

WORKPLACE VIOLENCE PREVENTION PLAN



2024-2025

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PROGRAM OBJECTIVES AND POLICY STATEMENT

The Winters Joint Unified School District (The District) is committed to providing an environment free of violence or threats of violence and to safeguarding all students, employees and all other guests entering District property.

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

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

The WVPP shall be available to employees and authorized employee representatives at all times. This plan will be updated annually and published on the district website.

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

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

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

INTRODUCTION

On September 30, 2023, Governor Gavin Newsom signed into law Senate Bill (SB) No. 553, which requires virtually every California employer to implement a comprehensive workplace violence prevention plan with very specific requirements. [Senate Bill 553 Occupational Safety](#)

LOCATION OF THE WRITTEN WORKPLACE VIOLENCE PREVENTION PLAN

A copy of the District's Workplace Violence Prevention Plan shall be kept at each site along with documentation of specific elements of the program implemented at that site. A master copy of the WVPP shall be kept by the Human Resources Department. The WVPP can also be found on the Winters JUSD website www.wintersjUSD.org.

DEFINITIONS

A. REQUIRED DEFINITIONS

1. **Emergency:** unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
2. **Engineering controls:** an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.
3. **Log:** the violent incident log required by this Plan.
4. **Plan:** this Workplace Violence Prevention Plan.
5. **Threat of violence:** any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.
6. **Workplace violence:** any act of violence or threat of violence that occurs in a place of employment, including, but not limited to, the following: (i) the threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury; (ii) an incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury; and (iii) the following four workplace violence types:
7. **Type 1 violence:** workplace violence committed by a person who has no legitimate business at the worksite, including violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
8. **Type 2 violence:** workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
9. **Type 3 violence:** workplace violence against an employee by a present or former employee, supervisor, or manager.

10. **Type 4 violence:** workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.
11. **Work practice controls:** procedures and rules which are used to effectively reduce workplace violence hazards.
12. **Act of Violence** - An act of violence is the attempt (coupled with the ability), or actual use of force of violence with the intent to threaten, harass, intimidate, commit a violent injury, or damage/destroy property.
13. **Harassment** - The creation of a hostile work environment through unwelcome words, actions, or physical contact not resulting in physical harm. Verbal harassment may include disparaging or derogatory comments or slurs, unreasonable or excessive criticism, or name calling.
14. **Intimidate** - To make afraid; to frighten, alarm, annoy, or scare. To force a person into, or deter them from, some action by inducing fear by, or as if by, threats.
15. **Stalking** - Stalking occurs when any person willfully, maliciously and repeatedly follows or harasses another and makes a credible threat with the intent to place that person in reasonable fear for his/her safety or the safety of his/her immediate family.
16. **Affective violence** is reactive, impulsive, defensive, emotional violence, preceded by autonomic arousal, caused by a reaction to a perceived threat, and accompanied by intense feelings of anger and/or fear. This is the most common mode of violence.
17. **Predatory violence**—instrumental or offensive violence characterized by the absence of autonomic arousal and emotion, the absence of an imminent threat, and involving planning and preparation before the attack.
18. **Risk assessment** considers empirically derived variables that may be static (constants) or dynamic (changing), and estimates an individual's capacity to react violently (Meloy, Hoffmann, Roshdi, & Guldemann, 2014). Risk assessments are used in initial identification of students at risk for violence.
19. **Threat assessment** determines the level of concern (Meloy et al., 2011); that is, how dangerous is this student at the time of the assessment. Threat assessment includes risk management, with the primary goal of redirecting the student away from pathways leading to violence.
20. **Suicide risk assessment** determines the level of concern related to the student's seriousness for lethal self-harm at the time of the assessment. Suicidal behavior is multifactorial. As a result, risk formulation is a process that should involve both standardized measures and detailed clinical interviews repeated over time. This should be completed alongside the risk and threat assessments by qualified clinicians.

21. **Precipitating events** are the events, circumstances, and contextual stressors that can increase the likelihood of a targeted violent act or strengthen commitment to the violent plan (e.g., romantic breakup or rejection, change in caregiver status/divorce, social media shaming, substance use).
22. **Protective factors** are those variables or values that can mitigate the likelihood of an act of violence (e.g., supportive family members, mental health treatment, fear of loss of reputation)
23. **Targeted violence** is an operational term for predatory, instrumental, or offensive violence. Perpetrators preconceive their violence (focused on individuals, groups, or locations) and engage in behaviors that precede and are related to their attacks. They consider, plan, and prepare. These behaviors are often detectable, which provides an opportunity for disruption of the intended violence by utilizing a comprehensive, multidisciplinary approach for assessment and intervention (Fein & Vossekuil, 1998; US Department of Defense, 2012)

RESPONSIBLE PERSONS

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

The Director of Human Resources will be accountable for implementation and maintenance of this program. District Administrators, School Site Principals, Department Managers, Department Supervisors and Lead Workers will provide day-to-day program support, guidance and training to the individual employees on the Winters JUSD's WVPP.

