



# Menlo College Injury and Illness Prevention Program (IIPP)

## INJURY AND ILLNESS PREVENTION PROGRAM FOR NON-HIGH HAZARD EMPLOYERS

Every California employer must establish, implement, and maintain a written Injury and Illness Prevention Program (IIPP) to reduce workplace injury and illness. A copy must be maintained at each workplace or at a central worksite. The requirements for establishing, implementing, and maintaining an effective written injury and illness prevention program are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203). Read the Injury and Illness Prevention Program standard online: [www.dir.ca.gov/title8/3203.html](http://www.dir.ca.gov/title8/3203.html)



September 2025

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## RESPONSIBILITY AND ANNUAL DEADLINES

The Injury and Illness Prevention Program (IIPP) administrator (Director of Safety and Security) has the authority and responsibility for updating this plan and for assuring that each department/work area has implemented SB553 Workplace Violence Prevention plan components (See Appendices). The Director of Facilities and Maintenance has the authority and responsibility for implementing the hazard assessment and correction provisions of this program. Supervisors and managers are responsible for compliance, communications, training, and instruction in their departments, and for implementing and maintaining the IIPP in their work areas and for answering IIPP questions.

**Each department head will turn into HR their department's signed workplace violence log for the previous fiscal year by the first Tuesday of each September**, even if there were no instances of workplace violence. SB553 took effect on July 1, 2024, so the first violence logs are due to HR in September 2025.

**By the first Tuesday of each December, each department head must implement plan components listed in Appendix A and their department's appendix. This includes completing training for the current academic year and providing HR with employee signatures on the IIPP WORKER TRAINING AND INSTRUCTION RECORD and WORKPLACE VIOLENCE PREVENTION TRAINING RECORD.** The IIPP worker training record includes Workplace Smoking Restrictions; the Emergency Action Plan and Fire Prevention Plan; Ergonomics and Safe Lifting; Slip, Trip, and Fall Prevention; Heat Illness Prevention; Hazard Control, PPE, and Product Safety; COVID-19 Prevention; and the Workplace Violence Prevention Plan (which requires separate worker signature acknowledging annual workplace violence prevention training).

As per our Employee Handbook: **Report immediately to your supervisor and Human Resources any work-related near miss, accident, injury, or illness.** Analyzing near-misses and minor injuries can help prevent serious injuries.

## COMPLIANCE

Employees must report all injuries and hazards ASAP to their supervisor, who will arrange for first aid and/or a call to 911 and will promptly notify Security and Human Resources. Managers must:

- Train workers and inform them of the provisions of our IIP Program.
- Evaluate the safety performance of all workers.
- Recognize employees who perform safe and healthy work practices.
- Discipline employees for failure to comply with safe and healthy work practices.

## COMMUNICATION

All managers are responsible for communicating occupational safety and health information in a form readily understandable by all employees. Employees should inform their managers about workplace hazards without fear of reprisal.

Our communication system must include one or more of the following checked items:

- New worker orientation includes a discussion of safety and health policies and procedures.
- Review of our IIP Program.
- Workplace safety and health training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.

## HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace using guidance from the [California Department of](#)

[Industrial Relations](#) and other resources:

Competent Observer	Area
Director of Facilities and Maintenance (DFM)	All buildings, grounds, trees & parking lots
Associate Athletics Director	As delegated by the DFM
Lead Facilities Worker	As delegated by the DFM
Lead Landscape Worker	As delegated by the DFM
Director of Safety & Security	As delegated by the DFM

Periodic inspections are performed according to the following schedule:

1. When we initially establish our IIPP and annually thereafter, as well as:
2. When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
3. When new, previously unidentified hazards are recognized.
4. When occupational injuries and illnesses occur.
5. Whenever workplace conditions warrant an inspection.

### **ACCIDENT/EXPOSURE INVESTIGATIONS**

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured workers and witnesses.
3. Examining the workplace for factors associated with accident/exposure.
4. Determining the cause of the accident/exposure.
5. Taking corrective action to prevent the accident/exposure from reoccurring.
6. Recording the findings and corrective actions taken.

### **HAZARD CORRECTION**

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on hazard severity. Hazards shall be corrected:

1. When observed or discovered.
2. When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection.

### **TRAINING AND INSTRUCTION**

All employees, including managers, shall have training and instruction on general and job-specific safety and health practices. Training and instruction are provided as follows:

1. When the IIPP is first established.
2. To all new employees.
3. To all employees given new job assignments for which training has not previously been provided.
4. Whenever new substances, processes, procedures, or equipment present a new hazard are introduced to the workplace.
5. Whenever we are made aware of a new or previously unrecognized hazard.
6. To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
7. To all employees with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid, including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including employee awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated.

### **EMPLOYEE ACCESS TO THE IIPP**

Our employees have the right to examine and get a copy of our IIPP. This will be accomplished by posting on MyMenlo. Each hiring manager shall inform each employee of this right and provide a link to the IIPP. Any copy provided to an employee or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

An employee must provide written authorization in order to make someone their “designated representative.” The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

### **RECORDKEEPING**

Our establishment has twenty or more workers; has a workers' compensation modification rate of greater than 1.1 and is not on a designated low hazard industry list. We have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections, including the person(s) or persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form.
2. Documentation of safety and health training for each employee, including the employee's name or other identifier, training dates, type(s) of training, and training providers are recorded on an employee training and instruction form.

Inspection and training records will be maintained for one year, except for training records of employees who have worked for less than one year which are provided to the employee at the end of employment.

## HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection: <span style="color: red;">[Enter date]</span>	Person Conducting Inspection: <span style="color: red;">[Enter name and Title]</span>
Unsafe Condition or Work Practice: <span style="color: red;">[Provide details, including root causes]</span>	
Corrective Action Taken: <span style="color: red;">[Provide details, including solutions to root causes]</span>	
Date of Inspection: <span style="color: red;">[Enter date]</span>	Person Conducting Inspection: <span style="color: red;">[Enter name and Title]</span>
Unsafe Condition or Work Practice: <span style="color: red;">[Provide details, including root causes]</span>	
Corrective Action Taken: <span style="color: red;">[Provide details, including solutions to root causes]</span>	
Date of Inspection: <span style="color: red;">[Enter date]</span>	Person Conducting Inspection: <span style="color: red;">[Enter name and Title]</span>
Unsafe Condition or Work Practice: <span style="color: red;">[Provide details, including root causes]</span>	
Corrective Action Taken: <span style="color: red;">[Provide details, including solutions to root causes]</span>	

## ACCIDENT/EXPOSURE/NEAR MISS INVESTIGATION REPORT

Date & Time of Incident: [Enter information]

Location: [Provide details]

Accident Description: [Enter details, including all events that led up to the incident]

Employee(s) Involved: [Enter information]

The underlying cause(s) of the accident/exposure: [Detail all root causes]

Corrective Actions Taken: [Provide details, including potential solutions to the root causes]

Manager Responsible: [Enter name and Title]

Date Completed: [Enter date]

## 2024 GOLF CART POLICY

- Directors/managers shall ensure that each employee, student, volunteer, or event organizer or participant in their department who operates a golf cart is properly advised of this policy. Operation of golf carts is restricted to **licensed drivers only who are cleared by our risk carrier** and have viewed and confirmed their understanding of and compliance with [this safety video](#).<sup>1</sup>
- Golf carts shall be operated with the utmost courtesy, care, and consideration for your safety, the safety of pedestrians, as well as the safety of Menlo property.
- The bottom portion of this policy needs to be signed by each employee and a signed copy sent to the Director of Safety and Security prior to the use of any Menlo College golf cart.
- No passengers are permitted to ride in the cargo area of a golf cart for any reason.
- Only one person may sit in each golf cart seat.
- Golf carts used between dusk and dawn shall use headlights. If a golf cart is not equipped with headlights, it may not be operated in the dark.
- Golf cart operators are responsible for the security of ignition keys during the time the golf cart is assigned to them. Any time a golf cart is unattended, the key should be removed from the ignition and must be in the sole possession of the authorized operator.
- All golf carts must be parked in designated areas and the steering wheel padlocked at the end of the day. Battery chargers must also be secured (padlocked).
- Golf carts shall be operated at speeds no greater than all safety concerns demand.
- Golf carts must be in "Park" before the driver takes their eyes off the road.
- Golf carts may not interfere with normal pedestrian traffic. Pedestrians ALWAYS have the right of way.
- Except when golf carts are performing work in these areas, golf carts are prohibited from all lawn areas, landscaped areas, athletic fields, and the Florence Moore interior quadrangle.
- Golf carts shall not be parked in fire lanes, DMV disabled parking spaces, reserved parking spaces, within 10 feet of any doorway, or in any manner that would impede the normal flow of pedestrian traffic.
- Any property damage, injuries, or accidents must be immediately reported to the department supervisor, the Director of Safety and Security, and Human Resources.
- Golf carts must be operated in compliance with the common "rules of the road," regardless of whether they are being operated on service drives, sidewalks, or roadways. "Rules of the road" means a custom or law regulating the direction in which two vehicles should move to pass one another on meeting, or which should yield to the other, in order to avoid collision.
- Golf carts should never be operated when the driver is under the influence of alcohol, illegal drugs, or medications that cause drowsiness.
- All golf cart passengers must sit in their seats safely and with their arms and legs inside the cart/not dragging along the path.
- Any violations of this policy may result in disciplinary action.

I have read this Golf Cart policy and agree to abide by these requirements.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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<sup>1</sup> <https://www.youtube.com/watch?v=IhryucVnIwc>



On-site Assistance Program Area Offices



## WORKPLACE SMOKING RESTRICTIONS

Definition: Smoking includes the use of an electronic smoking device, whether or not it contains nicotine. For example, the use of e-cigarettes and vape pens is prohibited. Smoking includes marijuana smoking, including medical marijuana.

Distributing and possessing marijuana remains illegal under [federal law](#). The Drug Free Schools and Communities Act and the Drug Free Workplace Act require that Menlo College, as a recipient of federal funding, establish policies that prohibit marijuana use, possession and distribution on campus. Menlo College prohibits marijuana use, possession and distribution on campus.

The College is committed to a philosophy of good health and a safe workplace. In keeping with this philosophy, it is important that the workplace and office environment reflect the College's concern for good health. Smoking [by faculty and staff](#) is therefore not permitted anywhere on Menlo College property. Failure to adhere to this policy may result in disciplinary action up to and including termination. This policy meets or exceeds [California Workplace Smoking Restrictions](#) that prohibit the smoking of tobacco products in an enclosed space at a place of employment. For students, the two smoking areas on campus are outside Brawner Hall and outside O'Brien Hall.

## EMERGENCY ACTION PLAN and FIRE PREVENTION PLAN

### PURPOSE

To protect employees, students, and visitors, this section contains our Emergency Action Plan and Fire Prevention Plan. The Emergency Action Plan is designed to guide contractors, employees, students and visitors on procedures during common emergencies such as fires, evacuations, medical incidents, or natural disasters. The Fire Prevention Plan aims to identify fire hazards, preventive measures, and procedures to mitigate the risk of fire. For information on additional hazards, log into MyMenlo and see the Emergency Operations Plan.

### POLICY STATEMENT

Menlo College is committed to the safety and security of its employees, students, visitors, and assets through compliance with California Occupational Safety and Health Administration (Cal/OSHA) standards under §3220 and §3221 and related laws. Faculty and staff will prevent workplace injuries and illnesses when reasonably possible.

### EMERGENCY ACTION PLAN (EAP)

On campus and when traveling for the College, seek additional safety and weather information and maintain situational awareness and communication to anticipate and reduce the impact of natural and human-caused threats. Good sources of information include the AlertMedia app, the [Center for Disease Control and Prevention](#), [GoSafelyCA](#), [Safety Tips for Traveling](#), [Travel Tips 2024](#), and [Weather.gov](#). Report immediately to your supervisor and the Human Resources Department any work-related near miss, accident, injury, or illness. When a potentially serious illness or injury occurs, seek emergency medical care and follow instructions in the Employee Handbook and any departmental policies.

### Emergency Evacuation Procedures

To help you report the location of an emergency, the How to Handle a Medical Emergency page posted in each classroom and break room lists our address, and the specific room or building name; also, the location of the nearest Automated External Defibrillator (AED).

When evacuating due to an emergency, use the nearest safe exit, gather at the designated assembly area, and account for everyone. Report missing persons to the department head, Security, and 911. If your assembly area is unsafe, go to another one. If there is ongoing campus violence, run away using the nearest path, then monitor your phone and email for updates. If you have fled violence, do not return until police or campus leaders say to. Text your supervisor and loved ones to let them know you're safe.

The grassy quad is the assembly area for the Dining Hall, Brawner Hall, Florence Moore Hall, Library, Advancement, Store, Sports Pavilion, Fitness Center, Howard Hall, Michaels Hall, and Arrillaga Hall. From Admissions, Sports Medicine, and Administration, assemble by the flagpole. For El Camino Hall/Russell Center, O'Brien Hall, and Kratt Hall, safely cross Alejandra Avenue to the Cartan Field lot.

**Active Shooter/Any Weapon Attack** - Be aware of your environment, surroundings, and two ways out of each room. Identify your options and HAVE A PLAN to survive; most shootings end within 10 minutes. If it sounds like a gun or firecrackers, assume it is a shooting and that you must save yourself, ideally by working as a team with others nearby: RUN if you are outside or in a building with shooting; get out, using any safe door or window. Leave everything behind except your phone; run whether others follow or not. Once you are out of immediate danger, call 9-1-1 and calmly provide your location and relevant details; do not hang up until the dispatcher does.

HIDE if it's too risky to run. All classroom doors (and most office doors) lock by pushing in the button. Lock the door, turn off lights, shut blinds, and barricade the door with heavy objects (lockdown). Silence all phones. Choose cover over concealment; heavy wooden doors, file cabinets, desks and other such objects may offer some protection. After silencing your phone, text to 911 if it is not safe to call.

FIGHT if no other option is available. Act aggressively and do whatever it takes to survive. Control the attacker's weapon; get others to control the attacker's arms; disable them by throwing or hitting them with chairs, books, backpacks, fire extinguishers, etc. Overwhelm the attacker; continue fighting until police take over.

Police only know the attacker by their actions. When exiting, raise your hands to show that you aren't holding a weapon. Avoid sudden movements; obey police directions.

Preparation helps you run, hide, and fight with confidence. See [this English](#) or [Spanish](#) Ready Houston video (5:55) for actions to survive a shooter at work or school. See [this English FBI video](#) (4:36) or [Spanish Quick Reference Guide](#) to survive a shooting in social settings. Also see the FBI Active Shooter Safety Resources page. Anonymously report concerns about potential violence at Sandy Hook Promise to prevent a shooting. "If you see something, say something." Report loiterers or suspicious persons within a building immediately to Security or housing and residence life staff. In residence halls, keep rooms and exterior doors locked; do not prop open outside doors.

**Earthquake** – Drop to your knees with your back to windows, cover your neck, and hold on to any table you can get under. Avoid doorways. After the shaking stops, put on shoes, get your phone, exit to the assembly area, assist those who need help and avoid falling debris and glass. Department heads or their designees will confer with Facilities, Security, and first responders (if present) to know when buildings are safe to reoccupy. Expect aftershocks and intermittent falling debris. [Earthquake Warning California](#) has info about the MyShake app, which can give you enough warning of an earthquake to stay out of an elevator, for example, or Drop, Cover, and Hold On before violent shaking starts.

**Fire** – Sleep only with working smoke alarms and carbon monoxide detectors, even when traveling. If a fire alarm sounds, evaluate the area for smoke, fire, or shooting before evacuating. LOOK, LISTEN, SMELL, AND THINK. Fire alarms have been used to lure victims from safe locations, so lockdown if you hear shooting. Otherwise: Keep low in smoke, feeling closed doors with the back of your hand; do not open a door with fire on the other side. When you are in a safe place, use the **ACE & PASS** acronyms:

**Alarm:** Activate the fire alarm and call 911. The fire alarms in Florence Moore Hall, the Student Union, Post Office, and Dining Hall alerts occupants but do not notify the fire department.

**Confine:** Close doors and windows to contain the fire and smoke

**Extinguish:** Use a fire extinguisher with PASS:

- Pull the pin

- Aim at the base of the fire from a safe distance e.g., eight feet away

- Squeeze the handle

- Sweep the extinguishing agent side to side at the base of the fire until it's fully out

If it's not safe to use fire extinguishers, get out.

**Medical Emergencies** - Call 911 immediately. If safe to do so, give first aid consistent with your training or dispatcher instructions. Every permanent building has an AED that anyone can use to revive a person who is suddenly unconscious without normal breathing. Call 911, turn on the AED, and follow the prompts. Each AED cabinet has a pocket mask, gloves, scissors, safety razor, spare defibrillator pads, and instructions.

