A. REQUIRED EMPLOYEE INVOLVEMENT

Jefferson School District shall obtain the active involvement of employees and JTA in designing and implementing all required training under this Plan. Jefferson School District may obtain this involvement by the following methods:

a. **Designated Role:** The District shall obtain the active involvement of employees and JTA designing and implementing training required under the Plan.

The District may carry out its responsibilities by the methods listed below:

b. Committee: Jefferson School District shall maintain a Safety Committee.

This committee shall be under the direction of the WVPP Administrator or Designee. The committee should operate with close contact and communication with the division heads, program coordinators, administration, department managers, managers and supervisors.

This committee shall obtain the active involvement of employees and JTA in designing and implementing training required under the Plan. The Committee may carry out its responsibilities by the methods listed below:

1. Informing employees, supervisors, and managers of the training required under the Plan and proposed changes to training required under the Plan.

2. Conducting periodic committee meetings.

3. Maintaining a digital form where employees can provide suggestions, feedback or concerns regarding the Plan and/or violence at Jefferson School District.

B. TYPE OF TRAINING AND TIMING

1. General Workplace Security Training – New Hire and Annually

Jefferson School District shall provide training (1) when this Plan is first established, to all new employees, and to all employees annually; (2) to other employees for whom training has not previously been provided and to all employees, supervisors and managers given new job assignments for which specific workplace security training for that job assignment has not previously been provided, and (3) whenever the Jefferson School District is made aware of new or previously unrecognized hazards, and (4) for supervisors to familiarize themselves with the workplace violence hazards to which employees under their immediate direction and control may be exposed.

Training shall be provided on the following:

1. This Plan, including the definitions and requirements as provided in this Plan; how to obtain a copy of this Plan at no cost; and how to participate in the development and implementation of this Plan, as described in this section and in the section "Responsible Persons – Employee Involvement."

2. Reporting workplace violence incidents or concerns to Jefferson School District or law enforcement without fear of reprisal, as described in the "Communications," "Reports of Workplace Violence" and "Response to Workplace Violence," sections of this Plan.

3. Workplace violence hazards specific to employees' jobs, the corrective measures Jefferson School District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm[such as how to recognize workplace violence hazards, including the risk factors associated with the four types of workplace violence and ways to defuse hostile or threatening situations.

4. The Violent Incident Log and how to obtain copies from Jefferson School District.

5. Records of workplace violence hazard identification, evaluation, and correction and how to obtain copies from Jefferson School District.

6. Training records and how to obtain copies from Jefferson School District.

7. Opportunities Jefferson School District has for interactive questions and answers with a person knowledgeable about this Plan.

2. Additional Training – As Needed

Additional training shall be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to this Plan. The additional training may be limited to addressing the new workplace violence hazard or changes to this Plan.

Jefferson School District provides training to all employees regarding general workplace security practices and issues, including how to recognize alerts and/or alarms, how to use identified escape routes or locations for sheltering and/or evacuation, and how emergency medical care is to be provided in the event of any violent act upon an employee.

In addition, Jefferson School District provides specific training to all employees regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training.

Type I Violence Training – For ☐ Managers ☐ Supervisors ☐ Employees

☐ General Crime Awareness, including high crime areas

☐ Locations and Operations of Alarms

☐ Communications Procedures

☐ Working in isolation

☐ Working with money

☐ Working late at night

☐ Working in areas with poor visibility or low lighting

Type II Violence Training – For ☐ Managers ☐ Supervisors ☐ Employees

☐ Self-Protection

☐ Location, operation, care and maintenance of alarms and other protection devices

☐ Use of the "Buddy System" or other assistance from co-workers

☐ Customers and/or clients with history of violent behavior

Type III and IV Violence Training – For ☐ Managers ☐ Supervisors ☐ Employees

☐ Managing with respect and consideration

☐ Working with individuals with history of violent behavior

☐ High stress times such as impending layoffs

☐ Access to potential or improvised weapons such as scissors, tools, etc.