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

ROLE	NAME	PRIMARY RESPONSIBILITY	CONTACT INFORMATION
Director of Human Resources	Lisa Dennis	Writing, Training & Implementing	ldennis@wintersjUSD.org
Director of Technology	Raena Lavelle	District Safety Committee Coordination	rlavelle@wintersjUSD.org
Principal	Justin Young	WHS Site Lead	jyoung@wintersjUSD.org
Principal	Jose Bermudez	WMS Site Lead	jbermudez@wintersjUSD.org
Principal	Monica Moreno	SRIS Site Lead	mmoreno@wintersjUSD.org
Principal	Chris Marcoux	WAG Site Lead	cmarcoux@wintersjUSD.org

Department Head	Paul Pinedo	Transportation Lead	ppinedo@wintersjUSD.org
Department Head	Oscar Jacobo	Facilities/Maint Lead	ojacobo@wintersjUSD.org
Department Head	Particia Jimenez	Nutrition Services Lead	pjimenez@wintersjUSD.org

PLAN FOR OBTAINING EMPLOYEE INVOLVEMENT

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

DISTRICT SAFETY TEAMS

Winters JUSD shall maintain a District Safety Team. This District Safety Team shall be under the direction of the Director of Technology, in conjunction with the Director of Human Resources, Director of Student Services, or their designee.

District staff shall work with Safety Team members to obtain the active involvement of employees [and their authorized employee representatives] in developing and implementing the Plan, including their participation in identifying, evaluating, and correcting workplace violence hazards; designing and implementing training; reporting and investigating workplace violence incidents, and in reviewing the Plan. The District Safety Team may carry out its responsibilities by the methods listed below:

METHODS TO OBTAIN EMPLOYEE INVOLVEMENT

1. The District Safety Team will meet and review the plan and seek feedback from respective sites.
2. Interviewing and gaining feedback from employees regarding the Plan and/or concerns at their sites/departments.
3. The Director of Technology, The Director of Human Resources and the Director of Student Services will attend staff meetings of different departments throughout The District to obtain employee input (representatives from WAEA, WAPPSU, and CSEA will be in attendance)

4. The District Safety Team will select Site Safety Team leads who will maintain records of workplace violence incidents and work with district staff to address incidents and concerns.

COORDINATION

The District shall coordinate implementation of the Plan with all other employers whose employees (“third-party employers and/or employees”) provide services to Winters JUSD sites. This is to ensure that all personnel at the worksite understand their respective roles as provided in the Plan, that all employees are provided the training required by the Plan, and that workplace violence incidents involving any employee are reported, investigated, and recorded.

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

METHODS TO COORDINATE THE PLAN

1. Prepare a list of third-party employers working in the District.
2. Designate the Director of Human Resources as the point of contact for third-party employers in the District.
3. Provide all third-party employers a copy of the relevant worksite Plan and obtain copies of each third-party employer’s Plan.
4. Require all third-party employees to report all reportable incidents (as defined in this Plan) to the appropriate supervisor, manager or other designated person, and participate in any investigations, as required by this Plan, the District IIPP and/or other District policies.
5. Document which third party employers have assumed responsibility for training and for reporting, investigating and documenting workplace violence incidents involving third party employees.

COMMUNICATION

The District recognizes that in order to maintain a safe, healthy and secure workplace, it must have open, two-way communication between all employees, including certificated and classified staff, managers and supervisors, on all workplace safety, health and security issues. Winters JUSD communication procedures are designed to encourage a continuous flow of information between management and employees regarding any suggestions, concerns or information relating to health, safety or security issues, without fear of reprisal and in a form that is readily understandable by all affected employees.

All employees may communicate suggestions, concerns or information regarding workplace violence either directly to their supervisor or manager or in accordance with the “Reports of Workplace Violence”

and/or “Law Enforcement” sections of this Plan, designated referral form or anonymous reporting system.