**Emergency Alerting & Communications** – Each campus building has a fire alarm system that alerts building occupants to evacuate. In addition to fire alarms, communication during an emergency will be done via Alert Media. Menlo College administrators have mobile phone numbers for most of the Campus Community and will notify you of emergencies affecting campus. Alerts may be text messages, emails, automated calls, and/or in-app messaging. Alerts will be identified as a "Menlo College important message". Other alerting systems exist. San Mateo County sends emergency messages and precautionary warnings via SMC Alert only to those who sign up. Get other Bay Area county alerts at [alertthebay.org/sign-up](http://alertthebay.org/sign-up). Student Affairs can issue emergency messages to users of the Menlo App.

**Entrapment** (in a building collapse, machinery, pit, etc.) – Call 911 and turn off the power if safe to do so. Leave rescue to first responders.

## **FIRE PREVENTION PLAN**

**Identification of Fire Hazards** - Common hazards include smoking, candles, cooking and heating appliances, dryers, and combustible materials. Smoke only in the designated outdoor smoking areas. Candles or other open flames are not allowed in campus buildings. Charge batteries only with a manufacturer-approved charger and according to the manufacturer's instructions. Charge batteries only on a hard surface; never on bedding or easily combustible surfaces. Unplug batteries when charged. Charge bicycles and scooters outdoors where the fire they cause won't trap people. Recycle lithium-ion batteries at <https://www.call2recycle.org/>; don't throw in trash.

**Procedures to Control Hazards** - When buying a product with a lithium-ion battery, look for a stamp from a nationally recognized testing lab, which means that it meets safety standards. Keep heat sources away from combustible materials and use products safely. Store combustible materials away from sources of ignition. The Director of Facilities and Maintenance shall inspect campus annually and assure that clean dryer ducts and kitchen ducts are cleaned regularly to remove fire hazards. See the Injury and Illness Prevention Plan.

**Maintenance of Fire Protection Equipment** – Fire extinguishers are located within 75 feet of common areas, often by exits. Facilities inspects them monthly and contracts for annual service. Smoke alarms are installed within each sleeping room and in adjacent hallways. Facilities maintains smoke alarms, fire sprinkler systems, fire alarms, and other fire protection devices per local fire codes.

**Housekeeping** – Keep buildings clean and free of unnecessary combustible materials. Dispose of waste regularly and organize storage areas to prevent fire hazards. Do not overload outlets, nor use an extension cord other than temporarily under constant supervision, e.g., to vacuum beyond the cord's length. A power strip plugged directly into an outlet is the safe way to plug additional items in.

**Employee Training** - Employees will receive annual training on the Fire Prevention Plan, including how to identify hazards and use a fire extinguisher. All fire extinguishers shall be of a rating consistent with local codes. Two common types are (usually red) Type ABC extinguishers for use on combustible materials, flammable liquids, and energized electrical fires; and (usually silver) Type K extinguishers for use on cooking oil fires in the Dining Hall's commercial kitchen. Student Affairs trains residents on evacuation procedures and conducts residence hall evacuation drills at least semi-annually.

### **6. Useful Contacts**

- Emergency Services (Fire/Police/Medical): 911
- Campus Security: (650) 400-5837 (call 911 first in an emergency)
- Facilities: (650) 543-3714
- Office of Student Affairs: (650) 543-3779

Plan Review and Updates - This plan will be reviewed and updated annually or as necessary to reflect changes in personnel, campus layout, or hazards. Any revisions will be communicated to all employees.

- Prepared by: Juan Byron, Director of Safety and Security

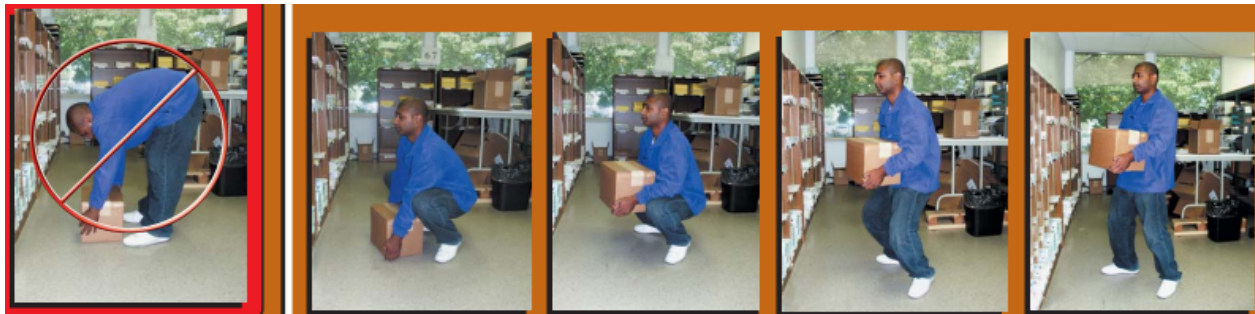
- Reviewed by: Steven Weiner, Menlo College President

This plan covers the elements required under Cal/OSHA standards §3220 (EAP) and §3221 (FPP).

## ERGONOMICS AND SAFE LIFTING

Repetitive tasks like keying are a risk factor for musculoskeletal disorders; so is lifting. Proper technique and equipment prevents such injuries. In an office, see the Checklist in Cal/OSHA's [Easy Ergonomics booklet](#). The Department of Labor's [Computer Workstations eTool](#) also has a good [evaluation checklist](#).

For proper lifting technique, see [https://www.dir.ca.gov/dosh/dosh\\_publications/liftingSafer.pdf](https://www.dir.ca.gov/dosh/dosh_publications/liftingSafer.pdf) and <https://www.osha.gov/etools/electrical-contractors/materials-handling/heavy>.



These Ergonomics tips apply for many job tasks, both indoors and outdoors:

### Body Mechanics

- Minimize injuries by properly selecting the material and equipment required for the task at hand
- Assess the load (weight, size, and shape) to determine the best means for moving it
- Utilize a team lift if the appropriate equipment is not available
- Plan your path to prevent slips or falls
- Use proper body mechanics when lifting, pulling, or pushing. Do not lift with your back; use your legs
- Warm up and stretch at the start of each shift to eliminate discomfort or injuries
- Avoid twisting while lifting; instead, turn by moving the feet.
- Lift items close to your body between mid-thigh and mid-chest height.
- Take breaks when necessary

### Storage

- Make sure to organize your workstation appropriately to avoid the risk of falling or slipping
- Clear your path from trip hazards, such as cords or debris
- Inspect your working tools conditions before use

### Staging

- Proper staging includes placing materials as close as possible to your workspace and storing materials at ideal heights so you can utilize the power zone to take materials from the storage

### S.M.A.R.T. Lifting Technique

- Size up the load, tool, or equipment
  - o Assess the size, weight, and shape. Remove obstacles from the load
  - o Remove obstacles from your path
  - o Determine if assistance is required
- Move the load, tool, or equipment as close to your body as possible
  - o The whole hand should be used to ensure a firm grip
  - o Position yourself as close as possible

- Always bend your knees
  - o Maintain balance
  - o Keep feet apart and in a comfortable position
  - o Minimize bending at the waist
  - o Bend your knees to a semi-squat
- Raise the load, tool, or equipment with your legs
  - o Lift smoothly, without jerking
  - o Maintain the normal curve of your spine throughout the lift
- Turn your feet in the direction that you want to move the load, tool, or equipment
  - o Avoid unnecessary bending, twisting, and reaching
  - o Change direction by turning your feet, not your back
  - o To set down a load, squat down and keep your head up. Let your legs do the work

### **Selecting Your Tools**

- Use powered or ratcheting tools, when possible, for repetitive tasks
- Select tools that are light and fit well in your hand
- Use spring-loaded pliers, snips, and crimpers for tasks that must be done frequently
- Ensure tools, such as screwdrivers, have appropriately-sized and shaped handles
- Replace tools that are damaged
- Rotate tasks when using a hand tool for an extended period of time
- Use fitted gloves to protect your hands from contact stress

### **Plan Your Day**

- Schedule your day appropriately, such as performing heavier tasks when you have more energy
- Rotate job tasks
- Take 5-minute breaks when appropriate
- Drink plenty of water
- Work in teams where appropriate
  - o If you are trying to raise a heavy item above shoulder height, use a mechanical lift
  - o If there is no mechanical lift, ask for assistance
- Wear gloves to protect your hands
- Wear knee pads when kneeling is required
- Sit on a stool while working on lower areas to reduce crouching or kneeling

## **SLIP, TRIP, AND FALL PREVENTION**

Slip, trip, and fall injuries are a leading cause of workplace injuries. Cal/OSHA's [Slips, Trips & Falls Handout](#) concisely illustrates how to prevent these injuries, including:

- Take short steps on slippery surfaces to keep your balance; point your feet slightly outward
- Make sure you can see where you are walking. Don't carry loads that you cannot see over
- Wear shoes with appropriate non-slip soles
- Properly maintain walking areas, and alert Facilities about potential maintenance-related hazards

## **HEAT ILLNESS PREVENTION PROCEDURES**

California employers must protect their workers from the hazards of excessive heat exposure. California Code of Regulations, Title 8 (CCR T8), section 3395 addresses outdoor workplaces, and section 3396 addresses indoor workplaces. Other standards may apply to heat illness prevention, such as general industry requirements to provide drinking water, first aid, and emergency response.

### **Responsibility**

The Director of Safety and Security has overall responsibility for implementing the provisions of this program in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the Heat Illness Prevention Program in their assigned work areas and for ensuring workers receive answers to questions in a



language they understand. All workers are responsible for safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment. This plan can be accessed electronically at MyMenlo by all employees.

#### **Procedures for the Provision of Water:**

1. Fresh, pure, and suitably cool water is free to workers at water fountains and water dispensers.
2. Supervisors will ensure that the water is fresh, pure, and suitably cool by drinking it. During hot weather or high indoor heat conditions, the water will be cooler than the ambient air, but not uncomfortably cold.
3. Drinking water will be located in all permanent buildings.
4. Supervisors will encourage workers to frequently drink small quantities of water during their shift.
5. All water containers will be kept in a sanitary condition. Do not drink irrigation water.
6. For outdoor work locations, when the temperature equals or exceeds 95°F, or during a heat wave, pre-shift meetings will be conducted before work to encourage workers to drink plenty of water and to remind workers of their right to take cool-down breaks. Supervisors will increase water breaks, lead by example and remind workers to drink water throughout the work shift.

#### **Procedures for Access to Cool-Down Areas for Indoor Places of Employment**

1. Cool-down areas are in Administration, Admissions, Arrillaga Hall, Brawner Hall, the Library, the Dining Hall, and the Gym; air conditioning keeps the air temperature less than 82°F.
2. The cool-down areas will be available to accommodate all workers on a break at any time and will be large enough so that all workers on break can sit in a normal posture in the cool-down areas without having to be in physical contact. Stagger break locations if necessary.
3. Workers will be informed of the location of the cool-down areas and will be encouraged to take cool-down breaks in the cool-down areas whenever needed. A worker who takes a preventative cool-down rest break should bring a buddy or supervisor to ask if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs or symptoms of heat illness have abated (see the section on Emergency Response for additional information). If a worker exhibits signs or symptoms of heat illness while on a preventative cool-down rest, then appropriate first aid or emergency response will be provided. Preventative cool-down rest periods will be at least 5 minutes, in addition to the time needed to access the cool-down area.

#### **Procedures for Access to Shade for Outdoor Places of Employment**

Shade will be as close as practical to workers when the outdoor temperature equals or exceeds 80°F. When the temperature is below 80°F, access to shade will be provided promptly when requested. Shade includes that created by trees and buildings. **Note:** The interior of a vehicle will not be used for shade unless the vehicle has a working air conditioner and is cooled down ahead of time.

1. Enough shade will be available at the site to accommodate all of the workers on a break at any time. During meal periods, there will be enough shade for all workers who choose to remain in the general area of work or in areas designated for recovery and rest periods. To ensure that there is enough shade, we will rotate workers on breaks, meal periods, and rest periods, if the number of workers exceeds the number that can fit comfortably under the shade.
2. Inform workers of the shade location and encourage them to take a five-minute cool-down break in the shade. Always permit cool-down breaks. A worker who takes a preventative cool-down break will be monitored by a buddy or supervisor, encouraged to remain in the shade, and asked if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs and symptoms of heat illness have abated, and in no event less than five minutes in addition to the time needed to access the shade. See the section on Emergency Response for additional information.
3. As crews move, supervisors will move shade structures as close as practical to the workers so that shade is provided always. All workers on a recovery, rest break, or a meal period will have full access to shade so they can sit in a normal posture without having to be in physical contact.
4. Before trees or other vegetation are used to provide shade (such as in orchards), the thickness and shape of the shaded area will be evaluated to ensure that sufficient shadow is cast to protect workers throughout the

workday, as the shade moves.

5. In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), the unsafe or unfeasible conditions will be documented, and alternative procedures will be used to provide access to shade that provides equivalent protection. Go indoors for shade in this case.

#### **Procedures for Temperature Assessment for Indoor Places of Employment When the Indoor Temperature Equals or Exceeds 82°F**

1. A thermostat will be used to monitor temperature. Online weather often includes relative humidity. Put these into [https://www.weather.gov/epz/wxcalc\\_heatindex](https://www.weather.gov/epz/wxcalc_heatindex) to determine [heat index](#).
2. The temperature or heat index will be measured and recorded by a worker, for example with a screenshot, and texted to Security (650) 400-5837 (note the location). Workers will be actively involved in the planning, conducting, and recording of temperature or heat index measurement.
3. Records of the temperature or heat index measurements, whichever value is greater, will be retained for 1 year or until the next measurements are taken, **whichever is later**, and made available at the Security Office to workers or designated representatives upon request. The records will include the date, time, and specific location of all measurements.
4. Initial temperature or heat index measurements shall be taken where and when worker exposures are expected to be the greatest and when it is suspected to equal or exceed 82°F.
5. Measurements will be taken again when they are reasonably expected to be 10°F or more above the previous measurements and when worker exposures are expected to be the greatest.
6. Workers will be actively involved in identifying and evaluating other environmental risk factors for heat illness that may exist in the workplace.

#### **Procedures for Monitoring the Weather for Outdoor Places of Employment**

1. The supervisor will be trained and instructed to check the extended weather forecast in advance. Weather forecasts will be checked at <http://www.nws.noaa.gov>, by calling the National Weather Service at 916-979-3051, or by checking the Weather Channel. The work schedule will take into consideration whether high temperatures or a heat wave is expected. Department heads assigning outdoor work will do this when the temperature is expected to reach 70°F or higher.
2. Prior to each workday, the supervisor will monitor the weather as above. This critical weather information will be taken into consideration to evaluate the risk level for heat illness and when it will be necessary to change the work schedule (e.g., stop work early, reschedule the job, work at night or during the cooler hours of the day, increase water and rest breaks).
3. The supervisor will use a smartphone throughout the job site and the work shift to monitor for an increase in outdoor temperature and to ensure that once the temperature exceeds 70°F, shade structures will be made available to the workers. In addition, when the temperature equals or exceeds 95°F, additional preventive measures, such as high-heat procedures, will be implemented. See the high-heat procedures section for additional information.

#### **Procedures for Control Measures for Indoor Places of Employment**

Control measures will be implemented when either of the following occurs:

- Indoor temperature or heat index is 87°F or higher.
  - Indoor temperature is 82°F or higher and workers are either:
    - o Wearing clothing that restricts heat removal or
    - o Working in an area with high radiant heat.
1. Engineering controls will be implemented first to reduce the temperature and heat index to below 87°F (or temperature to below 82°F for workers working in clothing that restricts heat removal or working in high radiant heat areas). Administrative controls will be added if engineering controls are not enough to comply with the standard. If both engineering and administrative controls are not enough to decrease the temperature and minimize the risk of heat illness, then provide heat-protective PPE.
  2. The following engineering controls will be implemented to lower the indoor temperature, heat index, or



both; they cool the work environment cooler or create a barrier between the worker and the heat:

- Cooling fans or air conditioning
- Increased natural ventilation, such as open windows and doors when the outdoor temperature or heat index is lower than the indoor temperature and heat index

3. The following administrative controls will be implemented once all feasible engineering controls have been implemented. These controls are modified work practices that can reduce heat exposure by adjusting work procedures, practices, or schedules:

- Modify work schedules and activities to times of the day when the temperature is cooler or schedule shorter shifts, especially during heat waves. Heat wave means any day in which the predicted high for the day will be at least 80°F and at least 10°F higher than the average high daily temperature in the past five days. For new workers and unacclimatized workers, gradually increase shift length over 7 to 14 days.
- Rest breaks in a cooler environment, such as an air-conditioned building, are mandatory. The duration of the rest breaks should increase as heat stress rises.
- Work in pairs or groups in extreme heat and monitor each other for signs of heat illness.

### **High-Heat Procedures for Outdoor Places of Employment**

Use these additional preventive measures when the temperature equals or exceeds 95°F outdoors.