☐ Domestic violence involving spouse/domestic partner/former spouse/domestic partner at work

☐ Restraining Orders

HAZARD IDENTIFICATION, EVALUATION AND CORRECTION

A. HAZARD IDENTIFICATION AND EVALUATION

Jefferson School District shall conduct inspections for workplace violence hazards on a periodic basis. Periodic inspections consist of identification, evaluation and correction of workplace security hazards, unsafe conditions and work practices, and employee reports and concerns. Hazards identified during the inspections must be documented.

Periodic inspections shall be conducted at a minimum as follows:

1. When this Plan is first established.

2. When Jefferson School District is made aware of new or previously unrecognized workplace violence hazards.

3. After each workplace violence incident.

4. Whenever there is a report of workplace violence.

5. On an annual basis.

Inspections must be documented using effective means to identify, evaluate and correct workplace violence hazards, including the Hazard Identification, Evaluation and Correction Record (Attachment E) and the Hazard Periodic Inspection Checklists (Attachment D). The date and name of the person conducting the inspections shall be documented. Any deficiencies must be documented and reported to the WVPP Administrator or Designee. Items will be addressed in a timely manner based on the severity of the hazard.

Periodic inspections may require assessing more than one type of workplace violence. Jefferson School District performs inspections for each type of workplace violence by using the methods specified in this Plan.

All identified hazards must be corrected, as described below in the subsection “Hazard Correction.” This includes hazards identified during the inspections, by employee concerns, by Violent Incident Report Forms, by workplace violence incidents, or whenever Jefferson School District is made aware of a new or previously unrecognized hazard.

Records of workplace violence hazard identification, evaluation, and correction shall be created and maintained for a minimum of five years. Please see the "Records" Section of this Plan.

The following personnel shall conduct periodic inspections across all facilities, departments, operations and sites.

INSPECTOR NAME/ JOB TITLE	FACILITY/DEPARTMENT/OPERATION/ SITE
Jason Seymore, Director of MOT	All District sites and District maintained Facilities
TBD, Chief Safety Officer/SRO	All District sites and District maintained Facilities
WVPP Administrator or Designee	All District sites and District maintained Facilities

Periodic inspections may include the following:

1. Review all workplace violence incidents that occurred in the District within the previous year, regardless of whether an injury occurred.

2. Review all reported workplace violence concerns, including those communicated to Jefferson School District in accordance with the "Communications" and "Reports of Workplace Violence" section of this Plan.

3. Identify and evaluate environmental risk factors for workplace violence at each school site or District operated facility, including surrounding areas, such as employee parking areas and other outdoor areas.

4. An assessment of the following specific environmental risk factors:

   a. Lack of posting of emergency telephone numbers for law enforcement, fire, and medical services.

   b. Lack of employee access to a telephone with an outside line.

   c. Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers and restraint systems.

   d. The exterior and interior of the workplace for its attractiveness to criminals.

   e. Procedures for employee response during a robbery or other criminal act, including Jefferson School District policy regarding prohibiting employees, who are not security officers, from confronting violent persons or persons committing a criminal act.

   f. Employees working in locations isolated from other employees because their assignment requires them to work alone, in remote locations, during night or early morning hours, or where an assailant could prevent entry into the work area by responders or other employees.

   g. Poor illumination or blocked visibility of areas where possible assailants may be present.

h. The need for surveillance measures, such as mirrors or cameras.

i. Lack of physical barriers between employees and persons at risk of committing workplace violence.

j. Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or other persons with whom an employee is having a dispute.

k. Lack of effective escape routes.

l. Lack of a designated safe area where employees can go to in an emergency.

m. Effective location and functioning of emergency buttons and alarms.

n. Obstacles and impediments to accessing alarm systems.

o. Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, including alarms or intercom announcements.

p. Locations within the facility where alarm systems are not operational.

q. Entryways where unauthorized entrance may occur, such as doors designated for staff entrance or emergency exits.

r. Procedures for reporting suspicious persons or activities.

s. Storage of high-value items or currency.

t. Community-based risk factors, such as information relating to local crime conditions and the local police contact information.

u. Frequency and severity of threatening or hostile situations that may lead to violent acts by students, parents, visitors, employees,or other individuals.

v. Employees' skill in safely handling threatening or hostile recipients.