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

Winters JUSD communication procedures will include the following items:

REQUIRED COMMUNICATIONS WITH EMPLOYEES REGARDING WORKPLACE VIOLENCE MATTERS

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

1. How an employee can report a violent incident, threat, or other workplace violence concern to the District or law enforcement without fear of reprisal. Please see the “Reports of Workplace Violence” section of this Plan.
2. How employee concerns will be investigated and how employees will be informed of the results of the investigation and any corrective actions to be taken, in accordance with the “Hazard Identification, Evaluation and Correction,” and “Investigation and Post Incident Response” sections of this Plan.

METHODS FOR COMMUNICATING WITH EMPLOYEES REGARDING WORKPLACE VIOLENCE MATTERS

1. New employee orientation on workplace security policies, procedures and work practices, including the Plan.
2. Yearly training for all staff members.
3. Conducting quarterly Safety Team Meetings. All meetings should be documented, including, but not be limited to, signed attendance rosters, agenda for items discussed and minutes of the meetings.
4. Communicating safety and health issues to each department.
5. Posted or distributed workplace safety information, including regarding any identified workplace violence hazards.
6. Procedures for employees to inform District Office Staff about workplace security hazards, workplace violence or threats of violence, including in accordance with the “Reports of Workplace Violence” section of this Plan.
7. Making the Plan available to all employees upon request at no cost.

REPORTS OF WORKPLACE VIOLENCE

Winters JUSD requires all employees to report workplace violence (including threats of violence), as described below. Winters JUSD requires completion of a Violence Incident Report Form (See appendix) when workplace violence occurs, except as described below. The affected employee or the person receiving the report may complete the Violent Incident Report Form.

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

No Winters JUSD employee or third party employee will be subject to any discipline, retaliation or reprisal for reporting a concern regarding workplace violence, workplace violence or any injury resulting from workplace violence to the District or law enforcement. Depending on the nature of the incident and the content of any report made to law enforcement or WJUSD, the District may provide an employee with counseling or training, as warranted, regarding appropriate circumstances to make a report of workplace violence.

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

WORKPLACE VIOLENCE MAY BE REPORTED TO THE FOLLOWING:

1. The employee's immediate supervisor or manager.
2. The Director of Human Resources
3. The Director of Technology
4. The Superintendent's Office.
5. To Local Law Enforcement Agencies, as appropriate.

Any person receiving a report of workplace violence shall forward it to their direct supervisor and the The Director of Human Resources.

The Director of Human Resources and/or direct supervisor shall accept and respond to reports of workplace violence, as described in this Plan. In addition to reviewing the Violent Incident Report Form as described above, the Director of Human Resources is responsible for recording information relating to each occurrence of workplace violence on the Violent Incident Log (Attachment D).

If workplace violence results in an injury requiring the completion of other documents, such as a California Department of Industrial Relations Form 5020 (Employer's Report of Occupational Injury or Illness), the Cal/OSHA Form 301 Injury and Illness Incident Report, and/or California Department of Industrial Relations, Division of Workers' Compensation Form DWC-1 (Workers' Compensation Claim Form), then no Violent Incident Report Form is required. All forms are processed and stored in

accordance with the applicable laws and regulations relating to those forms. Even if no Violent Incident Report Form is completed, **the information required by this Plan must still be recorded in the Violent Incident Log.**

Emergency Situations:

During any emergency situation, all WJUSD personnel observing the situation should:

1. Get to safety.
2. Call 911 when safe to do so.

Non-Emergency Situations

Contact numbers for Winters JUSD District Office staff, local law enforcement and emergency services agencies are available at every district facility. During any non-emergency situation, employees involved in a workplace violence incident must report it, as described above. The Director of Human Resources may then report the incident to law enforcement, if warranted.

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

RESPONSE TO WORKPLACE VIOLENCE

No WJUSD employee will be subject to any discipline, retaliation or reprisal for reporting workplace violence or any injury resulting from workplace violence to WJUSD staff or law enforcement. In addition to the other provisions of this Plan, the District shall respond to actual or potential workplace violence, including emergencies, by the methods described below:

A. REQUIRED RESPONSES TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE EMERGENCIES

1. Making this Plan available to employees and WAEA, WAPPSU, CSEA.
2. Informing employees how to obtain help from their direct supervisor, the Director of Human Resources, and/or law enforcement. Employees may contact law enforcement by dialing 911. The contact information for local law enforcement is:
 - a. **Winters Police Department**
 - i. 702 W. Main St. Winters, CA 95694
 - ii. Non-Emergency Phone: 530-795-4561
 - b. **Yolo County Sheriff's Office**
 - i. 140 Tony Diaz Dr., Woodland, CA 95776
 - ii. Non-Emergency Phone: 530-668-5280