1. Maintain effective communication by direct observation or buddy system so workers can contact a supervisor when necessary. If the supervisor is unable to be near workers, then use cell phones.
2. Maintain frequent communication with workers working by themselves or in smaller groups to be on the lookout for heat illness symptoms. Supervisors will contact workers regularly and frequently throughout the day since a worker in distress may not be able to summon help on their own.
3. Directly observe for and ask about alertness and signs and symptoms of heat illness often. When the supervisor is not available, they will designate an alternate responsible ahead of time. The responsible person must look for heat illness signs and symptoms. The senior worker will be the alternate responsible person. If a supervisor, responsible person, or any worker reports any signs or symptoms of heat illness in any worker, the supervisor or designated person will take immediate action commensurate with the severity of the illness (see Emergency Response Procedures).
4. Supervisors will remind workers to drink plenty of water and take preventative cool-down breaks.
5. Hold pre-shift meetings before working to review the high-heat procedures, encourage workers to drink plenty of water, and remind workers of their right to take a cool-down rest when necessary.

### **Procedures for Handling a Heat Wave for Outdoor Places of Employment**

A heat wave is any day in which the predicted high for the day will be at least 80°F and at least 10°F higher than the average high daily temperature in the preceding five days. During a heat wave:

1. Workers will be closely observed by a supervisor or designee for heat illness.
2. Cut the workday short or reschedule it for cooler hours.
3. Hold tailgate meetings before work starts to review Heat Illness Prevention Procedures, the weather forecast, and emergency response procedures. Additionally, if schedule modifications are not possible, workers will be provided with an increased number of water and rest breaks and observed closely for signs and symptoms of heat illness.
4. Each worker will be assigned a “buddy” to look for signs and symptoms of heat illness and initiate emergency procedures when someone displays possible signs or symptoms of heat illness.

### **Procedures for Acclimatization:**

Acclimatization is the temporary adaptation of the body to work in the heat. It occurs gradually when a person is exposed to heat. The body needs time to adapt when temperatures rise suddenly, and a worker risks heat illness by not taking it easy in a heat wave, or when starting a new job that exposes the worker to heat to which the worker’s body hasn’t yet adjusted. Inadequate acclimatization can be dangerous with high heat and physical stress. Use the following additional protective procedures when conditions result in sudden exposure to heat that workers are not accustomed to.

1. The supervisor will monitor weather for heat waves or temperatures to which workers haven’t been

exposed for several weeks or longer.

2. New workers and those who have been newly assigned to a high-heat area will be closely observed by the supervisor or designee for weakness, fatigue, or heat illness for the first 14 days.
3. Decrease work intensity during a two-week break-in period with less physically demanding work during the heat of the day and the heaviest work during the cool mornings. Document these steps.
4. This 14-day observation period applies indoors when the temperature or heat index is at least 87°F.
5. Train workers and supervisors in the importance of acclimatization, how it is developed through careful two-week conditioning, and that these procedures address it.

#### **Procedures for Emergency Response:**

Effective means of bringing emergency services to the worker in need will be ensured by the first person identifying an emergency calling 911 early, and then calling a Trainer, and then Security.

1. Effective communication will be ensured as above and will be maintained so that workers can contact a supervisor. Use cell phones if the supervisor is unable to be near the workers.
2. Appropriately trained and equipped personnel will be available at the site to give first aid. See below. Athletics department staff: also see the Athletics Emergency Action Plan.
3. There is no language barrier to calling 911 because dispatchers and callers use translation services.
4. To ensure that 911 can be called, all supervisors will carry an operable cell phone.
5. When a worker shows signs or symptoms of severe heat illness, call 911 and take immediate steps to keep the worker cool and comfortable to prevent more serious illness. Stay with the worker.
6. In hot weather, tell workers to immediately report any heat illness to a supervisor or 911.
7. Workers and supervisors will be trained in these written procedures for emergency response.

#### **Procedures for Handling a Sick Worker:**

1. When a worker has possible heat illness signs or symptoms, call 911 if emergency medical care may be needed. Promptly provide shade, rest, cool drinking water, and ice, and fan the person.
2. Call 911 immediately if a worker displays signs or symptoms of severe heat illness (e.g., decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face), does not look okay, or does not get better after drinking cool water and resting in the shade. Give cooling first aid (above).
3. Do not let a sick worker go home without medical clearance; they could get worse.

#### **Procedures for Worker and Supervisor Training:**

To be effective, training must be understood, therefore be given in a language and vocabulary the workers understand. All workers should speak up if they or a coworker have questions. Human Resources will maintain training records that each department provides, including the date of the training, who performed the training, who attended the training, and the subject(s) covered.

1. Supervisors will be trained prior to supervising. Training will include the College's procedures and the steps supervisors will follow when workers show heat illness symptoms.
2. Supervisors and workers will be trained that it is the College's responsibility to provide water, access to cool-down areas or shade, preventative cool-down rests, and first aid, as well as the workers' right to exercise their rights under this standard without retaliation.
3. Supervisors and workers will be trained in appropriate first aid and/or emergency response to different types of heat illness and **made aware that heat illness may progress quickly from mild signs and symptoms to a serious, life-threatening illness.**
4. Department heads or their designees will show supervisors how to track the weather and how to use weather information to modify work schedules, increase water and rest breaks, or cease work early.
5. All workers and supervisors will be trained prior to working. Training will include how to implement the College's written procedures, including access to sufficient water, cool down areas, cool down rests, high-heat procedures, emergency response procedures, control measures, the importance of frequent water consumption, different types of heat illness, heat illness signs and symptoms, and acclimatization procedures. Workers and

supervisors will also be trained on the environmental and personal risk factors of heat illness, as well as the burden of heat load on the body caused by exertion, clothing, and PPE. Emphasize the importance of immediately reporting signs and symptoms of heat illness.

6. **In addition to initial training, retrain employees annually.**

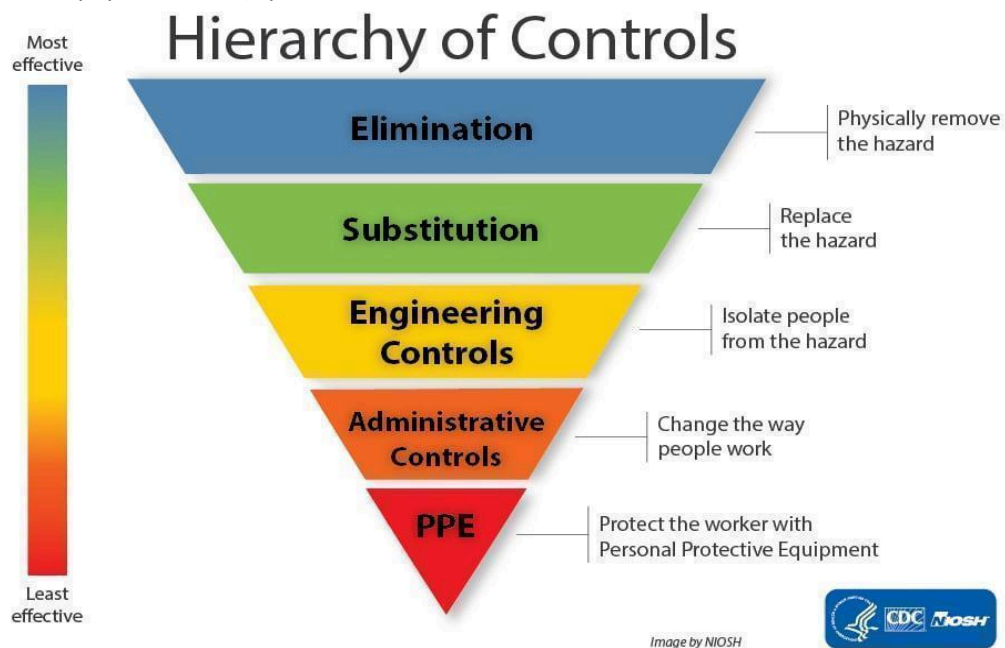
7. Workers will be trained to call 911 for emergency medical services, including how to give clear and precise directions to the site, and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them, if necessary.

8. New workers will be assigned a “buddy,” or experienced co-worker, for at least two weeks to ensure that they understand the training and follow College procedures.

## HAZARD CONTROL, PERSONAL PROTECTIVE EQUIPMENT (PPE), AND PRODUCT SAFETY

The [NIOSH Hierarchy of Controls](#) illustrates five levels of actions to reduce job hazards. More than one action may be used per hazard. From most effective to least effective, the actions are:

1. Elimination; physically remove the hazard
2. Substitution; replace the hazard
3. Engineering controls; isolate people from the hazard
4. Administrative controls; change the way people work
5. Personal protective equipment (PPE); protect the worker with PPE



Ask your supervisor for safety information when you are assigned a new type of task, tool, or work location. Tell your supervisor when you have an idea to reduce a workplace hazard or have a topic for in-service training. Cal/OSHA’s [Effective Workplace Training eTool](#) and [Consultation eTools](#) are helpful, as are the U.S. Department of Labor safety [Apps, Checklists, eTools, eMatrix, Expert Advisors and vTools \(videos\)](#). Even though Canadian laws don’t apply here, [WorkSafeBC](#) has useful tools like [Support for employers: Training and orientation for young and new workers](#).

The hierarchy is not an argument against using PPE; it acknowledges that PPE as the *only* action is less effective than higher order controls. Another way to think of how to reduce hazards is to:

- Reduce the time that workers are exposed to a hazard e.g., take cool-down breaks in hot weather
- Increase the distance between workers and a hazard e.g., locate non-players far enough from game play that they have time to move when objects or players leave the field at high velocity
- Increase shielding between workers and a hazard e.g., wear eye protection around irritating substances that may blow/splash into the eyes, and near tools or activities that cause projectiles

### 1. Proper Selection, Inspection, Use, and Replacement of PPE

[Personal Protective Equipment](#) (PPE) like gloves, goggles, and masks is essential for keeping people safe for tasks identified in a job hazard analysis. Select the right PPE for the job e.g., work gloves when handling rough materials, and to inspect, use, and retire PPE as part of an ongoing [PPE program](#). Each time before using PPE, inspect it for damage. If it is damaged, do not use it; ask a supervisor to replace it right away. Also replace PPE when it is worn out; only use PPE that is in good condition.

### 2. Understanding Product Safety Instructions and Safety Data Sheets

Knowing how to safely use [chemicals](#) and equipment on campus is crucial. Every chemical product should come with instructions and a [Safety Data Sheet](#) (SDS). The SDS explains the dangers of the product, how to use it safely, and what to do in case of an emergency, like a spill or accidental contact with skin. Whenever a new product is used, read the instructions and any SDS. If you are not sure how to use something safely, ask a supervisor.

### 3. Safe Practices Around Electricity and Equipment

Using electrical devices safely is very important to avoid fires and shocks. [Always plug devices directly into an outlet](#), a [power strip](#), or a [surge protector](#). Never plug one power strip into another because it can overload the circuit and cause a fire. Power strips can have cords up to 24 feet long, but adding an outlet may reduce tripping hazards and cord damage. Extension cords do not have a circuit breaker. Using an extension cord may stop the building's circuit breaker from tripping before a fire, so only use an extension cord when someone is ready to unplug it if it gets hot. When working around cooking appliances, open flames, or rotating tools/equipment, secure loose clothing and long hair to prevent serious injuries. Turn off cooking appliances and [portable heaters](#) when you leave the room. [Unattended cooking](#) is a leading cause of home fires, so set a timer when cooking.

### 4. Register Products and Stay Alert to Recalls

A recall means a manufacturer has found a problem that could cause harm, like item that can catch fire. To be notified if a product is recalled, register items with the manufacturer, either online or by mailing a postage-paid card. Many people never learn of recalls because they fail to register products. If you learn that a product has been recalled, stop using it and follow the manufacturer's instructions for repair or replacement. See the [Consumer Product Safety Commission](#) for information.

## COVID-19 PREVENTION PROCEDURES

In California, all employers are required to establish, implement, and maintain an effective, written Injury and Illness Prevention (IIPP) program that meets the requirements of California Code of Regulations (CCR), Title 8, section 3203. COVID-19 is a workplace hazard and most employers must address COVID-19 prevention under their IIPP. Elements that may be required in the following CCR, Title 8 sections:

- [o 3205, COVID-19 Prevention](#)
- [o 3205.1, COVID-19 Outbreaks](#)
- [o 3205.2, COVID-19 Prevention in Employer-Provided Housing](#)
- [o 3205.3, COVID-19 Prevention in Employer-Provided Transportation](#)

Additional guidance and resources are available at [www.dir.ca.gov/dosh/coronavirus/](http://www.dir.ca.gov/dosh/coronavirus/).

CCR, Title 8 §3205 through 3205.3 apply until two years after February 3, 2023; except that recordkeeping subsections 3205(j)(2) through (3), apply until three years after February 3, 2023.

This CPP is designed to control employees' exposures to the SARS-CoV-2 virus (severe acute respiratory syndrome coronavirus 2) that may cause COVID-19 in our workplace.

### Authority and Responsibility

Angela Schmiede, Ph.D., has overall authority and responsibility for implementing the provisions of this CPP. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the procedures in a language they understand. All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

## Application of the Menlo College Injury & Illness Prevention Program (IIPP)

COVID-19 is a workplace hazard that is addressed through our IIPP, which will be effectively implemented and maintained to ensure the following:

1. When determining how to prevent COVID-19 transmission and identifying and correcting COVID-19 workplace hazards:
  - a. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
  - b. COVID-19 is an airborne infectious disease. Review California and San Mateo County Health Department orders and guidance when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:
    - i. Remote work.
    - ii. Physical distancing.
    - iii. Reducing population density indoors.
    - iv. Moving indoor tasks outside.
    - v. Implementing separate shifts and/or break times.
    - vi. Restricting access to work areas.
    - vii. All students, faculty, and staff are strongly encouraged to receive, and [remain up to date](#) on, the COVID-19 vaccine.
2. Training and instruction on COVID-19 prevention is provided:
  - a. When this CPP was first established and to new employees.
  - b. To employees in a new assignment with COVID-19 hazards and they have not been previously trained.
  - c. Whenever new COVID-19 hazards are introduced.
  - d. When we are made aware of new or previously unrecognized COVID-19 hazards.
  - e. For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.

The IIPP WORKER TRAINING AND INSTRUCTION RECORD will be used to document this training.

3. Procedures to investigate COVID-19 illnesses at the workplace include:
  - a. Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-10 case first had one or more COVID-19 symptoms. CPP Appendix: Investigating COVID-19 Cases or equivalent information on the COVID-19 Notification Form will be used to document this information.
  - b. Effectively identifying and responding to persons with COVID-19 symptoms at the workplace. If you are experiencing [COVID-19 symptoms](#), wear a mask and test for COVID-19. COVID-19 tests are available at no cost through the Office of Student Affairs or from [Menlo College Security](#). Please wear a mask if you need to pick up a test in person or ask a friend or colleague to pick one up for you.
  - c. Encouraging employees to report COVID-19 symptoms and to stay home when ill. All students, faculty, and staff who test positive for COVID-19 with an antigen or PCR test will complete the [COVID-19 Notification form](#), isolate, and follow [Centers for Disease Control's \(CDC\) guidance](#), which includes:
    - i. Staying home and away from others (including not going to class, work, athletic practice, or other campus activity or event)
    - ii. Isolating until "...for at least 24 hours, symptoms are improving overall, and if a fever was present, it has been gone without use of a fever-reducing medication."
    - iii. For an additional 5 days, maintaining distance and continuing to wear a KN95 mask around others
    - iv. Continuing to wash and sanitize hands frequently

Please contact your relevant professors, supervisor, and athletic coach to tell them you have tested positive. You can find more information about when it is safe to return to public spaces on campus [here](#).

4. Effective procedures for responding to COVID-19 cases at the workplace include:
  - a. Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1)



according to the following requirements:

- i. COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.
- ii. COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:
  - a. The infectious period.
  - b. Through 10 days after symptom onset and at least 24 hours since a fever of 100.4°F or higher has resolved without the use of fever-reducing medication.
- iii. Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
- iv. Elements i. and ii. apply regardless of whether an employee was previously excluded or other precautions were taken in response to their close contact or membership in an exposed group.
- b. Reviewing current [California Department of Public Health \(CDPH\)](#) guidance for persons who had close contacts, including guidance regarding quarantine or other measures to reduce transmission.
- c. The following effective policies will be developed, implemented, and maintained to prevent transmission of COVID-19 by persons who had close contacts.
  - i. If you have [new COVID-19 symptoms](#), you should [test](#) and mask right away.
  - ii. If you do not have symptoms, and are at [higher risk](#) of severe COVID-19 infection and would benefit from treatment, you should test within 5 days.
  - iii. If you do not have symptoms and have contact with people who are at higher risk for severe infection, you should mask indoors when around such people for 10 days. Consider testing within 5 days after the last exposure date (Day 0) and before contact with higher-risk people. For further details, see [CDPH COVID-19 testing guidance](#).
- d. If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period is completed or the order is lifted.
- e. Upon excluding an employee from the workplace based on COVID-19 or a close contact, Cindy McGrew will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and Menlo College leave policies and leave guaranteed by contract.

### Testing of Close Contacts

COVID-19 tests are available at no cost, during paid time, to all of our employees who have had a close contact in the workplace. These employees will be provided with the information outlined in paragraph (4)(f), above. Exceptions are returned cases as defined in CCR, Title 8, section 3205(b)(11).