w. Availability of SRO.

x. The use of work practices such as the "buddy" system for specified emergency events.

y. Failure to follow Jefferson School District's communication procedures and processes, in accordance with the "Communications" section of this Plan.

z. Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.

aa. Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

B. HAZARD CORRECTION

Jefferson School District shall correct workplace hazards which threaten the security of employees in a timely manner based on the severity of the hazard. Jefferson School District shall correct hazards when observed or discovered. Hazard correction must be documented using effective means including the Hazard Identification, Evaluation and Correction Record (Attachment E) and the Hazard Periodic Inspection Checklists (Attachment D).

When an imminent hazard exists which cannot be immediately corrected without endangering employee(s) and/or property, Jefferson School District shall remove all exposed personnel from the area, except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

Jefferson School District shall inform employees regarding completed workplace violence investigations conducted pursuant to this Plan and the records of any corrective action taken, in accordance with this and the "Communications" section.

Jefferson School District shall use engineering and work practice controls to eliminate or minimize employee exposure to the identified hazards to the extent feasible. Jefferson School District shall take measures to protect employees from imminent hazards immediately. Hazard correction will be specific to a given site or facility.

Corrective measures may include, as applicable, but shall not be limited to:

1. Making the workplace unattractive to criminals by maintaining lighting around and at the workplace.

2. Posting of emergency telephone numbers for law enforcement, fire, and medical services.

3. Ensuring employees have access to a telephone with an outside line.

4. Providing functioning systems, such as door locks, physical barriers, emergency alarms and other restraint systems.

5. Posting signs that limited cash is kept on the premises and that the premises are subject to surveillance.

6. Limiting the amount of cash on hand and using time access safes for large bills.

7. Ensuring sufficient numbers of staff are trained and available to prevent and immediately respond to workplace violence incidents during working hours.

8. Providing line of sight or other immediate communication in all areas where members of the public may be present. This may include removal of sight barriers, provision of surveillance systems or other sight aids such as mirrors, use of a buddy system, improving illumination, or other effective means.

9. Configuring facility spaces so that employee access to doors and alarm systems cannot be impeded by persons or obstacles.

10. Configuring facility spaces to control and limit freedom of movement within, the workplace by non-employees, including recently discharged employees or persons with whom an employee is having a dispute.

11. Ensuring adequate employee escape routes.

12. Maintaining sufficient staffing, including security personnel, who can maintain order in the facility and respond to workplace violence incidents in a timely manner.

13. Installing, implementing, and maintaining the use of an alarm system or other effective means by which employees can summon security and other aid to defuse or respond to an actual or potential workplace violence emergency.

14. Providing training and re-training, including as provided in the "Training" section of this Plan, on Jefferson School District's emergency action procedures, reporting workplace violence concerns and incidents, awareness of the warning signs of potential workplace violence, and handling threatening or hostile situations that may lead to violent acts by students, parents, and/or other individuals.

15. Providing procedures for a "buddy" system during specified emergency events.

16. Establishing/maintaining a policy for prohibited practices.

17. Ensuring all employees report workplace violence concerns and incidents, including suspicious persons, activities and packages, in accordance with the "Communications" and Reports of Workplace Violence" sections of this Plan.

18. Ensuring communication in accordance with the "Communications" section of this Plan.

19. Ensuring an appropriate response to workplace violence concerns and incidents, and other issues such as verbal abuse or property damage are reported to the appropriate supervisor or manager and resolved in accordance with this Plan and Jefferson School District policy.

20. Ensuring appropriate discipline for employees for workplace violence incidents, in accordance with this Plan and discipline policy,collective bargaining agreement, and/or Board Policy.

INVESTIGATIONS AND POST-INCIDENT RESPONSE

Jefferson School District must investigate workplace violence, concerns of workplace violence and injuries from workplace violence, regardless of how they are reported or how Jefferson School District becomes aware of them. In addition to the procedures discussed above in the "Communication" and "Hazard Identification, Evaluation and Correction" sections of this Plan, Jefferson School District shall promptly investigate and communicate with an employee regarding employee concerns of workplace violence and conduct investigations to prevent or respond to workplace violence.