3. Alerting employees of the presence, location and nature of workplace violence emergencies by any/all of the following:
 - A. Audible Alarms
 - B. Lights
 - C. Intercom alerts
 - D. Text message / email alerts
 - E. Announcements via ParentSquare
 - F. Classroom/Office Phones

COMPLIANCE

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

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment. Failure to follow this Plan, the Comprehensive School Site Safety Plans, or any other applicable District Plans/directives, policies or procedures is grounds for discipline, up to and including termination. ([Board Policy 4119.21 Professional Standards](#))

In addition to methods provided in other sections of this Plan, Winters JUSD may utilize the following methods to ensure all employees, including supervisors and managers, comply with work practices designed to make the workplace secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, including by the methods described below:

A. REQUIRED COMPLIANCE PROCEDURES

1. Making this Plan available to employees, WAEA, WAPPSU, and CSEA representatives.
2. Training programs as provided in the Plan, and any necessary re-training or introductory training for new employees.
3. Disciplining employees for failure to comply with this Plan, the District IIPP, WJUSD Comprehensive School Site Safety Plans and/or workplace security practices.
4. Periodic inspections of the school site/work site in accordance with the “Hazard Identification, Evaluation and Correction” section of this Plan.
5. Providing yearly Workplace Violence Prevention training via Keenan, for all Winters JUSD employees.

TRAINING

The District is committed to ensuring that all employees have effective training on workplace security practices that address the workplace violence risks that employees may reasonably anticipate encountering in their jobs.

Winters JUSD shall use training material appropriate in content and vocabulary to the educational level, literacy and language of employees.

All training conducted in accordance with this Plan shall permit an opportunity for interactive questions and answers with a person knowledgeable about the Plan.

All training must be documented by using a training log (identifying who has been trained and when). Individual training records shall be maintained in the Human Resources Office. All training records shall be kept on file for a minimum of one (1) year.

A. REQUIRED EMPLOYEE INVOLVEMENT

The District shall obtain the active involvement of employees, as well as WAEA, WAPPSU, and CSEA representatives in designing and implementing all required training under this Plan.

B. TYPE OF TRAINING AND TIMING

i. General Workplace Security Training – New Hire and Annually

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

Training shall be provided on the following:

1. This Plan, including the definitions and requirements as provided in this Plan; how to obtain a copy of this Plan at no cost; and how to participate in the development and implementation of this Plan, as described in this section and in the section “Responsible Persons – Employee Involvement.”
2. Reporting workplace violence incidents or concerns to the District or law enforcement without fear of reprisal, as described in the “Communications,” “Reports of Workplace Violence” and “Response to Workplace Violence,” sections of this Plan.
3. Workplace violence hazards specific to employees’ jobs, the corrective measures the District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.

4. Warning and pathway behaviors related to targeted violence.
5. The Violent Incident Log and how to obtain copies from the District.
6. Records of workplace violence hazard identification, evaluation, and correction and how to obtain copies from Winters JUSD.
7. Training records and how to obtain copies from the District.

ii. Additional Training – As Needed

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

OPTIONAL TOPICS FOR SPECIFIC WORKPLACE SECURITY TRAINING

In addition, Winters JUSD will provide specific training to all employees regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training.

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

- ☐ General Crime Awareness, including high crime areas
- ☐ Locations and Operations of Alarms
- ☐ Communications Procedures
- ☐ Working in isolation
- ☐ Working with money
- ☐ Working late at night
- ☐ Working in areas with poor visibility or low lighting
- ☐ Other: _____

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

- ☐ Self-Protection
- ☐ Location, operation, care and maintenance of alarms and other protection devices
- ☐ Use of the “Buddy System” or other assistance from co-workers
- ☐ Customers and/or clients with history of violent behavior

☐ Other: _____

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

☐ Targeted Violence Prevention

☐ Managing with respect and consideration

☐ Working with individuals with history of violent behavior

☐ High stress times such as impending layoffs

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

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

☐ Restraining Orders

☐ Other: _____

HAZARD IDENTIFICATION, EVALUATION AND CORRECTION

A. HAZARD IDENTIFICATION AND EVALUATION

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

Periodic inspections shall be conducted at a minimum as follows:

1. When this Plan is first established.
2. When the District is made aware of new or previously unrecognized workplace violence hazards.
3. After each workplace violence incident.
4. Whenever there is a report of workplace violence.