### Notice of COVID-19 cases

Employees and contractors who had a close contact, as well as any employer with an employee who had a close contact, will be notified as soon as possible, and in no case longer than the time required to ensure that the exclusion requirements of paragraph (4)(a) above, are met.

When Labor Code section 6409.6 or a successor law is in effect, Cindy McGrew will use the CPP Appendix: Investigating COVID-19 Cases or equivalent information from the COVID-19 Notification Form to:

- Provide notice of a COVID-19 case, in a form readily understandable to employees. The notice will be given to all employees, employers, and independent contractors at the worksite.
- Provide the notice to the authorized representative, if any of:
  - The COVID-19 case and of any employee who had a close contact.
  - All employees at the same site as the COVID-19 case within the infectious period.

### Face Coverings

Employees will be provided face coverings and required to wear them:

- When required by orders from the CDPH. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors.
- During outbreaks and major outbreaks.
- When employees return to work after having COVID-19 until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.

Face coverings will be clean, undamaged, and worn over the nose and mouth, with these exceptions:

1. When an employee is alone in a room or vehicle.
2. While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
3. While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 section 5144.
4. Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom, if the condition or disability permits it.
5. During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

If an employee is not wearing a face covering due to exceptions (4) and (5), above, the COVID-19 hazards will be assessed, and action taken as necessary. Employees will not be prevented from wearing a face covering or respirator, when not required by this section, unless it creates a safety hazard.

## **Respirators**

Respirators will be provided for voluntary use to employees who request them and who are working indoors or in vehicles with more than one person. Employees who request respirators for voluntary use will be encouraged to use them, provided with a respirator of the correct size, and trained on:

- How to properly wear the respirator provided.
- How to perform a user seal check according to the manufacturer's instructions each time a respirator is worn.
- The fact that facial hair interferes with a seal.

The requirements of CCR, Title 8 section 5144(c)(2) will be complied with according to the type of respirator (disposable filtering face piece or elastomeric re-usable) provided to employees.

## **Ventilation**

For our indoor workplaces we will:

Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#). Menlo College will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:

- Maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
- In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
- Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.

Determine if our workplace is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air

Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.

In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

### **Reporting and Recordkeeping**

CPP Appendix: Investigating COVID-19 Cases or equivalent information from the COVID-19 Notification Form will be used to keep a record of and track all COVID-19 cases. These records will be kept by Cindy McGrew and retained for two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.

The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.

Approved by Senior Vice President for Enrollment & Student Success Angela Schmiede, Ph.D.

**[sign and date]**



## CPP Appendix: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms, and any employee required medical records will be kept confidential unless disclosure is required or permitted by law. Unredacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH) immediately upon request, and when required by law. Equivalent information on the [COVID-19 Notification Form](#) shall be equally confidential.

**Date COVID-19 case (suspect or confirmed) became known:** **[enter information]**

**Date investigation was initiated:** **[enter information]**

**Name of person(s) conducting the investigation:** **[enter name(s)]**

### COVID-19 Case Summary

Name	Contact Info	Occupation	Location	Last day and time present	Date of positive test and/or diagnosis	Date of first symptoms

**Summary of employees, independent contractors, and employees of other employers that came in close contact [CCR Title 8, section 3205 does not require recordkeeping for close contacts. These tables are included to assist employers in keeping track of which close contacts they have notified to meet the notice requirements.]**

Name	Contact Info	Date notified	Date offered COVID-19 testing (employees only)

**Summary notice of a COVID-19 case (employees, employers, independent contractors) – during the infectious period and regardless of a close contact occurring.**

Name	Date notified

**Summary notice of a COVID-19 case (authorized representative of the COVID-19 case and employee who had close contact).**

Name	Date notified

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?  
**[enter information]**

What could be done to reduce exposure to COVID-19?  
**[enter information]**

Was local health department notified? Date?  
**[enter information]**

## **Additional Consideration #1: COVID-19 Outbreaks**

**This addendum will take effect if three or more employee COVID-19 cases within an exposed group visited the workplace during their infectious period at any time during a seven-day period, unless a CDPH regulation or order defines outbreak using a different number of COVID-19 cases and/or a different time period.** Reference CCR, Title 8 section 3205.1 for details. This addendum will stay in effect until there are one or fewer new COVID-19 cases detected in the exposed group for a seven-day period.

### **Exclude from Work**

All COVID-19 cases, as well as employees who had close contacts but do not take a COVID-19 test, will be excluded from the workplace.

### **COVID-19 Testing**

We immediately provide COVID-19 testing available at no cost to our employees within the exposed group, regardless of vaccination status, during employees' paid time, and continue to make test available to employees at least weekly until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period. Employees who had close contacts and remain at work will be required to take a COVID-19 test within three to five days after the close contact and those who test positive for COVID-19 will be excluded. Those who do not take a COVID-19 test will be excluded until our return-to-work requirements have been met.

### **Face Coverings**

Employees in the exposed group, regardless of vaccination status, will wear face coverings indoors, or when outdoors and less than six feet from anyone, unless one of the exceptions in our CPP applies.

### **Respirators**

Employees will be notified of their right to request and receive a respirator for voluntary use.

### **COVID-19 investigation, review, and hazard correction**

Menlo College will perform a review of potentially relevant COVID-19 policies, procedures and controls, and implement changes as needed to prevent further spread of COVID-19 when this addendum initially applies and periodically thereafter. Document the investigation, review, and changes including:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and if employees are discouraged from remaining home sick.
  - Our COVID-19 testing policies.
  - Insufficient supply of outdoor air to indoor workplaces.
  - Insufficient air filtration.
  - Insufficient physical distancing.
- Review updated every 30 days that CCR, Title 8 section 3205.1 continues to apply:
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Any changes implemented to reduce COVID-19 transmission based on the investigation and review, which may include:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing the outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing to the extent feasible.
  - Requiring respiratory protection in compliance with CCR, Title 8 section 5144.
  - Other applicable controls.

## **Ventilation**

Buildings with mechanical ventilation will have recirculated air filtered with Minimum Efficiency Reporting Value (MERV)-13 or higher efficiency filters, if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, filters with the highest compatible filtering efficiency will be used. High Efficiency Particulate Air (HEPA) air filtration units will be used in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission. These ventilation requirements will continue to be implemented after the outbreak has passed and CCR, Title 8 section 3205.1 is no longer applicable.

## **Major Outbreaks**

The following will be done while CCR, Title 8 section 3205.1 applies if 20 or more employee COVID-19 cases in an exposed group visited the worksite during their infectious period within a 30-day period:

- Exclude COVID-19 cases and employees in the exposed group who do not take a COVID-19 test.
- Immediately ensure that all employees in the exposed group who remain at work are tested for COVID-19 at least twice weekly until there are one or fewer new COVID-19 cases detected in the exposed group for a 14-day period. Employees in the exposed group that do not take the COVID-19 test will be excluded until our return-to-work criteria have been met.
- Report the outbreak to Cal/OSHA.
- Provide respirators for voluntary use to employees in the exposed group, encourage their use, and train employees according to CCR, Title 8 section 5144(c)(2) requirements.
- Any employees in the exposed group who are not wearing respirators as required will be separated from other persons by at least six feet, except where it can be demonstrated that at least six feet of separation is not feasible, and except for momentary exposure while persons are in movement.

Methods of physical distancing include:

- Telework or other remote work arrangements.
- Reducing the number of persons in an area at one time, including visitors.
- Visual cues such as signs and floor markings to show where employees and others should be located or their direction and path of travel.
- Staggered arrival, departure, work, and break times.
- Adjusted work processes or procedures to allow greater distance between employees.

When it is not feasible to maintain a distance of at least six feet, individuals will be as far apart as feasible.

## **Additional Consideration #2: COVID-19 Prevention in Employer-Provided Housing**

### **Assignment of housing units**

To the extent feasible:

- Employee housing will be assigned to cohorts that travel and work together, separate from other workers.
- Residents who usually live together will be housed in a single housing unit without other persons.

### **Ventilation**

The quantity and supply of outdoor air in housing units will be maximized and filtration efficiency increased to the highest-level compatible with the existing ventilation system. If there is not a Minimum Efficiency Reporting Value (MERV-13) or higher filter in use, portable or mounted High Efficiency Particulate Air (HEPA) filtration units will be used, to the extent feasible, in all sleeping areas.

### **Face coverings**

All residents will be provided face coverings and information on when they should be used in accordance with state or San Mateo County Health Department orders or guidance.

### **Reporting Symptoms**

We encourage residents to report COVID-19 symptoms to their supervisor. All residents who test positive for COVID-19 with an antigen or PCR test should complete the [COVID-19 Notification form](#). We establish, implement, maintain, and communicate to residents effective policies and procedures for COVID-19 testing of residents who had a close contact. **Menlo College will include in housing agreements that:**

- If you have [new COVID-19 symptoms](#), you should [test](#) and mask right away.
- If you do not have symptoms, and are at [higher risk](#) of severe COVID-19 infection and would benefit from treatment, you should test within 5 days.
- If you do not have symptoms and have contact with people who are at higher risk for severe infection, you should mask indoors around such people for 10 days. Consider testing within 5 days after the last exposure date (Day 0) and before contact with higher-risk people. For further details, see [CDPH COVID-19 testing guidance](#).
- All residents who test positive for COVID-19 with an antigen or PCR test should complete the [COVID-19 Notification form](#).

### **COVID-19 cases and close contacts**

COVID-19 cases will isolate from residents who are not COVID-19 cases for the period established in our CPP.

Effective isolation includes housing COVID-19 cases only with other COVID-19 cases and providing COVID-19 case residents with a sleeping area and bathroom that is not shared by non-COVID-19 case residents.

Residents who have had a close contact will be quarantined from all other residents, for the time period required by our CPP. Effective quarantine includes providing residents who had a close contact with a private bathroom and sleeping area.

### **Additional Consideration #3: COVID-19 Prevention in Employer-Provided Transportation**

The requirements of our CPP will be complied with within a vehicle, including how a COVID-19 case will be responded to.

#### **Assignment of transportation**

To the extent feasible:

- Transportation will be assigned such that cohorts travel and work together, separate from other workers.
- Employees who usually maintain a household together shall travel together.

Exceptions per CCR, Title 8 [§3205.3\(a\)](#):

(1) Employees alone in a vehicle, employees taking public transportation, or vehicles in which the driver and all passengers are from the same household outside of work, not subject to section 3205.2.

(2) Employer-provided transportation necessary for emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations.

(3) Employees with occupational exposure as defined by §5199 (Aerosol Transmissible Diseases), when covered by that section.

## IIPP WORKER TRAINING AND INSTRUCTION RECORD

The department shall maintain this training record in accordance with the College's IIPP and shall provide a copy to the Director of Safety and Security and the Associate Director, Human Resources as requested and **by the first Tuesday of each December.**

EMPLOYEE NAME	EMPLOYEE SIGNATURE	TRAINING DATES	TYPE OF TRAINING	TRAINER NAME	TRAINER SIGNATURE
[Enter employee full name]	[Employee sign]	[Enter date(s)]	[Enter course name(s) or in-service training]	[Enter name of trainer(s)]	[Trainer(s) sign]

## APPENDIX A - VIOLENCE PREVENTION PLAN OVERVIEW AND TRAINING RESOURCES

Each department head will implement these plan components annually:

- Names and titles of people responsible for the plan in their department
- Plan development procedures that include employee involvement
- Implementation and training methods
- Response procedures and anti-retaliation protections (also see Employee Handbook)
- Compliance procedures for supervisory and nonsupervisory employees
- Communication methods
- Hazard identification and correction procedures
- Post-incident response and investigations
- Efficacy and annual review and training
- Violent incident log

APPENDIX	MANAGER'S NAME & TITLE	DEPARTMENT NAME	PRIMARY WORKPLACE
B	Steven Weiner, Menlo College President	President's Office, Business Office, and Human Resources	Administration
C	Mouwafac Sidaoui, VP for Academic Affairs, CAO & Dean, School of Business	Academic Affairs, Office of Information Technology	Brawner & Florence Moore Halls, Bowman Library
D	Maria Mendoza, Director of Admissions	Admissions	Admissions
E	Dean Ayoob, Associate Athletic Director & Chief Operating Officer	Athletics	Athletics & Entire Campus
F	Kendra Livingston Woo, Chief Advancement Officer	Advancement	Advancement
G	Christopher Simpson, Executive Director of Advising & Retention	Student Success	Administration
H	Devin Carr, Assistant Vice President and Dean of Student Affairs	Student Affairs	Administration and Residence Halls
I	Daniel Deaver, Director of Facilities and Maintenance	Facilities	Entire Campus, Fields & Barn
J	Erik Bakke, Dean of International Education & Academic Success	Academic & Professional Success and Library	Administration & Bowman Library
K	Denise Sheldon, Executive Director of Operations	Operations	Entire Campus
L	Tess Rewick, Executive Director of Marketing and Communications	Marketing	Admissions

## BEHAVIOR PROTOCOL

### Behavior Protocol at Menlo College - March 2025

At Menlo College, we are committed to fostering a respectful and professional environment for all members of our community. Unacceptable behavior can have a detrimental impact on the well-being of our staff and the overall campus atmosphere. The following protocol outlines our approach to defusing unacceptable behavior.

1. **Definition of Unacceptable Behavior:** Unacceptable behavior includes, but is not limited to, yelling, shouting, using profanity, making personal insults to the person they are talking to or to other Menlo employees, invoking threatening gestures, or any other action that is intended to intimidate, humiliate, or cause emotional distress to a Menlo College employee.
2. **Employee Response:** When a Menlo employee is subjected to unacceptable behavior, whether by a student, a parent/family of a student, or others, they should take the following steps:
  - Remain calm and composed.
  - Politely request the individual to engage in a respectful conversation.
  - If the behavior persists, the employee has the right to inform the individual that the conversation will be terminated if the behavior continues.
  - If the situation escalates or becomes threatening, the employee should immediately disengage and seek assistance from a supervisor or security personnel.
3. **Follow-Up Action:** After the incident, the employee reports the unacceptable behavior to their supervisor or the appropriate administrative office. The College will then take appropriate action to address the issue, which may involve contacting the offender to discuss their behavior and the potential consequences if it continues.

## TRAINING RESOURCES

### Violence Prevention Training Resources

[De-Escalation](#) CISA 2-page infographic.

[National Domestic Violence Hotline](#) Call, chat, or text.

[Non-Confrontational Techniques](#) CISA; includes the Power of Hello, De-escalation, and Pathway to Violence.

[Non-Violent Dispute Resolution](#) Winning is going home alive.

[OSHA Workplace Stress Solutions](#) U.S. Department of Labor – Safe Workplace/Good Headspace.

[Sandy Hook Promise - Say Something Tips](#) (With 2:29 video) See warning signs and submit anonymous tips.

[Types of Workplace Violence](#) Criminal, customer, co-worker, relationship; 6 steps for safety.

[Workplaces Respond to Domestic & Sexual Violence](#) Help for survivors, employers, co-workers, advocates.

[Society for Human Resources Management Conflict Resolution Rules and Steps](#) (paywall)

[Vermont Violence Prevention Project Toolkit](#) (11) 1–2-minute videos



## **Safety and Wellness Training Resources**

(2024) Menlo College Athletics Emergency Action Plan

[Don't Fry Day: 5 Sun Safety Tips](#) Prioritize sun protection when outdoors to minimize health issues.

[5 Tips to Help You Stay Motivated to Exercise](#)

[Ten Important Ways to Help Keep Student Athletes Safe When the Heat Is On](#) Armchair athletes too!

[15-Passenger Van Safety](#) It's not a minivan; it's a big responsibility.

[Bicycle Safety](#) (Scooters too!) At intersections, stop/turn like a car, or get off and walk.

[Choosing and Using Fire Extinguishers](#)

[Electric Bicycle Safety and Training](#) Good info to consider when considering or using an e-Bike.

[FDNY Smart: Safety Tips for Devices with Lithium-Ion Batteries](#) (includes 1:57 video)

[HALT: Pay Attention to These Four Stressors](#)

[Here's why you should make a habit of having more fun](#)

[Home Fire Sprinklers](#) Whether you rent or own, live with fire sprinklers for about the cost of new carpets.

Learn First Aid & CPR: [American Heart Association](#), [American Red Cross](#), and [Menlo Park Fire District](#)

[Lithium-ion Batteries Safely](#) Follow instructions. Charge laptops, bikes etc. where less likely to start a fire.

[The Effects of Combining Alcohol with Other Drugs](#) (includes 0:42 video).

[Pedestrian Safety](#) (includes 0:31 video) Heads up, phone down in parking lots/streets; walk facing traffic.

[Protection from Wildfire Smoke](#); use [N95. Masks with exhalation valves are for dust/smoke, not disease.](#)

[Safe Driving](#) (3:55 video on the top cause of occupational death) buckle up; keep eyes and brain on the road.