The primary goal of investigation is the prevention of similar incidents. Management, administrative and supervisory personnel including the WVPP Administrator or Designee, are responsible for ensuring investigations in their areas of responsibility are conducted.

Investigative reports prepared in accordance with this Plan shall not contain information, such as a 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.

The Violent Incident Report (Attachment A) requests details of the incident, including what happened, why it happened, what should be done to prevent it from happening again and what action has been taken to reduce or eliminate future incidents. Please also refer to the "Reports of Workplace Violence" section of this Plan.

In the event an employee is injured or sought medical treatment, supervisors shall also comply with the appropriate procedures, including completing the required entries or forms, such as OSHA Log 300 or 300A, Cal/OSHA Form 301 Injury and Illness Incident Report, and/or California Department of Industrial Relations, Division of Workers' Compensation Form DWC-1 (Workers' Compensation Claim Form). Please also refer to the "Reports of Workplace Violence" section of this Plan. Should an injury qualify as a "serious" injury as defined by Title 8 CCR Section 330, Jefferson School District must report the injury to Cal/OSHA if required by Title 8 CCR Section 342.

When an employee reports workplace violence or a concern of workplace violence or when Jefferson School District otherwise becomes aware of a concern of possible or actual workplace violence, Jefferson School District shall conduct an investigation and respond to the workplace violence. The WVPP Administrator or Designee or other designated person shall conduct the investigation.

Jefferson School District offers a variety of support and resources for employees affected by workplace violence, including the Employee Assistance Program in the District's benefits package.

Procedures for investigating workplace violence incidents may include:

1. * Informing employees how concerns will be investigated and how the employees will be informed as to the results of the investigations and any corrective action, in accordance with the "Communications" and "Hazard Identification, Evaluation and Correction" sections of this Plan. (*required)

2. Reviewing any relevant previous incidents.

3. Interviewing the affected employee(s) and any witnesses, including law enforcement and/or security personnel.

4. Visiting the scene of the alleged incident as soon as possible.

5. Examining the workplace for factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.

6. Reviewing any relevant physical, electronic or other evidence, such as video footage, photographs, and/or emails or other communications.

7. Coordinating, to the extent necessary and feasible, with any law enforcement investigation.

8. Determining the cause of the incident.

9. Taking corrective action to correct the hazards and prevent the incident from reoccurring.

10. Preparing a written report of findings and any action taken, and ensuring corrective action is taken.

11. Obtain any reports completed by law enforcement, if possible.

The requirements and procedures of this section are in addition to those described elsewhere in this Plan and those which will be taken in accordance with Jefferson School District's policy regarding investigating misconduct and/or discipline. An investigation in accordance with those policies, and other applicable policies, may serve as an investigation under this Plan.

REQUIRED RESPONSE TO EMPLOYEE CONCERNS

To the extent not addressed in accordance with this section and the "Communication" and "Hazard Identification, Evaluation and Correction" sections of this Plan, Jefferson School District may investigate and communicate with employees regarding their concerns using the following:

1. Updating the employee on the status of the investigation into the employee's concern and any relevant corrective action.

2. Sending the employee via email a summary of the employee's concern, the investigation and actions taken in response to the employee's concern.

VIOLENT INCIDENT LOG

Jefferson School District shall record information regarding incidents of workplace violence in the Violent Incident Log. (Attachment C) The Log shall contain the information requested in the Log about all incidents, the post-incident response and incident investigation.

Jefferson School District shall prepare the Log based on information solicited from involved employees, including those who experienced the violent incident; on witness statements; and on the findings of investigations into workplace violence incidents. The Log shall not contain any elements of personally identifiable information, such as a person's name, address, electronic mail address, telephone number, or Social Security number, or other information that, alone or in combination with other publicly available information, reveals any person's identity.

Workplace violence resulting in an injury requiring recording the information on the OSHA Log 300 or 300A, Cal/OSHA Form 301 Injury and Illness Incident Report, and/or California Department of Industrial Relations, Division of Workers' Compensation Form DWC-1 (Workers' Compensation Claim Form) must also be recorded on those documents, in addition to the Violent Incident Log. All OSHA forms and logs are processed and stored in accordance with the applicable laws and regulations relating to those forms.