Inspections must be documented using the Hazard Identification, Evaluation and Correction Record (Attachment F) and the Hazard Periodic Inspection Checklists (Attachment E), in order to identify, evaluate and correct workplace violence hazards. The date and name of the person conducting the inspections shall be documented. Any deficiencies must be documented and reported to the direct

supervisor and the Director of Human Resources. Items will be addressed in a timely manner based on the severity of the hazard.

Periodic inspections may require assessing more than one type of workplace violence. The District performs inspections for each type of workplace violence by using the methods specified in this Plan and in the District's IIPP.

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

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

The following personnel shall conduct periodic inspections in the following [facilities/departments/operations/sites.]. Inspections shall be conducted by the school site/work site supervisor and relevant District Office Administrators.

METHODS FOR PERIODIC INSPECTIONS

Periodic inspections may include the following:

1. Annual reflective review of the previous years incidents of workplace violence, regardless of whether an injury occurred.
2. Identify and evaluate environmental risk factors for workplace violence in each facility, including surrounding areas, such as employee parking areas and other outdoor areas.
3. An assessment of the following specific environmental risk factors:
 - A. Employees working in locations isolated from other employees because their assignment requires them to work alone, in remote locations, during night or early morning hours, or where an assailant could prevent entry into the work area by responders or other employees.
 - B. Poor illumination or blocked visibility of areas where possible assailants may be present.
 - C. Lack of physical barriers between employees and persons at risk of committing workplace violence.
 - D. Lack of effective escape routes.
 - E. Obstacles and impediments to accessing alarm systems.
 - F. Locations within the facility where alarm systems are not operational.

- G. Entryways where unauthorized entrance may occur, such as doors designated for staff entrance or emergency exits.
- H. Storage of high-value items or currency.
- I. Community-based risk factors, such as information relating to local crime conditions and the local police contact information.
- J. Security of Facility

B. HAZARD CORRECTION

Winters JUSD shall correct workplace hazards which threaten the security of employees in a timely manner based on the severity of the hazard. The District shall correct hazards either when observed or discovered, or when an imminent hazard exists which cannot be immediately corrected without endangering employee(s) and/or property. The District shall remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

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

METHODS FOR HAZARD CORRECTION

The District shall use engineering and work practice controls to eliminate or minimize employee exposure to the identified hazards to the extent feasible. Winters JUSD shall take measures to protect employees from imminent hazards immediately.

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

1. Ensuring sufficient numbers of staff are trained and available to prevent and immediately respond to workplace violence incidents during each shift.
2. Providing line of sight or other immediate communication in all areas where members of the public may be present. This may include removal of sight barriers, provision of surveillance systems or other sight aids such as mirrors, use of a buddy system, improving illumination, or other effective means.
3. Configuring facility spaces so that employee access to doors and alarm systems cannot be impeded by persons or obstacles.
4. Installing, implementing, and maintaining the use of an alarm system, hand-held radios or other effective means by which employees can summon security and other aid to defuse or respond to an actual or potential workplace violence emergency.

INVESTIGATIONS AND POST-INCIDENT RESPONSE

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

The primary goal of investigation is the prevention of targeted violence. Management, administrative and supervisory personnel and the Director of Human Resources are responsible for ensuring investigations in their areas of responsibility are conducted.

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

When an employee reports workplace violence or a concern of workplace violence or when Winters JUSD otherwise becomes aware of a concern of possible or actual workplace violence, the District shall conduct an investigation and respond to the workplace violence. The Director of Human Resources, manager, direct supervisor or other designated person shall conduct the investigation. Procedures for investigating workplace violence incidents may include:

A. REQUIRED INVESTIGATIVE ACTIVITIES

Informing employees how concerns will be investigated and how the employees will be informed as to the results of the investigations and any corrective action, in accordance with the “Communications” and “Hazard Identification, Evaluation and Correction” sections of this Plan.

INVESTIGATIVE ACTIVITIES

1. Reviewing any relevant previous incidents, pathways, and warning behaviors.
2. Interviewing the affected employee(s) and any witnesses.
3. Preparing appropriate summaries of the interviews.
4. Visiting the scene of the alleged incident as soon as possible.
5. Examining the workplace for factors associated with the incident.
6. Reviewing any relevant physical / behavioral, electronic or other evidence, such as video footage, photographs, and/or emails or other communications.

7. Coordinating, to the extent necessary and feasible, with any law enforcement investigation.
8. Determining the cause of the incident.
9. Taking corrective action to correct the hazards and prevent the incident from reoccurring.
10. Preparing a written report of findings and any action taken.