(Return to the Table of Contents to find your department's 4-page appendix)

## APPENDIX B - PRESIDENT'S OFFICE, BUSINESS OFFICE, AND HUMAN RESOURCES VIOLENCE PREVENTION PLAN

RESPONSIBLE MANAGER NAME: Steven Weiner, Menlo College President

### PLAN DEVELOPMENT PROCEDURES THAT INCLUDE EMPLOYEE INVOLVEMENT

The responsible manager will confer with employees regarding workplace violence prevention.

### IMPLEMENTATION AND TRAINING METHODS

Small group discussions and printed or electronic resources in the employee's preferred language effectively communicate the workplace violence prevention plan and training objectives, especially when the trainer identifies objectives, encourages questions, and seeks employee feedback on the quality of training.

#### **Risk Factors:**

A number of factors may increase the risk of workplace homicide:

- Domestic violence or [warning signs of abusive behavior](#)
- Exchanging money; collecting fees or fines
- Administering disciplinary procedures
- Working alone, in small numbers, or late night/early morning hours

#### **Possible Preventive Measures:**

- [Determine your Vulnerability to Violence](#); report concerns to HR, a hotline, or police
- Make high-risk areas visible to more people and install video cameras
- Install good lighting and apply other [Crime Prevention Through Environmental Design](#) principles
- Use drop safes to minimize cash on hand and use the "buddy" system to assist co-workers
- Reduce workplace stress and promote workplace wellness and respect
- Provide training in [conflict resolution](#), [de-escalation](#), and [nonconfrontational techniques](#)
- Avoid resistance during a robbery
- Evaluate workplace factors or situations that might place employees at risk
- Consider intervention efforts that might minimize the risk; ask Human Resources

### RESPONSE PROCEDURES

Take all potential threats seriously; notify law enforcement, Security, and Human Resources if you are concerned about a behavioral threat that may lead to violence. Also report the potential threat to the President but do not delay reporting threats that may lead to violence.

### ANTI-RETALIATION PROTECTIONS

The President will assure that there is no retaliation against employees who report violence or threats of violence to the College or law enforcement. See the Employee Handbook.

### COMPLIANCE PROCEDURES FOR SUPERVISORY AND NONSUPERVISORY EMPLOYEES

All employees will comply with work practices designed to make the workplace more secure. No employee will engage in threats or physical actions which create a security hazard for others in

the workplace. Managers will:

- Inform all employees about our Workplace Violence Prevention Program
- Evaluate all employees' performance in complying with workplace security measures
- Recognize employees who perform work practices which promote workplace security
- Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security
- Discipline employees for failure to comply with workplace security practices
- Follow established workplace security directives, policies, and procedures

#### COMMUNICATION METHODS

Managers and supervisors will maintain open, two-way communication on all workplace safety, health, and security issues. The College encourages a continuous flow of safety, health, and security information between management and employees without fear of reprisal. Our communication includes:

- Orienting new employees on the College's workplace security policies and practices
- Periodically reviewing our Workplace Violence Prevention Program with all personnel
- Training designed to address specific aspects of workplace security unique to the College
- Regularly holding safety meetings with all personnel that include workplace security
- Require employees to sign the WORKPLACE VIOLENCE PREVENTION TRAINING RECORD (below) indicating that they understand our workplace violence prevention plan
- Posting or distributing workplace security information
- Encouraging employees to inform management immediately about workplace security hazards or threats of violence
- Protecting employees who report threats from retaliation by the person making the threats

#### HAZARD IDENTIFICATION AND CORRECTION PROCEDURES

The President will assess workplace violence hazards at least annually and correct any workplace violence hazards as soon as possible.

#### POST-INCIDENT RESPONSE AND INVESTIGATIONS

Human Resources will investigate workplace violence incidents and disseminate appropriate lessons learned to the President. The College will comply with all laws regarding the confidentiality of personnel and student records, and on occasion share these records with law enforcement pursuant to the law. The College will review the Workplace Violence Log for possible Clery Act reportable crimes and opportunities to prevent campus violence.

#### EFFICACY AND ANNUAL REVIEW

Director of Safety and Security will review the efficacy of this plan with the President in August or September of each year and recommend changes as needed.

## PRESIDENT'S OFFICE, BUSINESS OFFICE, AND HUMAN RESOURCES WORKPLACE VIOLENCE PREVENTION TRAINING RECORD

The department shall maintain this training record in accordance with the College's IIPP and shall provide a copy to the Director of Safety and Security and the Associate Director, Human Resources as requested and **by the first Tuesday of each December.**

EMPLOYEE NAME	EMPLOYEE SIGNATURE	TRAINING DATES	TYPE OF TRAINING	TRAINER NAME	TRAINER SIGNATURE
[Enter employee full name]	[Employee sign]	[Enter date(s)]	[Enter course name(s) or in-service training]	[Enter name of trainer(s)]	[Trainer(s) sign]

## PRESIDENT'S OFFICE, BUSINESS OFFICE, AND HUMAN RESOURCES WORKPLACE VIOLENCE LOG

Do not record personally identifiable information here of any person involved in a violent incident. If the reporting employee was involved, instead record the reporting employee's manager as the reporting employee.

Use the following definitions of workplace violence types:

Type 1 Violence (Criminal intent): committed by a person having no relationship with the College or its employees.

Type 2 Violence (Client/Student/Visitor): directed at employees by clients, students, or visitors.

Type 3 Violence (Worker-on-worker): against an employee by a present or former employee or manager.

Type 4 Violence (Personal relationship): committed at work by someone who does not work there but has had a personal relationship with the employee; may be domestic violence.

The department shall maintain this log in accordance with the College's IIPP and shall provide a copy to the Director of Safety & Security and the Associate Director, Human Resources as requested and annually **by the first Tuesday of each September** for the previous fiscal year, even if there were no instances of workplace violence. Enter "not applicable" for each year in which no workplace violence is reported in this department. The information below is accurate to my knowledge.

[department head name and title]		[signature]		[date]
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REPORTING EMPLOYEE	INCIDENT DATE & TIME	VIOLENCE TYPE, LOCATION & DESCRIPTION	SEVERITY & CONSEQUENCES	MANAGER REPORTING TO HUMAN RESOURCES, DATE & CASE NUMBER
[Enter employee name]	[Enter date & time]	[Enter type, location, & incident description]	[Describe e.g., injury requiring only first aid, injury requiring medical care or time off work, etc.]	[Enter manager name, date reported to HR, and College or Atherton Police case number]

## APPENDIX C - ACADEMIC AFFAIRS AND OFFICE OF INFORMATION TECHNOLOGY VIOLENCE PREVENTION PLAN

RESPONSIBLE MANAGER NAME: Mouwafac Sidaoui, VP for Academic Affairs, CAO, and Dean, School of Business

### PLAN DEVELOPMENT PROCEDURES THAT INCLUDE EMPLOYEE INVOLVEMENT

The responsible manager will confer with employees regarding workplace violence prevention.

### IMPLEMENTATION AND TRAINING METHODS

Small group discussions and printed or electronic resources in the employee's preferred language effectively communicate the workplace violence prevention plan and training objectives, especially when the trainer identifies objectives, encourages questions, and seeks employee feedback on the quality of training.

#### **Risk Factors:**

A number of factors may increase the risk of workplace homicide:

- Domestic violence or [warning signs of abusive behavior](#)
- Exchanging money; collecting fees or fines
- Administering disciplinary procedures
- Working alone, in small numbers, or late night/early morning hours

#### **Possible Preventive Measures:**

- [Determine your Vulnerability to Violence](#); report concerns to HR, a hotline, or police
- Make high-risk areas visible to more people and install video cameras
- Install good lighting and apply other [Crime Prevention Through Environmental Design](#) principles
- Use drop safes to minimize cash on hand and use the "buddy" system to assist co-workers
- Reduce workplace stress and promote workplace wellness and respect
- Provide training in [conflict resolution](#), [de-escalation](#), and [nonconfrontational techniques](#)
- Avoid resistance during a robbery
- Evaluate workplace factors or situations that might place employees at risk
- Consider intervention efforts that might minimize the risk; ask Human Resources

### RESPONSE PROCEDURES

Take all potential threats seriously; notify law enforcement, Security, and Human Resources if you are concerned about a behavioral threat that may lead to violence. Also report the potential threat to the VP for Academic Affairs, CAO, and Dean of Business but do not delay reporting threats that may lead to violence.

### ANTI-RETALIATION PROTECTIONS

The VP for Academic Affairs, CAO, and Dean of Business will assure that there is no retaliation against employees who report violence or threats of violence to the College or law enforcement. See the Employee Handbook.

### COMPLIANCE PROCEDURES FOR SUPERVISORY AND NONSUPERVISORY EMPLOYEES

All employees will comply with work practices designed to make the workplace more secure. No employee will engage in threats or physical actions which create a security hazard for others in the workplace. Managers will:

- Inform all employees about our Workplace Violence Prevention Program
- Evaluate all employees' performance in complying with workplace security measures
- Recognize employees who perform work practices which promote workplace security
- Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security
- Discipline employees for failure to comply with workplace security practices
- Follow established workplace security directives, policies, and procedures

#### COMMUNICATION METHODS

Managers and supervisors will maintain open, two-way communication on all workplace safety, health, and security issues. The College encourages a continuous flow of safety, health, and security information between management and employees without fear of reprisal. Our communication includes:

- Orienting new employees on the College's workplace security policies and practices
- Periodically reviewing our Workplace Violence Prevention Program with all personnel
- Training designed to address specific aspects of workplace security unique to the College
- Regularly holding safety meetings with all personnel that include workplace security
- Require employees to sign the WORKPLACE VIOLENCE PREVENTION TRAINING RECORD (below) indicating that they understand our workplace violence prevention plan
- Posting or distributing workplace security information
- Encouraging employees to inform management immediately about workplace security hazards or threats of violence
- Protecting employees who report threats from retaliation by the person making the threats

#### HAZARD IDENTIFICATION AND CORRECTION PROCEDURES

The VP for Academic Affairs, CAO, and Dean of Business will assess workplace violence hazards at least annually and correct any workplace violence hazards as soon as possible.

#### POST-INCIDENT RESPONSE AND INVESTIGATIONS

Human Resources will investigate workplace violence incidents and disseminate appropriate lessons learned to the VP for Academic Affairs, CAO, and Dean of Business. The College will comply with all laws regarding the confidentiality of personnel and student records, and on occasion share these records with law enforcement pursuant to the law. The College will review the Workplace Violence Log for possible Clery Act reportable crimes and opportunities to prevent campus violence.

#### EFFICACY AND ANNUAL REVIEW

Director of Safety and Security will review the efficacy of this plan with the VP for Academic Affairs, CAO, and Dean of Business in August or September of each year and recommend changes as needed.

**ACADEMIC AFFAIRS AND OFFICE OF INFORMATION TECHNOLOGY WORKPLACE VIOLENCE  
PREVENTION TRAINING RECORD**

The department shall maintain this training record in accordance with the College's IIPP and shall provide a copy to the Director of Safety and Security and the Associate Director, Human Resources as requested and **by the first Tuesday of each December.**

[illegible]



## ACADEMIC AFFAIRS AND OFFICE OF INFORMATION TECHNOLOGY WORKPLACE VIOLENCE LOG

Do not record personally identifiable information here of any person involved in a violent incident. If the reporting employee was involved, instead record the reporting employee's manager as the reporting employee.

Use the following definitions of workplace violence types:

Type 1 Violence (Criminal intent): committed by a person having no relationship with the College or its employees.

Type 2 Violence (Client/Student/Visitor): directed at employees by clients, students, or visitors.

Type 3 Violence (Worker-on-worker): against an employee by a present or former employee or manager.

Type 4 Violence (Personal relationship): committed at work by someone who does not work there but has had a personal relationship with the employee; may be domestic violence.

The department shall maintain this log in accordance with the College's IIPP and shall provide a copy to the Director of Safety & Security and the Associate Director, Human Resources as requested and annually **by the first Tuesday of each September** for the previous fiscal year, even if there were no instances of workplace violence. Enter "not applicable" for each year in which no workplace violence is reported in this department. The log information below is accurate to my knowledge.

[department head name and title]	[signature]	[date]
----------------------------------	-------------	--------

REPORTING EMPLOYEE	INCIDENT DATE & TIME	VIOLENCE TYPE, LOCATION & DESCRIPTION	SEVERITY & CONSEQUENCES	MANAGER REPORTING TO HUMAN RESOURCES, DATE & CASE NUMBER
[Enter employee name]	[Enter date & time]	[Enter type, location, & incident description]	[Describe e.g., injury requiring only first aid, injury requiring medical care or time off work, etc.]	[Enter manager name, date reported to HR, and College or Atherton Police case number]

## APPENDIX D - ADMISSIONS VIOLENCE PREVENTION PLAN

RESPONSIBLE MANAGER NAME: Maria Mendoza, Director of Admissions

### PLAN DEVELOPMENT PROCEDURES THAT INCLUDE EMPLOYEE INVOLVEMENT

The responsible manager will confer with employees regarding workplace violence prevention.

### IMPLEMENTATION AND TRAINING METHODS

Small group discussions and printed or electronic resources in the employee's preferred language effectively communicate the workplace violence prevention plan and training objectives, especially when the trainer identifies objectives, encourages questions, and seeks employee feedback on the quality of training.

#### **Risk Factors:**

A number of factors may increase the risk of workplace homicide:

- Domestic violence or [warning signs of abusive behavior](#)
- Exchanging money; collecting fees or fines
- Administering disciplinary procedures
- Working alone, in small numbers, or late night/early morning hours

#### **Possible Preventive Measures:**

- [Determine your Vulnerability to Violence](#); report concerns to HR, a hotline, or police
- Make high-risk areas visible to more people and install video cameras
- Install good lighting and apply other [Crime Prevention Through Environmental Design](#) principles
- Use drop safes to minimize cash on hand and use the "buddy" system to assist co-workers
- Reduce workplace stress and promote workplace wellness and respect
- Provide training in [conflict resolution](#), [de-escalation](#), and [nonconfrontational techniques](#)
- Avoid resistance during a robbery
- Evaluate workplace factors or situations that might place employees at risk
- Consider intervention efforts that might minimize the risk; ask Human Resources

### RESPONSE PROCEDURES

Take all potential threats seriously; notify law enforcement, Security, and Human Resources if you are concerned about a behavioral threat that may lead to violence. Also report the potential threat to the Director of Admissions but do not delay reporting threats that may lead to violence.

### ANTI-RETALIATION PROTECTIONS

The Director of Admissions will assure that there is no retaliation against employees who report violence or threats of violence to the College or law enforcement. See the Employee Handbook.

### COMPLIANCE PROCEDURES FOR SUPERVISORY AND NONSUPERVISORY EMPLOYEES

All employees will comply with work practices designed to make the workplace more secure. No employee will engage in threats or physical actions which create a security hazard for others in

the workplace. Managers will:

- Inform all employees about our Workplace Violence Prevention Program
- Evaluate all employees' performance in complying with workplace security measures
- Recognize employees who perform work practices which promote workplace security
- Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security
- Discipline employees for failure to comply with workplace security practices
- Follow established workplace security directives, policies, and procedures

#### COMMUNICATION METHODS

Managers and supervisors will maintain open, two-way communication on all workplace safety, health, and security issues. The College encourages a continuous flow of safety, health, and security information between management and employees without fear of reprisal. Our communication includes:

- Orienting new employees on the College's workplace security policies and practices
- Periodically reviewing our Workplace Violence Prevention Program with all personnel
- Training designed to address specific aspects of workplace security unique to the College
- Regularly holding safety meetings with all personnel that include workplace security
- Require employees to sign the WORKPLACE VIOLENCE PREVENTION TRAINING RECORD (below) indicating that they understand our workplace violence prevention plan
- Posting or distributing workplace security information
- Encouraging employees to inform management immediately about workplace security hazards or threats of violence
- Protecting employees who report threats from retaliation by the person making the threats

#### HAZARD IDENTIFICATION AND CORRECTION PROCEDURES

The Director of Admissions will assess workplace violence hazards at least annually, and correct any workplace violence hazards as soon as possible.

#### POST-INCIDENT RESPONSE AND INVESTIGATIONS

Human Resources will investigate workplace violence incidents and disseminate appropriate lessons learned to the Director of Admissions. The College will comply with all laws regarding the confidentiality of personnel and student records, and on occasion share these records with law enforcement pursuant to the law. The College will review the Workplace Violence Log for possible Clery Act reportable crimes and opportunities to prevent campus violence.

#### EFFICACY AND ANNUAL REVIEW

Director of Safety and Security will review the efficacy of this plan with the Director of Admissions in August or September of each year and recommend changes as needed.

## ADMISSIONS WORKPLACE VIOLENCE PREVENTION TRAINING RECORD

The department shall maintain this training record in accordance with the College's IIPP and shall provide a copy to the Director of Safety and Security and the Associate Director, Human Resources as requested and **by the first Tuesday of each December.**

EMPLOYEE NAME	EMPLOYEE SIGNATURE	TRAINING DATES	TYPE OF TRAINING	TRAINER NAME	TRAINER SIGNATURE
[Enter employee full name]	[Employee sign]	[Enter date(s)]	[Enter course name(s) or in-service training]	[Enter name of trainer(s)]	[Trainer(s) sign]

## ADMISSIONS WORKPLACE VIOLENCE LOG

Do not record personally identifiable information here of any person involved in a violent incident. If the reporting employee was involved, instead record the reporting employee's manager as the reporting employee.