For multiemployer worksites, the employer or employers whose employees experienced the workplace violence incident shall record the information in the Violent Incident Log and shall provide a copy of that log to the controlling employer.

PLAN REVIEW

Jefferson School District shall review and revise this Plan as provided below. Jefferson School District shall review the Plan at least annually, when a deficiency is observed or becomes apparent, after a workplace violence incident, and as needed at any other time..

Review and any revision, as needed, of the Plan shall consist, at a minimum, of the following:

1. The Plan itself and the effectiveness of the Plan.

2. Procedures used to obtain the active involvement of employees and JTA in developing, implement and reviewing the plan, as discussed in "Responsible Persons – Employee Involvement."

3. Violent Incident Log.

4. The effectiveness of security systems, including alarms, emergency response plans, and security personnel, if applicable.

5. Records of hazard identification, evaluation and correction.

6. Training programs as provided in the Plan.

Jefferson School District shall conduct the review required by this section by the following methods:

1. The WVPP Administrator or Designee will attend staff meetings of different District sites and facilities throughout Jefferson School District to obtain employee input.

2. Conducting periodic committee meetings.

3. Maintaining a digital form where employees can provide suggestions, feedback or concerns regarding the Plan and/or violence at Jefferson School District.

Jefferson School District shall communicate any revisions to the Plan to all employees, in accordance with the "Communications" section of this Plan**.**

RECORDS

Jefferson School District shall keep and maintain records as required by this Plan.

Jefferson School District shall create training records, which shall 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, and maintain training records for a minimum of **one year:**

1. Training Attendance Log. (See Attachment B)

To the extent feasible, any associated written materials or presentations shall be kept with the relevant Training Attendance Log.

Jefferson School District shall create and maintain the following records for a minimum of **five years:**

1. Hazard Identification, Evaluation and Correction. (See Attachment D)

2. Violent Incident Log. (See Attachment C)

3. Records of workplace violent incident investigations conducted pursuant to this Plan. These records shall not contain "medical information" as defined by California Civil Code Section 56.05(j).

The following records shall be made available to employees, upon request and without cost, for examination and copying within 15 calendar days of a request: (1) Records of workplace violence hazard identification, evaluation

and correction; (2) Training records showing the 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, and (3) the Violent Incident Log. Any employee personally identifiable information shall not be released, except as authorized by law. All records required by this Plan shall be made available to Cal-OSHA upon request and as required by law.

REPORTING RESPONSIBILITIES

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

K-12 EDUCATION SETTINGS AND DISABLED STUDENTS

In the K-12 school context, workplace violence scenarios involving disabled students or students suspected of being disabled require necessary consideration of additional laws and intra-school District coordination with responsible departments (e.g. Student Services, Special Education, Educational Services, etc.). Laws that must be considered include those concerning special education[1], Section 504 of the Rehabilitation Act of 1973[2] ("Section 504") and the Americans with Disabilities Act.[3]

Students that are alleged to have engaged in workplace violence related to school attendance, regardless of disability status, will frequently be subject to disciplinary proceedings, including expulsion. In addition to Jefferson School District's board policies and administrative regulations addressing student discipline, Education Code §§ 48900-48927 will need to be consulted with the appropriate District personnel and, if need be, legal counsel.

Students currently identified as disabled, or suspected of being disabled under special education laws and/or Section 504 laws, and subject to removal from school or school activities for violations of codes of conduct such as those found in the Education Code, and that are considered a "change of placement" (e.g. more than 10 days of suspension in a school year, disciplinary transfers to different schools or settings, expulsion, etc.) are likely entitled to additional legal protection in the form of manifestation determination meetings[4] that potentially can halt continued school removal absent narrow exceptions that allow removals of no more than 45 school days in accordance with narrowly tailored parameters.[5] In addition to manifestation determinations connected to students with individualized education programs ("IEP") or those that should have an IEP but do not[6], the law also favors manifestation determinations for Section 504 eligible students that are subject to a "significant change of placement" arising out school related misconduct.[7]