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

B. REQUIRED RESPONSE TO EMPLOYEE CONCERNS

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

METHODS TO INFORM EMPLOYEES OF INVESTIGATIONS AND CORRECTIVE ACTIONS

1. Providing the employee a copy of any completed workplace violence investigation conducted pursuant to this Plan relevant to the employee's concern and the records of any corrective action taken. No personally identifying information of any other employee which is the subject of the investigation will be provided to employee(s) not involved in the incident.
2. The employee's direct supervisor or the Director of Human Resources may meet with the employee to discuss the concerns, the investigation, protective and/or the corrective actions to be taken.
3. Sending the employee via email a summary of the employee's concern, the investigation and actions taken in response to the employee's concern.

VIOLENT INCIDENT LOG

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

Winters JUSD shall prepare the Log based on information solicited from involved employees, including those who experienced the violent incident; on witness statements; and on the findings of investigations into workplace violence incidents. Following any workplace violence incidents/investigations, all personnel information will remain confidential, within the Human Resources Department.

Workplace violence resulting in an injury requiring recording the information on the OSHA Log 300 or 300A, Cal/OSHA Form 301 Injury and Illness Incident Report, and/or California Department of Industrial Relations, Division of Workers' Compensation Form DWC-1 (Workers' Compensation Claim Form) must

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also be recorded on those documents, in addition to the Violent Incident Log. All OSHA forms and logs are processed and stored in accordance with the applicable laws and regulations relating to those forms.

PLAN REVIEW

Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

METHODS TO CONDUCT THE PLAN REVIEW

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

1. Providing the Plan and proposed revisions to the Plan to District Leaders, employees, as well as WAEA, WAPPSU, and CSEA at no cost before revisions are implemented and soliciting feedback from employees.
2. Solicit feedback from employees regarding the proposed revisions and/or violence in the District.
3. The Director of Human Resources or designee will attend staff meetings of different schools and/or departments throughout the District to obtain employee input.

RECORDS

Winters JUSD shall keep and maintain records as required by this Plan.

Winters JUSD shall create and maintain the following records for a minimum of **one year**:

1. Employee Training Log. (See Attachment C)
2. In Person Training Attendance Log. (See Attachment B)

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

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

1. Hazard Identification, Evaluation and Correction. (See Attachment E)
2. Violent Incident Log. (See Attachment D)
3. Records of workplace violent incident investigations conducted pursuant to this Plan. These records shall not contain “medical information” as defined by California Civil Code Section 56.05(j).

The following records shall be made available to employees [and their authorized representatives], upon request and without cost, for examination and copying within 15 calendar days of a request: (1) Records of workplace violence hazard identification, evaluation and correction; (2) Training records showing the training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions; and (3) the Violent Incident Log. Any employee personally identifiable information shall not be released, except as authorized by law. All records required by this Plan shall be made available to Cal-OSHA upon request and as required by law.

ACKNOWLEDGMENT OF RECEIPT

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

Date	Signature
	Print Name

VIOLENT INCIDENT REPORT – ATTACHMENT A

ALSO AVAILABLE IN GOOGLE FORM:

[VIOLENT INCIDENT REPORT](#)

Employee Name: _____

Name/Title/Contact Information of Person Completing Form: _____

<u>Date/Time</u>	<u>Location/ Department</u>	<u>Incident Description</u>	<u>Violence Committed By?(select one)</u>
			☐ Client or Customer ☐ Family or Friend of a client or customer ☐ Stranger w/Criminal intent ☐ Co-worker, supervisor, or manager of the victim ☐ Partner, spouse, parent, or relative of the victim ☐ Other perpetrator

Type of Incident: (check all that apply)

☐ Physical attack (e.g. biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting)
 ☐ Attack with weapon (e.g. gun, knife, other object)
 ☐ Threat of force, violence or use of weapon
 ☐ Sexual assault or threat (rape or attempted rape, physical display, or unwanted verbal or physical sexual contact)
 ☐ Verbal Harassment
 ☐ Animal Attack
 ☐ Other _____

Incident Location Specifics: (check all that apply)

☐ Office
 ☐ Staff Room
 ☐ Hallway
 ☐ Restroom/Bathroom
 ☐ Parking Lot
 ☐ Other Area Outside Building
☐ Personal Residence
 ☐ Break Room
 ☐ Cafeteria
 ☐ Other

Incident Specifics: (check all that apply)