Use the following definitions of workplace violence types:

Type 1 Violence (Criminal intent): committed by a person having no relationship with the College or its employees.

Type 2 Violence (Client/Student/Visitor): directed at employees by clients, students, or visitors.

Type 3 Violence (Worker-on-worker): against an employee by a present or former employee or manager.

Type 4 Violence (Personal relationship): committed at work by someone who does not work there but has had a personal relationship with the employee; may be domestic violence.

The department shall maintain this log in accordance with the College's IIPP and shall provide a copy to the Director of Safety & Security and the Associate Director, Human Resources as requested and annually **by the first Tuesday of each September** for the previous fiscal year, even if there were no instances of workplace violence. Enter "not applicable" for each year in which no workplace violence is reported in this department. The log information below is accurate to my knowledge.

<b>[department head name and title]</b>	<b>[signature]</b>	<b>[date]</b>
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REPORTING EMPLOYEE	INCIDENT DATE & TIME	VIOLENCE TYPE, LOCATION & DESCRIPTION	SEVERITY & CONSEQUENCES	MANAGER REPORTING TO HUMAN RESOURCES, DATE & CASE NUMBER
<b>[Enter employee name]</b>	<b>[Enter date &amp; time]</b>	<b>[Enter type, location, &amp; incident description]</b>	<b>[Describe e.g., injury requiring only first aid, injury requiring medical care or time off work, etc.]</b>	<b>[Enter manager name, date reported to HR, and College or Atherton Police case number]</b>

## APPENDIX E - ATHLETICS VIOLENCE PREVENTION PLAN

RESPONSIBLE MANAGER NAME: Dean Ayoob, Associate Athletic Director & Chief Operating Officer

### PLAN DEVELOPMENT PROCEDURES THAT INCLUDE EMPLOYEE INVOLVEMENT

The responsible manager will confer with employees regarding workplace violence prevention.

### IMPLEMENTATION AND TRAINING METHODS

Small group discussions and printed or electronic resources in the employee's preferred language effectively communicate the workplace violence prevention plan and training objectives, especially when the trainer identifies objectives, encourages questions, and seeks employee feedback on the quality of training.

#### **Risk Factors:**

A number of factors may increase the risk of workplace homicide:

- Domestic violence or [warning signs of abusive behavior](#)
- Exchanging money; collecting fees or fines
- Administering disciplinary procedures
- Working alone, in small numbers, or late night/early morning hours

#### **Possible Preventive Measures:**

- [Determine your Vulnerability to Violence](#); report concerns to HR, a hotline, or police
- Make high-risk areas visible to more people and install video cameras
- Install good lighting and apply other [Crime Prevention Through Environmental Design](#) principles
- Use drop safes to minimize cash on hand and use the "buddy" system to assist co-workers
- Reduce workplace stress and promote workplace wellness and respect
- Provide training in [conflict resolution](#), [de-escalation](#), and [nonconfrontational techniques](#)
- Avoid resistance during a robbery
- Evaluate workplace factors or situations that might place employees at risk
- Consider intervention efforts that might minimize the risk; ask Human Resources

### RESPONSE PROCEDURES

Take all potential threats seriously; notify law enforcement, Security, and Human Resources if you are concerned about a behavioral threat that may lead to violence. Also report the potential threat to the Associate Athletic Director & Chief Operating Officer but do not delay reporting threats that may lead to violence.

### ANTI-RETALIATION PROTECTIONS

The Associate Athletic Director & Chief Operating Officer will assure that there is no retaliation against employees who report violence or threats of violence to the College or law enforcement. See the Employee Handbook.

### COMPLIANCE PROCEDURES FOR SUPERVISORY AND NONSUPERVISORY EMPLOYEES

All employees will comply with work practices designed to make the workplace more secure. No

employee will engage in threats or physical actions which create a security hazard for others in the workplace. Managers will:

- Inform all employees about our Workplace Violence Prevention Program
- Evaluate all employees' performance in complying with workplace security measures
- Recognize employees who perform work practices which promote workplace security
- Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security
- Discipline employees for failure to comply with workplace security practices
- Follow established workplace security directives, policies, and procedures

#### COMMUNICATION METHODS

Managers and supervisors will maintain open, two-way communication on all workplace safety, health, and security issues. The College encourages a continuous flow of safety, health, and security information between management and employees without fear of reprisal. Our communication includes:

- Orienting new employees on the College's workplace security policies and practices
- Periodically reviewing our Workplace Violence Prevention Program with all personnel
- Training designed to address specific aspects of workplace security unique to the College
- Regularly holding safety meetings with all personnel that include workplace security
- Require employees to sign the WORKPLACE VIOLENCE PREVENTION TRAINING RECORD (below) indicating that they understand our workplace violence prevention plan
- Posting or distributing workplace security information
- Encouraging employees to inform management immediately about workplace security hazards or threats of violence
- Protecting employees who report threats from retaliation by the person making the threats

#### HAZARD IDENTIFICATION AND CORRECTION PROCEDURES

The Associate Athletic Director & Chief Operating Officer will assess workplace violence hazards at least annually and correct any workplace violence hazards as soon as possible.

#### POST-INCIDENT RESPONSE AND INVESTIGATIONS

Human Resources will investigate workplace violence incidents and disseminate appropriate lessons learned to the Associate Athletic Director & Chief Operating Officer. The College will comply with all laws regarding the confidentiality of personnel and student records, and on occasion share these records with law enforcement pursuant to the law. The College will review the Workplace Violence Log for possible Clery Act reportable crimes and opportunities to prevent campus violence.

#### EFFICACY AND ANNUAL REVIEW

Director of Safety and Security will review the efficacy of this plan with the Associate Athletic Director & Chief Operating Officer in August or September of each year and recommend changes as needed.

## ATHLETICS WORKPLACE VIOLENCE PREVENTION TRAINING RECORD

The department shall maintain this training record in accordance with the College's IIPP and shall provide a copy to the Director of Safety and Security and the Associate Director, Human Resources as requested and **by the first Tuesday of each December.**

EMPLOYEE NAME	EMPLOYEE SIGNATURE	TRAINING DATES	TYPE OF TRAINING	TRAINER NAME	TRAINER SIGNATURE
[Enter employee full name]	[Employee sign]	[Enter date(s)]	[Enter course name(s) or in-service training]	[Enter name of trainer(s)]	[Trainer(s) sign]



## ATHLETICS WORKPLACE VIOLENCE LOG

Do not record personally identifiable information here of any person involved in a violent incident. If the reporting employee was involved, instead record the reporting employee's manager as the reporting employee.

Use the following definitions of workplace violence types:

Type 1 Violence (Criminal intent): committed by a person having no relationship with the College or its employees.

Type 2 Violence (Client/Student/Visitor): directed at employees by clients, students, or visitors.

Type 3 Violence (Worker-on-worker): against an employee by a present or former employee or manager.

Type 4 Violence (Personal relationship): committed at work by someone who does not work there but has had a personal relationship with the employee; may be domestic violence.

The department shall maintain this log in accordance with the College's IIPP and shall provide a copy to the Director of Safety & Security and the Associate Director, Human Resources as requested and annually **by the first Tuesday of each September** for the previous fiscal year, even if there were no instances of workplace violence. Enter "not applicable" for each year in which no workplace violence is reported in this department. The log information below is accurate to my knowledge.

<b>[department head name and title]</b>	<b>[signature]</b>	<b>[date]</b>
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REPORTING EMPLOYEE	INCIDENT DATE & TIME	VIOLENCE TYPE, LOCATION & DESCRIPTION	SEVERITY & CONSEQUENCES	MANAGER REPORTING TO HUMAN RESOURCES, DATE & CASE NUMBER
<b>[Enter employee name]</b>	<b>[Enter date &amp; time]</b>	<b>[Enter type, location, &amp; incident description]</b>	<b>[Describe e.g., injury requiring only first aid, injury requiring medical care or time off work, etc.]</b>	<b>[Enter manager name, date reported to HR, and College or Atherton Police case number]</b>

## APPENDIX F - ADVANCEMENT VIOLENCE PREVENTION PLAN

RESPONSIBLE MANAGER NAME: Kendra Livingston Woo, Chief Advancement Officer

### PLAN DEVELOPMENT PROCEDURES THAT INCLUDE EMPLOYEE INVOLVEMENT

The responsible manager will confer with employees regarding workplace violence prevention.

### IMPLEMENTATION AND TRAINING METHODS

Small group discussions and printed or electronic resources in the employee's preferred language effectively communicate the workplace violence prevention plan and training objectives, especially when the trainer identifies objectives, encourages questions, and seeks employee feedback on the quality of training.

#### **Risk Factors:**

A number of factors may increase the risk of workplace homicide:

- Domestic violence or [warning signs of abusive behavior](#)
- Exchanging money; collecting fees or fines
- Administering disciplinary procedures
- Working alone, in small numbers, or late night/early morning hours

#### **Possible Preventive Measures:**

- [Determine your Vulnerability to Violence](#); report concerns to HR, a hotline, or police
- Make high-risk areas visible to more people and install video cameras
- Install good lighting and apply other [Crime Prevention Through Environmental Design](#) principles
- Use drop safes to minimize cash on hand and use the "buddy" system to assist co-workers
- Reduce workplace stress and promote workplace wellness and respect
- Provide training in [conflict resolution](#), [de-escalation](#), and [nonconfrontational techniques](#)
- Avoid resistance during a robbery
- Evaluate workplace factors or situations that might place employees at risk
- Consider intervention efforts that might minimize the risk; ask Human Resources

### RESPONSE PROCEDURES

Take all potential threats seriously; notify law enforcement, Security, and Human Resources if you are concerned about a behavioral threat that may lead to violence. Also report the potential threat to the Chief Advancement Officer but do not delay reporting threats that may lead to violence.

### ANTI-RETALIATION PROTECTIONS

The Chief Advancement Officer will assure that there is no retaliation against employees who report violence or threats of violence to the College or law enforcement. See the Employee Handbook.

### COMPLIANCE PROCEDURES FOR SUPERVISORY AND NONSUPERVISORY EMPLOYEES

All employees will comply with work practices designed to make the workplace more secure. No

employee will engage in threats or physical actions which create a security hazard for others in the workplace. Managers will:

- Inform all employees about our Workplace Violence Prevention Program
- Evaluate all employees' performance in complying with workplace security measures
- Recognize employees who perform work practices which promote workplace security
- Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security
- Discipline employees for failure to comply with workplace security practices
- Follow established workplace security directives, policies, and procedures

#### COMMUNICATION METHODS

Managers and supervisors will maintain open, two-way communication on all workplace safety, health, and security issues. The College encourages a continuous flow of safety, health, and security information between management and employees without fear of reprisal. Our communication includes:

- Orienting new employees on the College's workplace security policies and practices
- Periodically reviewing our Workplace Violence Prevention Program with all personnel
- Training designed to address specific aspects of workplace security unique to the College
- Regularly holding safety meetings with all personnel that include workplace security
- Require employees to sign the WORKPLACE VIOLENCE PREVENTION TRAINING RECORD (below) indicating that they understand our workplace violence prevention plan
- Posting or distributing workplace security information
- Encouraging employees to inform management immediately about workplace security hazards or threats of violence
- Protecting employees who report threats from retaliation by the person making the threats

#### HAZARD IDENTIFICATION AND CORRECTION PROCEDURES

The Chief Advancement Officer will assess workplace violence hazards at least annually, and correct any workplace violence hazards as soon as possible.

#### POST-INCIDENT RESPONSE AND INVESTIGATIONS

Human Resources will investigate workplace violence incidents and disseminate appropriate lessons learned to the Chief Advancement Officer. The College will comply with all laws regarding the confidentiality of personnel and student records, and on occasion share these records with law enforcement pursuant to the law. The College will review the Workplace Violence Log for possible Clery Act reportable crimes and opportunities to prevent campus violence.

#### EFFICACY AND ANNUAL REVIEW

Director of Safety and Security will review the efficacy of this plan with the Chief Advancement Officer in August or September of each year and recommend changes as needed.

## ADVANCEMENT WORKPLACE VIOLENCE PREVENTION TRAINING RECORD

The department shall maintain this training record in accordance with the College's IIPP and shall provide a copy to the Director of Safety and Security and the Associate Director, Human Resources as requested and **by the first Tuesday of each December.**

EMPLOYEE NAME	EMPLOYEE SIGNATURE	TRAINING DATES	TYPE OF TRAINING	TRAINER NAME	TRAINER SIGNATURE
[Enter employee full name]	[Employee sign]	[Enter date(s)]	[Enter course name(s) or in-service training]	[Enter name of trainer(s)]	[Trainer(s) sign]

## ADVANCEMENT WORKPLACE VIOLENCE LOG

Do not record personally identifiable information here of any person involved in a violent incident. If the reporting employee was involved, instead record the reporting employee's manager as the reporting employee.

Use the following definitions of workplace violence types:

Type 1 Violence (Criminal intent): committed by a person having no relationship with the College or its employees.

Type 2 Violence (Client/Student/Visitor): directed at employees by clients, students, or visitors.

Type 3 Violence (Worker-on-worker): against an employee by a present or former employee or manager.

Type 4 Violence (Personal relationship): committed at work by someone who does not work there but has had a personal relationship with the employee; may be domestic violence.

The department shall maintain this log in accordance with the College's IIPP and shall provide a copy to the Director of Safety & Security and the Associate Director, Human Resources as requested and annually **by the first Tuesday of each September** for the previous fiscal year, even if there were no instances of workplace violence. Enter "not applicable" for each year in which no workplace violence is reported in this department. The log information below is accurate to my knowledge.

[department head name and title]	[signature]	[date]
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REPORTING EMPLOYEE	INCIDENT DATE & TIME	VIOLENCE TYPE, LOCATION & DESCRIPTION	SEVERITY & CONSEQUENCES	MANAGER REPORTING TO HUMAN RESOURCES, DATE & CASE NUMBER
[Enter employee name]	[Enter date & time]	[Enter type, location, & incident description]	[Describe e.g., injury requiring only first aid, injury requiring medical care or time off work, etc.]	[Enter manager name, date reported to HR, and College or Atherton Police case number]

## APPENDIX G - STUDENT SUCCESS VIOLENCE PREVENTION PLAN

RESPONSIBLE MANAGER NAME: Christopher Simpson, Executive Director of Advising & Retention

### PLAN DEVELOPMENT PROCEDURES THAT INCLUDE EMPLOYEE INVOLVEMENT

The responsible manager will confer with employees regarding workplace violence prevention.

### IMPLEMENTATION AND TRAINING METHODS

Small group discussions and printed or electronic resources in the employee's preferred language effectively communicate the workplace violence prevention plan and training objectives, especially when the trainer identifies objectives, encourages questions, and seeks employee feedback on the quality of training.

#### **Risk Factors:**

A number of factors may increase the risk of workplace homicide:

- Domestic violence or [warning signs of abusive behavior](#)
- Exchanging money; collecting fees or fines
- Administering disciplinary procedures
- Working alone, in small numbers, or late night/early morning hours

#### **Possible Preventive Measures:**

- [Determine your Vulnerability to Violence](#); report concerns to HR, a hotline, or police
- Make high-risk areas visible to more people and install video cameras
- Install good lighting and apply other [Crime Prevention Through Environmental Design](#) principles
- Use drop safes to minimize cash on hand and use the "buddy" system to assist co-workers
- Reduce workplace stress and promote workplace wellness and respect
- Provide training in [conflict resolution](#), [de-escalation](#), and [nonconfrontational techniques](#)
- Avoid resistance during a robbery
- Evaluate workplace factors or situations that might place employees at risk
- Consider intervention efforts that might minimize the risk; ask Human Resources

### RESPONSE PROCEDURES

Take all potential threats seriously; notify law enforcement, Security, and Human Resources if you are concerned about a behavioral threat that may lead to violence. Also report the potential threat to the Chief Financial Officer but do not delay reporting threats that may lead to violence.

### ANTI-RETALIATION PROTECTIONS

The Executive Director of Advising & Retention will assure that there is no retaliation against employees who report violence or threats of violence to the College or law enforcement. See the Employee Handbook.