Additionally, IEP eligible students involved in behavioral emergencies, defined as "unpredictable, spontaneous behavior that poses clear and present danger of serious physical harm to the individual with exceptional needs, or others, and that cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to contain the behavior"[8] will be entitled under California law to additional considerations, including but not limited to, the potential right to an IEP meeting within two days of the behavior emergency in qualifying scenarios.[9]

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[1] See 20 U.S.C. §§ 1400 et seq. and Education Code §§ 56000 et seq. The regulations connected with theselaws are found at 34 C.F.R. §§ 300.1-818 and Title 5 CCR §§ 300 et seq., respectively.

[2] See 29 U.S.C. § 794 and corresponding regulations found at Title 34 C.F.R. §§ 104.1-104.61.

[3] See 42 U.S.C. §§ 12101 et seq. and corresponding regulations found at Title 34 C.F.R. §§

[4] See 20 U.S.C. § 1415(k)(1) and (7); Title 34 C.F.R. 300.530.

[5] See Title 34 C.F.R. § 300.530(g).

[6] See 20 U.S.C. § 1415(k)(5); Title 34 C.F.R. § 300.534.

[7] Although the term "manifestation determination" does not appear in the statutory or regulatory language of Section 504, the Office for Civil Rights ("OCR") has interpreted Section 504 as requiring a manifestation determination in connection with disciplinary actions that constitute a "significant change in placement" under Title 34 C.F.R. 104.35.

[8] See Education Code § 56521.1(a).

[9] See Education Code § 56521.1(g).

ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the Jefferson School District's Workplace Violence Prevention Plan (the "Plan") and understand that it contains important information about the District's workplace safety and security policies and about my rights, responsibilities and obligations as an employee. I acknowledge that I have read, understand, and will adhere to the District Plan and that I have familiarized myself with the material in the Plan. I understand that the District may change, rescind, delete, or add to any policies, benefits, and practices described in the Plan from time to time, at its sole and absolute discretion, with or without prior notice.

_____ _____

Signature Date

_____

Print Name

Attachment A

VIOLENT INCIDENT REPORT - LINK

VIOLENT INCIDENT REPORT

WORKPLACE VIOLENCE PREVENTION PLAN - JEFFERSON ELEMENTARY SCHOOL DISTRICT (2024-2025)

[redacted] Switch account

* Indicates required question

Email *

Your email

Employee Name *

Your answer

Name of Person Completing Form: *

Your answer

Title of Person Completing Form: *

Your answer

Contact Information of Person Completing Form: *

SAMPLE

TRAINING ATTENDANCE LOG

Trainer Name: _____

Trainer Qualifications: _____

Training Name / Description: _____

SAMPLE

VIOLENT INCIDENT LOG - LINK

VIOLENT INCIDENT LOG

WORKPLACE VIOLENCE PREVENTION PLAN - JEFFERSON ELEMENTARY SCHOOL DISTRICT (2024-2025)

[redacted] Switch account

* Indicates required question

Email *

Your email

Name of Person Completing Form: *

Your answer

Title of Person Completing Form: *

Your answer

Date Completed: *

Date

mm/dd/yyyy

Date of Incident: *

SAMPLE

HAZARD PERIODIC INSPECTION CHECKLIST

Date:_____

Facility / Operation / Department: _____

STAFFING / SECURITY

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Designated security personnel, including chief of security / safety	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Communicated contact information for security personnel to all employees	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Emergency telephone numbers for law enforcement, fire and medical services posted and accessible	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Security posted / located in vulnerable areas (e.g. parking lot, reception area, etc.)	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Staff available to escort employees upon request or as needed (e.g. to the parking lot, etc.) and a contact number provided	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
OTHER	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	

SAMPLE

TRAINING

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Required training done on schedule in accordance with the Plan	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Employees trained on the Plan and topics required by the Plan	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Employees trained to recognize and handle threatening or hostile situations that may lead to violent acts	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Employees trained to respond to violent incidents	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Employees trained to recognize the potential for violence, factors contributing to the escalation of violence and how to counteract them, and when and how to seek assistance to prevent or respond to violence. violence, and strategies to avoid physical harm.	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
OTHER	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	