☐ Victim Performing Usual Job Duties
 ☐ Poor Lighting
 ☐ Rushed
 ☐ Working During Low Staffing Level
☐ High Crime Area
 ☐ Isolated/Alone
 ☐ Unable to Get Help/Assistance
 ☐ Working in Community Setting
☐ Working in Unfamiliar/New Location

Consequence Specifics: (check all that apply)

☐ Medical Treatment Provided
 ☐ Assistance Provided to Conclude Incident (detail in Incident Description)
 ☐ Security Contacted
 ☐ Law Enforcement Contacted
 ☐ Lost Time of Work Hours: _____
☐ Actions Requested to Protect from Continuing Threat (if any): _____

WORKPLACE VIOLENCE PREVENTION PLAN

IN PERSON TRAINING ATTENDANCE LOG – ATTACHMENT B -

Trainer Name: _____

Trainer Qualifications: _____

Training Name / Description: _____

[illegible]

WORKPLACE VIOLENCE PREVENTION PLAN

EMPLOYEE IN PERSON TRAINING LOG – ATTACHMENT C

Employee Name: _____

Position/Title: _____

Department: _____

[illegible]

VIOLENT INCIDENT LOG – ATTACHMENT D-(ALSO MAINTAINED IN A GOOGLE FORM)

Name/Title of Person Completing Form:

Date Completed:

<u>Log No.</u>	<u>Date/Time</u>		<u>Location/ Department</u>	<u>Incident Description</u>	<u>Violence Committed By?¹</u>

Type of Incident: (check all that apply) (as defined in the “Definitions” section)

- ☐ Type 1 Incident
 ☐ Type 2 Incident
 ☐ Type 3 Incident
 ☐ Type 4 Incident
☐ Physical attack (e.g. biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting)
 ☐ Attack with weapon (e.g. gun, knife, other object)
 ☐ Threat of force or threat of use of weapon or other object
 ☐ Sexual assault or threat (rape or attempted rape, physical display, or unwanted verbal or physical sexual contact)
 ☐ Verbal Harassment
 ☐ Animal Attack
☐ Other _____

Incident Location Specifics: (check all that apply)

- ☐ Office
 ☐ Staff room
 ☐ Hallway/Walkway
 ☐ Restroom/Bathroom
 ☐ Parking Lot
 ☐ Other Area
 Outside Building
 ☐ Cafeteria
 ☐ Personal Residence
 ☐ Other

Incident Circumstances: (check all that apply)

- ☐ Victim Performing Usual Job Duties
 ☐ Poor Lighting
 ☐ Rushed
 ☐ Working During Low Staffing Level
☐ High Crime Area
 ☐ Isolated/Alone
 ☐ Unable to Get Help/Assistance
 ☐ Working in Community Setting
 ☐ Working in Unfamiliar/New Location
 ☐ Other: _____

Consequence Specifics: (check all that apply)

- ☐ Medical Treatment Provided
☐ Security Contacted/Law Enforcement Contacted
☐ Law Enforcement/Security Response: _____
☐ Actions Taken to Protect from Continuing Threat or Other Hazards Identified as a Result of Incident (if any): _____

¹ The perpetrator will be classified as: (1) client; (2) customer; (3) family or friend of a client or customer; (4) stranger with criminal intent; (5) co-worker, supervisor or manager of victim, (6) partner or spouse, parent or relative of victim, or (7) other perpetrator.

WORKPLACE VIOLENCE PREVENTION PLAN

HAZARD PERIODIC INSPECTION CHECKLIST – ATTACHMENT E²

Date: _____

Facility / Operation / Department: _____

SECURITY

POTENTIAL HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Emergency telephone numbers for law enforcement, fire and medical services not easily accessible.	☐ Yes ☐ No ☐ N/A	Post emergency telephone numbers for law enforcement, fire and medical services where employees can access it	☐ Yes ☐ No ☐ N/A	
Lighting inadequate in vulnerable areas (e.g. parking lot, reception area, etc.)	☐ Yes ☐ No ☐ N/A	Correct lighting challenges in vulnerable locations.	☐ Yes ☐ No ☐ N/A	
OTHER	☐ Yes ☐ No ☐ N/A		☐ Yes ☐ No ☐ N/A	

TRAINING

POTENTIAL HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Required training not done on schedule in accordance with the Plan	☐ Yes ☐ No ☐ N/A	Perform training in accordance with the Plan	☐ Yes ☐ No ☐ N/A	
Employees not trained on the Plan and topics required by the Plan	☐ Yes ☐ No ☐ N/A	All employees trained on the Plan	☐ Yes ☐ No ☐ N/A	

² Note: Not every hazard must be corrected with every work practice control. The above checklist is to assist you in identifying hazards and developing possible corrections. Additional items may be added during review. For example, you are not required to have surveillance cameras or secured entry.