### COMPLIANCE PROCEDURES FOR SUPERVISORY AND NONSUPERVISORY EMPLOYEES

All employees will comply with work practices designed to make the workplace more secure. No employee will engage in threats or physical actions which create a security hazard for others in

the workplace. Managers will:

- Inform all employees about our Workplace Violence Prevention Program
- Evaluate all employees' performance in complying with workplace security measures
- Recognize employees who perform work practices which promote workplace security
- Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security
- Discipline employees for failure to comply with workplace security practices
- Follow established workplace security directives, policies, and procedures

#### COMMUNICATION METHODS

Managers and supervisors will maintain open, two-way communication on all workplace safety, health, and security issues. The College encourages a continuous flow of safety, health, and security information between management and employees without fear of reprisal. Our communication includes:

- Orienting new employees on the College's workplace security policies and practices
- Periodically reviewing our Workplace Violence Prevention Program with all personnel
- Training designed to address specific aspects of workplace security unique to the College
- Regularly holding safety meetings with all personnel that include workplace security
- Require employees to sign the WORKPLACE VIOLENCE PREVENTION TRAINING RECORD (below) indicating that they understand our workplace violence prevention plan
- Posting or distributing workplace security information
- Encouraging employees to inform management immediately about workplace security hazards or threats of violence
- Protecting employees who report threats from retaliation by the person making the threats

#### HAZARD IDENTIFICATION AND CORRECTION PROCEDURES

The Executive Director of Advising & Retention will assess workplace violence hazards at least annually and correct any workplace violence hazards as soon as possible.

#### POST-INCIDENT RESPONSE AND INVESTIGATIONS

Human Resources will investigate workplace violence incidents and disseminate appropriate lessons learned to the Executive Director of Advising & Retention. The College will comply with all laws regarding the confidentiality of personnel and student records, and on occasion share these records with law enforcement pursuant to the law. The College will review the Workplace Violence Log for possible Clery Act reportable crimes and opportunities to prevent campus violence.

#### EFFICACY AND ANNUAL REVIEW

Director of Safety and Security will review the efficacy of this plan with Executive Director of Advising & Retention in August or September of each year and recommend changes as needed.

## STUDENT SUCCESS WORKPLACE VIOLENCE PREVENTION TRAINING RECORD

The department shall maintain this training record in accordance with the College's IIPP and shall provide a copy to the Director of Safety and Security and the Associate Director, Human Resources as requested and **by the first Tuesday of each December.**

EMPLOYEE NAME	EMPLOYEE SIGNATURE	TRAINING DATES	TYPE OF TRAINING	TRAINER NAME	TRAINER SIGNATURE
[Enter employee full name]	[Employee sign]	[Enter date(s)]	[Enter course name(s) or in-service training]	[Enter name of trainer(s)]	[Trainer(s) sign]



## STUDENT SUCCESS WORKPLACE VIOLENCE LOG

Do not record personally identifiable information here of any person involved in a violent incident. If the reporting employee was involved, instead record the reporting employee's manager as the reporting employee.

Use the following definitions of workplace violence types:

Type 1 Violence (Criminal intent): committed by a person having no relationship with the College or its employees.

Type 2 Violence (Client/Student/Visitor): directed at employees by clients, students, or visitors.

Type 3 Violence (Worker-on-worker): against an employee by a present or former employee or manager.

Type 4 Violence (Personal relationship): committed at work by someone who does not work there but has had a personal relationship with the employee; may be domestic violence.

The department shall maintain this log in accordance with the College's IIPP and shall provide a copy to the Director of Safety & Security and the Associate Director, Human Resources as requested and annually **by the first Tuesday of each September** for the previous fiscal year, even if there were no instances of workplace violence. Enter "not applicable" for each year in which no workplace violence is reported in this department. The log information below is accurate to my knowledge.

[department head name and title]	[signature]	[date]
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REPORTING EMPLOYEE	INCIDENT DATE & TIME	VIOLENCE TYPE, LOCATION & DESCRIPTION	SEVERITY & CONSEQUENCES	MANAGER REPORTING TO HUMAN RESOURCES, DATE & CASE NUMBER
[Enter employee name]	[Enter date & time]	[Enter type, location, & incident description]	[Describe e.g., injury requiring only first aid, injury requiring medical care or time off work, etc.]	[Enter manager name, date reported to HR, and College or Atherton Police case number]

## APPENDIX H - STUDENT AFFAIRS VIOLENCE PREVENTION PLAN

RESPONSIBLE MANAGER NAME: Devin Carr, Associate Vice President and Dean of Student Affairs

### PLAN DEVELOPMENT PROCEDURES THAT INCLUDE EMPLOYEE INVOLVEMENT

The responsible manager will confer with employees regarding workplace violence prevention.

### IMPLEMENTATION AND TRAINING METHODS

Small group discussions and printed or electronic resources in the employee's preferred language effectively communicate the workplace violence prevention plan and training objectives, especially when the trainer identifies objectives, encourages questions, and seeks employee feedback on the quality of training.

#### **Risk Factors:**

A number of factors may increase the risk of workplace homicide:

- Domestic violence or [warning signs of abusive behavior](#)
- Exchanging money; collecting fees or fines
- Administering disciplinary procedures
- Working alone, in small numbers, or late night/early morning hours

#### **Possible Preventive Measures:**

- [Determine your Vulnerability to Violence](#); report concerns to HR, a hotline, or police
- Make high-risk areas visible to more people and install video cameras
- Install good lighting and apply other [Crime Prevention Through Environmental Design](#) principles
- Use drop safes to minimize cash on hand and use the "buddy" system to assist co-workers
- Reduce workplace stress and promote workplace wellness and respect
- Provide training in [conflict resolution](#), [de-escalation](#), and [nonconfrontational techniques](#)
- Avoid resistance during a robbery
- Evaluate workplace factors or situations that might place employees at risk
- Consider intervention efforts that might minimize the risk; ask Human Resources

### RESPONSE PROCEDURES

Take all potential threats seriously; notify law enforcement, Security, and Human Resources if you are concerned about a behavioral threat that may lead to violence. Also report the potential threat to the Associate Vice President and Dean of Student Affairs but do not delay reporting threats that may lead to violence.

### ANTI-RETALIATION PROTECTIONS

The Associate Vice President and Dean of Student Affairs will assure that there is no retaliation against employees who report violence or threats of violence to the College or law enforcement. See the Employee Handbook.

### COMPLIANCE PROCEDURES FOR SUPERVISORY AND NONSUPERVISORY EMPLOYEES

All employees will comply with work practices designed to make the workplace more secure. No

employee will engage in threats or physical actions which create a security hazard for others in the workplace. Managers will:

- Inform all employees about our Workplace Violence Prevention Program
- Evaluate all employees' performance in complying with workplace security measures
- Recognize employees who perform work practices which promote workplace security
- Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security
- Discipline employees for failure to comply with workplace security practices
- Follow established workplace security directives, policies, and procedures

#### COMMUNICATION METHODS

Managers and supervisors will maintain open, two-way communication on all workplace safety, health, and security issues. The College encourages a continuous flow of safety, health, and security information between management and employees without fear of reprisal. Our communication includes:

- Orienting new employees on the College's workplace security policies and practices
- Periodically reviewing our Workplace Violence Prevention Program with all personnel
- Training designed to address specific aspects of workplace security unique to the College
- Regularly holding safety meetings with all personnel that include workplace security
- Require employees to sign the WORKPLACE VIOLENCE PREVENTION TRAINING RECORD (below) indicating that they understand our workplace violence prevention plan
- Posting or distributing workplace security information
- Encouraging employees to inform management immediately about workplace security hazards or threats of violence
- Protecting employees who report threats from retaliation by the person making the threats

#### HAZARD IDENTIFICATION AND CORRECTION PROCEDURES

The Associate Vice President and Dean of Student Affairs will assess workplace violence hazards at least annually and correct any workplace violence hazards as soon as possible.

#### POST-INCIDENT RESPONSE AND INVESTIGATIONS

Human Resources will investigate workplace violence incidents and disseminate appropriate lessons learned to the Associate Vice President and Dean of Student Affairs. The College will comply with all laws regarding the confidentiality of personnel and student records, and on occasion share these records with law enforcement pursuant to the law. The College will review the Workplace Violence Log for possible Clery Act reportable crimes and opportunities to prevent campus violence.

#### EFFICACY AND ANNUAL REVIEW

Director of Safety and Security will review the efficacy of this plan with the Associate Vice President and Dean of Student Affairs in August or September of each year and recommend changes as needed.

## STUDENT AFFAIRS WORKPLACE VIOLENCE PREVENTION TRAINING RECORD

The department shall maintain this training record in accordance with the College's IIPP and shall provide a copy to the Director of Safety and Security and the Associate Director, Human Resources as requested and **by the first Tuesday of each December.**

EMPLOYEE NAME	EMPLOYEE SIGNATURE	TRAINING DATES	TYPE OF TRAINING	TRAINER NAME	TRAINER SIGNATURE
[Enter employee full name]	[Employee sign]	[Enter date(s)]	[Enter course name(s) or in-service training]	[Enter name of trainer(s)]	[Trainer(s) sign]

## STUDENT AFFAIRS WORKPLACE VIOLENCE LOG

Do not record personally identifiable information here of any person involved in a violent incident. If the reporting employee was involved, instead record the reporting employee's manager as the reporting employee.

Use the following definitions of workplace violence types:

Type 1 Violence (Criminal intent): committed by a person having no relationship with the College or its employees.

Type 2 Violence (Client/Student/Visitor): directed at employees by clients, students, or visitors.

Type 3 Violence (Worker-on-worker): against an employee by a present or former employee or manager.

Type 4 Violence (Personal relationship): committed at work by someone who does not work there but has had a personal relationship with the employee; may be domestic violence.

The department shall maintain this log in accordance with the College's IIPP and shall provide a copy to the Director of Safety & Security and the Associate Director, Human Resources as requested and annually **by the first Tuesday of each September** for the previous fiscal year, even if there were no instances of workplace violence. Enter "not applicable" for each year in which no workplace violence is reported in this department. The log information below is accurate to my knowledge.

[department head name and title]	[signature]	[date]
----------------------------------	-------------	--------

REPORTING EMPLOYEE	INCIDENT DATE & TIME	VIOLENCE TYPE, LOCATION & DESCRIPTION	SEVERITY & CONSEQUENCES	MANAGER REPORTING TO HUMAN RESOURCES, DATE & CASE NUMBER
[Enter employee name]	[Enter date & time]	[Enter type, location, & incident description]	[Describe e.g., injury requiring only first aid, injury requiring medical care or time off work, etc.]	[Enter manager name, date reported to HR, and College or Atherton Police case number]

## APPENDIX I - FACILITIES VIOLENCE PREVENTION PLAN

RESPONSIBLE MANAGER NAME: Daniel Deaver, Director of Facilities and Maintenance

### PLAN DEVELOPMENT PROCEDURES THAT INCLUDE EMPLOYEE INVOLVEMENT

The responsible manager will confer with employees regarding workplace violence prevention.

### IMPLEMENTATION AND TRAINING METHODS

Small group discussions and printed or electronic resources in the employee's preferred language effectively communicate the workplace violence prevention plan and training objectives, especially when the trainer identifies objectives, encourages questions, and seeks employee feedback on the quality of training.

#### **Risk Factors:**

A number of factors may increase the risk of workplace homicide:

- Domestic violence or [warning signs of abusive behavior](#)
- Exchanging money; collecting fees or fines
- Administering disciplinary procedures
- Working alone, in small numbers, or late night/early morning hours

#### **Possible Preventive Measures:**

- [Determine your Vulnerability to Violence](#); report concerns to HR, a hotline, or police
- Make high-risk areas visible to more people and install video cameras
- Install good lighting and apply other [Crime Prevention Through Environmental Design](#) principles
- Use drop safes to minimize cash on hand and use the "buddy" system to assist co-workers
- Reduce workplace stress and promote workplace wellness and respect
- Provide training in [conflict resolution](#), [de-escalation](#), and [nonconfrontational techniques](#)
- Avoid resistance during a robbery
- Evaluate workplace factors or situations that might place employees at risk
- Consider intervention efforts that might minimize the risk; ask Human Resources

### RESPONSE PROCEDURES

Take all potential threats seriously; notify law enforcement, Security, and Human Resources if you are concerned about a behavioral threat that may lead to violence. Also report the potential threat to the Director of Facilities and Maintenance but do not delay reporting threats that may lead to violence.

### ANTI-RETALIATION PROTECTIONS

The Director of Facilities and Maintenance will assure that there is no retaliation against employees who report violence or threats of violence to the College or law enforcement. See the Employee Handbook.

### COMPLIANCE PROCEDURES FOR SUPERVISORY AND NONSUPERVISORY EMPLOYEES

All employees will comply with work practices designed to make the workplace more secure. No employee will engage in threats or physical actions which create a security hazard for others in the workplace. Managers will:

- Inform all employees about our Workplace Violence Prevention Program
- Evaluate all employees' performance in complying with workplace security measures
- Recognize employees who perform work practices which promote workplace security
- Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security
- Discipline employees for failure to comply with workplace security practices
- Follow established workplace security directives, policies, and procedures

#### COMMUNICATION METHODS

Managers and supervisors will maintain open, two-way communication on all workplace safety, health, and security issues. The College encourages a continuous flow of safety, health, and security information between management and employees without fear of reprisal. Our communication includes:

- Orienting new employees on the College's workplace security policies and practices
- Periodically reviewing our Workplace Violence Prevention Program with all personnel
- Training designed to address specific aspects of workplace security unique to the College
- Regularly holding safety meetings with all personnel that include workplace security
- Require employees to sign the WORKPLACE VIOLENCE PREVENTION TRAINING RECORD (below) indicating that they understand our workplace violence prevention plan
- Posting or distributing workplace security information
- Encouraging employees to inform management immediately about workplace security hazards or threats of violence
- Protecting employees who report threats from retaliation by the person making the threats

#### HAZARD IDENTIFICATION AND CORRECTION PROCEDURES

The Director of Facilities and Maintenance will assess workplace violence hazards at least annually and correct any workplace violence hazards as soon as possible.

#### POST-INCIDENT RESPONSE AND INVESTIGATIONS

Human Resources will investigate workplace violence incidents and disseminate appropriate lessons learned to the Director of Facilities and Maintenance. The College will comply with all laws regarding the confidentiality of personnel and student records, and on occasion share these records with law enforcement pursuant to the law. The College will review the Workplace Violence Log for possible Clery Act reportable crimes and opportunities to prevent campus violence.

#### EFFICACY AND ANNUAL REVIEW

Director of Safety and Security will review the efficacy of this plan with the Director of Facilities and Maintenance in August or September of each year and recommend changes as needed.

## FACILITIES WORKPLACE VIOLENCE PREVENTION TRAINING RECORD

The department shall maintain this training record in accordance with the College's IIPP and shall provide a copy to the Director of Safety and Security and the Associate Director, Human Resources as requested and **by the first Tuesday of each December.**

[illegible]



## FACILITIES WORKPLACE VIOLENCE LOG

Do not record personally identifiable information here of any person involved in a violent incident. If the reporting employee was involved, instead record the reporting employee's manager as the reporting employee.

Use the following definitions of workplace violence types:

Type 1 Violence (Criminal intent): committed by a person having no relationship with the College or its employees.

Type 2 Violence (Client/Student/Visitor): directed at employees by clients, students, or visitors.

Type 3 Violence (Worker-on-worker): against an employee by a present or former employee or manager.

Type 4 Violence (Personal relationship): committed at work by someone who does not work there but has had a personal relationship with the employee; may be domestic violence.

The department shall maintain this log in accordance with the College's IIPP and shall provide a copy to the Director of Safety & Security and the Associate Director, Human Resources as requested and annually **by the first Tuesday of each September** for the previous fiscal year, even if there were no instances of workplace violence. Enter "not applicable" for each year in which no workplace violence is reported in this department. The log information below is accurate to my knowledge.

<b>[department head name and title]</b>	<b>[signature]</b>	<b>[date]</b>
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REPORTING EMPLOYEE	INCIDENT DATE & TIME	VIOLENCE TYPE, LOCATION & DESCRIPTION	SEVERITY & CONSEQUENCES	MANAGER REPORTING TO HUMAN RESOURCES, DATE & CASE NUMBER
<b>[Enter employee name]</b>	<b>[Enter date &amp; time]</b>	<b>[Enter type, location, &amp; incident description]</b>	<b>[Describe e.g., injury requiring only first aid, injury requiring medical care or time off work, etc.]</b>	<b>[Enter manager name, date reported to HR, and College or Atherton Police case number]</b>

## APPENDIX J – ACADEMIC & PROFESSIONAL SUCCESS AND LIBRARY VIOLENCE PREVENTION PLAN

RESPONSIBLE MANAGER NAME: Erik Bakke, Dean of International Education & Academic Success

### PLAN DEVELOPMENT PROCEDURES THAT INCLUDE EMPLOYEE INVOLVEMENT

The responsible manager will confer with employees regarding workplace violence prevention.

### IMPLEMENTATION AND TRAINING METHODS

Small group discussions and printed or electronic resources in the employee's preferred language effectively communicate the workplace violence prevention plan and training objectives, especially when the trainer identifies objectives, encourages questions, and seeks employee feedback on the quality of training.