SAMPLE

ENGINEERING / FACILITIES

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
No fences, gates, walls or other barriers around workplace	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Entrances not visible	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Workplace attractive to thieves	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
No employee only parking area	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Landscape and areas around workplace and parking lots not maintained to minimize hiding places	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Inadequate lighting in the parking areas and approaches to workplace	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Access to the facility/department/operation and freedom of movement within it not controlled, consistent with business necessity.	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
No controlled / Escorted access in certain situations (e.g. discharged employee, concerns regarding an employee)	☐Yes ☐ No ☐ N/A	Procedures to control and/or escort employees in certain situations (e.g. discharged employee, concerns regarding an employee)	☐Yes ☐ No ☐ N/A	

SAMPLE

HAZARD		PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Does the workplace lack:					
	Secured entry (e.g. fobs, buzzers)	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
	Physical barriers (Plexiglass, elevated counters, etc.)	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
	Locks	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
	Alarms	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
	Panic alarms / buttons (portable or fixed)	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
	Screening devices (e.g. metal detectors, x-ray machines)	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
	Line of sight between employees in work areas	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Surveillance lacking:					
	Mirrors	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
	Cameras – interior and exterior	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	

SAMPLE

HAZARD		PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
	Other surveillance	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Lack of signs that there is limited cash on premises		☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Insufficient available employee escape routes		☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Exit doors					
	Opened from inside or outside	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
	Opened from the direction of exit travel with tools or special knowledge or effort	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Spaces configured so that access to doors and/or alarm systems is impeded		☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Furniture not secured to floor		☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
OTHER		☐Yes ☐No ☐ N/A		☐Yes ☐ No ☐ N/A	

SAMPLE

WORK PRACTICE CONTROLS

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Public access not restricted consistent with business necessity	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Employees not provided with maps and/or clear directions to their workspaces and entrances and exits	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Employees not provided with a designated safe area in case of emergency.	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Lack of posted floor plans showing entrances, exits and the location of security, visible only to authorized personnel	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Lack of appropriate security measures for employees working in special situations				
Working late at night	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Handling money	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Working by themselves	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Visitors or clients not escorted when on premises	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Employees, visitors and clients not required to wear badges or other identification	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Employees without access to a telephone with an outside line	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	

SAMPLE

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
No procedures to report suspicious persons or activities	☐Yes ☐ No		☐Yes ☐ No ☐ N/A	
Workplace Violence Prevention Plan not communicated and/or provided to all employees	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Employees not trained on recognizing and responding to violence, including active shooter	☐Yes ☐ No		☐Yes ☐ No ☐ N/A	
No communication procedures for employees to report workplace violence concerns, including threats, physical violence and property damage, without fear of reprisal	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
No communication procedures between employees and between shifts, facilities, operations and/or departments regarding conditions that may increase potential for workplace violence	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Cash on hand not stored in safes on premises	☐Yes ☐ No		☐Yes ☐ No ☐ N/A	
Valuables present on site or during exchange (e.g. cashier, etc.)	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Employees work alone or isolated.	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Lack of appropriate discipline procedures for employees who commit workplace violence, including threats	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	

SAMPLE

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Lack of appropriate procedures for controlling the movement of recently discharged employees	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
Employee Assistance Program or other counseling not available to employees who exhibit behaviors or signs of strain that may lead to workplace violence	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	
OTHER	☐Yes ☐ No ☐ N/A		☐Yes ☐ No ☐ N/A	

SAMPLE

HAZARD IDENTIFICATION, EVALUATION AND CORRECTION RECORD

Date of Inspection:_____

Persons Conducting Inspection:_____

Persons Reporting:
Unsafe Condition, Work Practice or Employee Concern (include what, who, when, where and how it is unsafe):
Causes of Other Contributing Factors (What caused or contributes to the unsafe condition?):
Persons Involved:
Corrective Action Taken and Date:
Preventive Action (if any):
Description of Hazard Correction:
Date Received by WVPP Administrator or Designee:

SAMPLE