#### **Risk Factors:**

A number of factors may increase the risk of workplace homicide:

- Domestic violence or [warning signs of abusive behavior](#)
- Exchanging money; collecting fees or fines
- Administering disciplinary procedures
- Working alone, in small numbers, or late night/early morning hours

#### **Possible Preventive Measures:**

- [Determine your Vulnerability to Violence](#); report concerns to HR, a hotline, or police
- Make high-risk areas visible to more people and install video cameras
- Install good lighting and apply other [Crime Prevention Through Environmental Design](#) principles
- Use drop safes to minimize cash on hand and use the "buddy" system to assist co-workers
- Reduce workplace stress and promote workplace wellness and respect
- Provide training in [conflict resolution](#), [de-escalation](#), and [nonconfrontational techniques](#)
- Avoid resistance during a robbery
- Evaluate workplace factors or situations that might place employees at risk
- Consider intervention efforts that might minimize the risk; ask Human Resources

### RESPONSE PROCEDURES

Take all potential threats seriously; notify law enforcement, Security, and Human Resources if you are concerned about a behavioral threat that may lead to violence. Also report the potential threat to the Dean of International Education & Academic Success but do not delay reporting threats that may lead to violence.

### ANTI-RETALIATION PROTECTIONS

The Dean of International Education & Academic Success will assure that there is no retaliation against employees who report violence or threats of violence to the College or law enforcement. See the Employee Handbook.

### COMPLIANCE PROCEDURES FOR SUPERVISORY AND NONSUPERVISORY EMPLOYEES

All employees will comply with work practices designed to make the workplace more secure. No employee will engage in threats or physical actions which create a security hazard for others in the workplace. Managers will:

- Inform all employees about our Workplace Violence Prevention Program
- Evaluate all employees' performance in complying with workplace security measures
- Recognize employees who perform work practices which promote workplace security
- Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security
- Discipline employees for failure to comply with workplace security practices
- Follow established workplace security directives, policies, and procedures

#### COMMUNICATION METHODS

Managers and supervisors will maintain open, two-way communication on all workplace safety, health, and security issues. The College encourages a continuous flow of safety, health, and security information between management and employees without fear of reprisal. Our communication includes:

- Orienting new employees on the College's workplace security policies and practices
- Periodically reviewing our Workplace Violence Prevention Program with all personnel
- Training designed to address specific aspects of workplace security unique to the College
- Regularly holding safety meetings with all personnel that include workplace security
- Require employees to sign the WORKPLACE VIOLENCE PREVENTION TRAINING RECORD (below) indicating that they understand our workplace violence prevention plan
- Posting or distributing workplace security information
- Encouraging employees to inform management immediately about workplace security hazards or threats of violence
- Protecting employees who report threats from retaliation by the person making the threats

#### HAZARD IDENTIFICATION AND CORRECTION PROCEDURES

The Dean of International Education & Academic Success will assess workplace violence hazards at least annually and correct any workplace violence hazards as soon as possible.

#### POST-INCIDENT RESPONSE AND INVESTIGATIONS

Human Resources will investigate workplace violence incidents and disseminate appropriate lessons learned to the Dean of International Education & Academic Success. The College will comply with all laws regarding the confidentiality of personnel and student records, and on occasion share these records with law enforcement pursuant to the law. The College will review the Workplace Violence Log for possible Clery Act reportable crimes and opportunities to prevent campus violence.

#### EFFICACY AND ANNUAL REVIEW

Director of Safety and Security will review the efficacy of this plan with the Dean of International Education & Academic Success in August or September of each year and recommend changes as needed.

## ACADEMIC & PROFESSIONAL SUCCESS AND LIBRARY WORKPLACE VIOLENCE PREVENTION TRAINING RECORD

The department shall maintain this training record in accordance with the College's IIPP and shall provide a copy to the Director of Safety and Security and the Associate Director, Human Resources as requested and **by the first Tuesday of each December.**

[illegible]

## ACADEMIC & PROFESSIONAL SUCCESS AND LIBRARY WORKPLACE VIOLENCE LOG

Do not record personally identifiable information here of any person involved in a violent incident. If the reporting employee was involved, instead record the reporting employee's manager as the reporting employee.

Use the following definitions of workplace violence types:

Type 1 Violence (Criminal intent): committed by a person having no relationship with the College or its employees.

Type 2 Violence (Client/Student/Visitor): directed at employees by clients, students, or visitors.

Type 3 Violence (Worker-on-worker): against an employee by a present or former employee or manager.

Type 4 Violence (Personal relationship): committed at work by someone who does not work there but has had a personal relationship with the employee; may be domestic violence.

The department shall maintain this log in accordance with the College's IIPP and shall provide a copy to the Director of Safety & Security and the Associate Director, Human Resources as requested and annually **by the first Tuesday of each September** for the previous fiscal year, even if there were no instances of workplace violence. Enter "not applicable" for each year in which no workplace violence is reported in this department. The log information below is accurate to my knowledge.

[department head name and title]	[signature]	[date]
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REPORTING EMPLOYEE	INCIDENT DATE & TIME	VIOLENCE TYPE, LOCATION & DESCRIPTION	SEVERITY & CONSEQUENCES	MANAGER REPORTING TO HUMAN RESOURCES, DATE & CASE NUMBER
[Enter employee name]	[Enter date & time]	[Enter type, location, & incident description]	[Describe e.g., injury requiring only first aid, injury requiring medical care or time off work, etc.]	[Enter manager name, date reported to HR, and College or Atherton Police case number]

## APPENDIX K – OPERATIONS VIOLENCE PREVENTION PLAN

RESPONSIBLE MANAGER NAME: Denise Sheldon, Executive Director of Operations

### PLAN DEVELOPMENT PROCEDURES THAT INCLUDE EMPLOYEE INVOLVEMENT

The responsible manager will confer with employees regarding workplace violence prevention.

### IMPLEMENTATION AND TRAINING METHODS

Small group discussions and printed or electronic resources in the employee's preferred language effectively communicate the workplace violence prevention plan and training objectives, especially when the trainer identifies objectives, encourages questions, and seeks employee feedback on the quality of training.

#### **Risk Factors:**

A number of factors may increase the risk of workplace homicide:

- Domestic violence or [warning signs of abusive behavior](#)
- Exchanging money; collecting fees or fines
- Administering disciplinary procedures
- Working alone, in small numbers, or late night/early morning hours

#### **Possible Preventive Measures:**

- [Determine your Vulnerability to Violence](#); report concerns to HR, a hotline, or police
- Make high-risk areas visible to more people and install video cameras
- Install good lighting and apply other [Crime Prevention Through Environmental Design](#) principles
- Use drop safes to minimize cash on hand and use the "buddy" system to assist co-workers
- Reduce workplace stress and promote workplace wellness and respect
- Provide training in [conflict resolution](#), [de-escalation](#), and [nonconfrontational techniques](#)
- Avoid resistance during a robbery
- Evaluate workplace factors or situations that might place employees at risk
- Consider intervention efforts that might minimize the risk; ask Human Resources

### RESPONSE PROCEDURES

Take all potential threats seriously; notify law enforcement, Security, and Human Resources if you are concerned about a behavioral threat that may lead to violence. Also report the potential threat to the Executive Director of Operations but do not delay reporting threats that may lead to violence.

### ANTI-RETALIATION PROTECTIONS

The Executive Director of Operations will assure that there is no retaliation against employees who report violence or threats of violence to the College or law enforcement. See the Employee Handbook.

### COMPLIANCE PROCEDURES FOR SUPERVISORY AND NONSUPERVISORY EMPLOYEES

All employees will comply with work practices designed to make the workplace more secure. No employee will engage in threats or physical actions which create a security hazard for others in the workplace. Managers will:

- Inform all employees about our Workplace Violence Prevention Program
- Evaluate all employees' performance in complying with workplace security measures
- Recognize employees who perform work practices which promote workplace security
- Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security
- Discipline employees for failure to comply with workplace security practices
- Follow established workplace security directives, policies, and procedures

#### COMMUNICATION METHODS

Managers and supervisors will maintain open, two-way communication on all workplace safety, health, and security issues. The College encourages a continuous flow of safety, health, and security information between management and employees without fear of reprisal. Our communication includes:

- Orienting new employees on the College's workplace security policies and practices
- Periodically reviewing our Workplace Violence Prevention Program with all personnel
- Training designed to address specific aspects of workplace security unique to the College
- Regularly holding safety meetings with all personnel that include workplace security
- Require employees to sign the WORKPLACE VIOLENCE PREVENTION TRAINING RECORD (below) indicating that they understand our workplace violence prevention plan
- Posting or distributing workplace security information
- Encouraging employees to inform management immediately about workplace security hazards or threats of violence
- Protecting employees who report threats from retaliation by the person making the threats

#### HAZARD IDENTIFICATION AND CORRECTION PROCEDURES

The Executive Director of Operations will assess workplace violence hazards at least annually and correct any workplace violence hazards as soon as possible.

#### POST-INCIDENT RESPONSE AND INVESTIGATIONS

Human Resources will investigate workplace violence incidents and disseminate appropriate lessons learned to the Executive Director of Operations. The College will comply with all laws regarding the confidentiality of personnel and student records, and on occasion share these records with law enforcement pursuant to the law. The College will review the Workplace Violence Log for possible Clery Act reportable crimes and opportunities to prevent campus violence.

#### EFFICACY AND ANNUAL REVIEW

Director of Safety and Security will review the efficacy of this plan with the Executive Director of Operations in August or September of each year and recommend changes as needed.

## OPERATIONS WORKPLACE VIOLENCE PREVENTION TRAINING RECORD

The department shall maintain this training record in accordance with the College's IIPP and shall provide a copy to the Director of Safety and Security and the Associate Director, Human Resources as requested and **by the first Tuesday of each December.**

[illegible]



## OPERATIONS WORKPLACE VIOLENCE LOG

Do not record personally identifiable information here of any person involved in a violent incident. If the reporting employee was involved, instead record the reporting employee's manager as the reporting employee.

Use the following definitions of workplace violence types:

Type 1 Violence (Criminal intent): committed by a person having no relationship with the College or its employees.

Type 2 Violence (Client/Student/Visitor): directed at employees by clients, students, or visitors.

Type 3 Violence (Worker-on-worker): against an employee by a present or former employee or manager.

Type 4 Violence (Personal relationship): committed at work by someone who does not work there but has had a personal relationship with the employee; may be domestic violence.

The department shall maintain this log in accordance with the College's IIPP and shall provide a copy to the Director of Safety & Security and the Associate Director, Human Resources as requested and annually **by the first Tuesday of each September** for the previous fiscal year, even if there were no instances of workplace violence. Enter "not applicable" for each year in which no workplace violence is reported in this department. The log information below is accurate to my knowledge.

<b>[department head name and title]</b>	<b>[signature]</b>	<b>[date]</b>
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REPORTING EMPLOYEE	INCIDENT DATE & TIME	VIOLENCE TYPE, LOCATION & DESCRIPTION	SEVERITY & CONSEQUENCES	MANAGER REPORTING TO HUMAN RESOURCES, DATE & CASE NUMBER
<b>[Enter employee name]</b>	<b>[Enter date &amp; time]</b>	<b>[Enter type, location, &amp; incident description]</b>	<b>[Describe e.g., injury requiring only first aid, injury requiring medical care or time off work, etc.]</b>	<b>[Enter manager name, date reported to HR, and College or Atherton Police case number]</b>

## APPENDIX L - MARKETING VIOLENCE PREVENTION PLAN

RESPONSIBLE MANAGER NAME: Tess Rewick, Executive Director of Marketing and Communications

### PLAN DEVELOPMENT PROCEDURES THAT INCLUDE EMPLOYEE INVOLVEMENT

The responsible manager will confer with employees regarding workplace violence prevention.

### IMPLEMENTATION AND TRAINING METHODS

Small group discussions and printed or electronic resources in the employee's preferred language effectively communicate the workplace violence prevention plan and training objectives, especially when the trainer identifies objectives, encourages questions, and seeks employee feedback on the quality of training.

#### **Risk Factors:**

A number of factors may increase the risk of workplace homicide:

- Domestic violence or [warning signs of abusive behavior](#)
- Exchanging money; collecting fees or fines
- Administering disciplinary procedures
- Working alone, in small numbers, or late night/early morning hours

#### **Possible Preventive Measures:**

- [Determine your Vulnerability to Violence](#); report concerns to HR, a hotline, or police
- Make high-risk areas visible to more people and install video cameras
- Install good lighting and apply other [Crime Prevention Through Environmental Design](#) principles
- Use drop safes to minimize cash on hand and use the "buddy" system to assist co-workers
- Reduce workplace stress and promote workplace wellness and respect
- Provide training in [conflict resolution](#), [de-escalation](#), and [nonconfrontational techniques](#)
- Avoid resistance during a robbery
- Evaluate workplace factors or situations that might place employees at risk
- Consider intervention efforts that might minimize the risk; ask Human Resources

### RESPONSE PROCEDURES

Take all potential threats seriously; notify law enforcement, Security, and Human Resources if you are concerned about a behavioral threat that may lead to violence. Also report the potential threat to the Executive Director of Marketing and Communications but do not delay reporting threats that may lead to violence.

### ANTI-RETALIATION PROTECTIONS

The Executive Director of Marketing and Communications will assure that there is no retaliation against employees who report violence or threats of violence to the College or law enforcement. See the Employee Handbook.

### COMPLIANCE PROCEDURES FOR SUPERVISORY AND NONSUPERVISORY EMPLOYEES

All employees will comply with work practices designed to make the workplace more secure. No employee will engage in threats or physical actions which create a security hazard for others in the workplace. Managers will:

- Inform all employees about our Workplace Violence Prevention Program
- Evaluate all employees' performance in complying with workplace security measures
- Recognize employees who perform work practices which promote workplace security
- Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security
- Discipline employees for failure to comply with workplace security practices
- Follow established workplace security directives, policies, and procedures

#### COMMUNICATION METHODS

Managers and supervisors will maintain open, two-way communication on all workplace safety, health, and security issues. The College encourages a continuous flow of safety, health, and security information between management and employees without fear of reprisal. Our communication includes:

- Orienting new employees on the College's workplace security policies and practices
- Periodically reviewing our Workplace Violence Prevention Program with all personnel
- Training designed to address specific aspects of workplace security unique to the College
- Regularly holding safety meetings with all personnel that include workplace security
- Require employees to sign the WORKPLACE VIOLENCE PREVENTION TRAINING RECORD (below) indicating that they understand our workplace violence prevention plan
- Posting or distributing workplace security information
- Encouraging employees to inform management immediately about workplace security hazards or threats of violence
- Protecting employees who report threats from retaliation by the person making the threats

#### HAZARD IDENTIFICATION AND CORRECTION PROCEDURES

The Executive Director of Marketing and Communications will assess workplace violence hazards at least annually and correct any workplace violence hazards as soon as possible.

#### POST-INCIDENT RESPONSE AND INVESTIGATIONS

Human Resources will investigate workplace violence incidents and disseminate appropriate lessons learned to the Executive Director of Marketing and Communications. The College will comply with all laws regarding the confidentiality of personnel and student records, and on occasion share these records with law enforcement pursuant to the law. The College will review the Workplace Violence Log for possible Clery Act reportable crimes and opportunities to prevent campus violence.

#### EFFICACY AND ANNUAL REVIEW

Director of Safety and Security will review the efficacy of this plan with the Executive Director of Marketing and Communications in August or September of each year and recommend changes as needed.

## MARKETING WORKPLACE VIOLENCE PREVENTION TRAINING RECORD

The department shall maintain this training record in accordance with the College's IIPP and shall provide a copy to the Director of Safety and Security and the Associate Director, Human Resources as requested and **by the first Tuesday of each December.**

[illegible]

## MARKETING WORKPLACE VIOLENCE LOG

Do not record personally identifiable information here of any person involved in a violent incident. If the reporting employee was involved, instead record the reporting employee's manager as the reporting employee.

Use the following definitions of workplace violence types:

Type 1 Violence (Criminal intent): committed by a person having no relationship with the College or its employees.

Type 2 Violence (Client/Student/Visitor): directed at employees by clients, students, or visitors.

Type 3 Violence (Worker-on-worker): against an employee by a present or former employee or manager.

Type 4 Violence (Personal relationship): committed at work by someone who does not work there but has had a personal relationship with the employee; may be domestic violence.

The department shall maintain this log in accordance with the College's IIPP and shall provide a copy to the Director of Safety & Security and the Associate Director, Human Resources as requested and annually **by the first Tuesday of each September** for the previous fiscal year, even if there were no instances of workplace violence. Enter "not applicable" for each year in which no workplace violence is reported in this department. The log information below is accurate to my knowledge.

<b>[department head name and title]</b>	<b>[signature]</b>	<b>[date]</b>
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REPORTING EMPLOYEE	INCIDENT DATE & TIME	VIOLENCE TYPE, LOCATION & DESCRIPTION	SEVERITY & CONSEQUENCES	MANAGER REPORTING TO HUMAN RESOURCES, DATE & CASE NUMBER
<b>[Enter employee name]</b>	<b>[Enter date &amp; time]</b>	<b>[Enter type, location, &amp; incident description]</b>	<b>[Describe e.g., injury requiring only first aid, injury requiring medical care or time off work, etc.]</b>	<b>[Enter manager name, date reported to HR, and College or Atherton Police case number]</b>