WORKPLACE VIOLENCE PREVENTION PLAN

POTENTIAL HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Employees [or specific employees] not trained to respond to violent incidents	☐ Yes ☐ No ☐ N/A	Employees trained to respond to violent incidents	☐ Yes ☐ No ☐ N/A	
Employees [or specific employees] not trained to recognize the potential for violence, factors contributing to the escalation of violence and how to counteract them, and when and how to seek assistance to prevent or respond to violence. violence, and strategies to avoid physical harm.	☐ Yes ☐ No ☐ N/A	Employees trained to recognize the potential for violence, factors contributing to the escalation of violence and how to counteract them, and when and how to seek assistance to prevent or respond to violence. violence, and strategies to avoid physical harm.	☐ Yes ☐ No ☐ N/A	
OTHER	☐ Yes ☐ No ☐ N/A		☐ Yes ☐ No ☐ N/A	

WORKPLACE VIOLENCE PREVENTION PLAN

FACILITIES

POTENTIAL HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Entrances not visible	☐ Yes ☐ No ☐ N/A	Make entrances visible	☐ Yes ☐ No ☐ N/A	
Workplace attractive to thieves	☐ Yes ☐ No ☐ N/A	Make workplace unattractive to thieves	☐ Yes ☐ No ☐ N/A	
No employee only parking area	☐ Yes ☐ No ☐ N/A	Provide employee only parking area	☐ Yes ☐ No ☐ N/A	
Landscape and areas around workplace and parking lots not maintained to minimize hiding places	☐ Yes ☐ No ☐ N/A	Maintain landscape and area around workplace and parking lots to minimize hiding places	☐ Yes ☐ No ☐ N/A	
Inadequate lighting in the parking areas and approaches to workplace	☐ Yes ☐ No ☐ N/A	Install adequate lighting in the parking areas and approaches to the workplace	☐ Yes ☐ No ☐ N/A	
Access to the sites/locations and freedom of movement are not controlled, consistent with business necessity.	☐ Yes ☐ No ☐ N/A	Access to the workplace and freedom of movement within it controlled, consistent with business necessity.	☐ Yes ☐ No ☐ N/A	
No controlled / Escorted access in certain situations (e.g. discharged employee, concerns regarding an employee)	☐ Yes ☐ No ☐ N/A	Procedures to control and/or escort employees in certain situations (e.g. discharged employee, concerns regarding an employee)	☐ Yes ☐ No ☐ N/A	

WORKPLACE VIOLENCE PREVENTION PLAN

POTENTIAL HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Does the workplace lack:				
Secured entry (e.g. fobs, buzzers)	☐ Yes ☐ No ☐ N/A	Secured entry system	☐ Yes ☐ No ☐ N/A	
Physical barriers (Plexiglass, elevated counters, etc.)	☐ Yes ☐ No ☐ N/A	Installed appropriate barriers	☐ Yes ☐ No ☐ N/A	
Locks	☐ Yes ☐ No ☐ N/A	Install locks	☐ Yes ☐ No ☐ N/A	
Alarms	☐ Yes ☐ No ☐ N/A	Install alarms	☐ Yes ☐ No ☐ N/A	
Panic alarms / buttons (portable or fixed)	☐ Yes ☐ No ☐ N/A	Install or provide panic alarms	☐ Yes ☐ No ☐ N/A	
Screening devices (e.g. metal detectors, x-ray machines)	☐ Yes ☐ No ☐ N/A	Install screening devices	☐ Yes ☐ No ☐ N/A	
Line of sight between employees in work areas	☐ Yes ☐ No ☐ N/A	Provide line of sight between employees in work areas	☐ Yes ☐ No ☐ N/A	
Surveillance lacking:	☐ Yes ☐ No	Using surveillance, such as cameras or mirrors	☐ Yes ☐ No ☐ N/A	
Mirrors	☐ Yes ☐ No ☐ N/A	Install mirrors	☐ Yes ☐ No ☐ N/A	
Cameras – interior and exterior	☐ Yes ☐ No ☐ N/A	Install cameras	☐ Yes ☐ No ☐ N/A	
Other surveillance	☐ Yes ☐ No ☐ N/A	Install other surveillance	☐ Yes ☐ No ☐ N/A	
Insufficient available employee escape routes	☐ Yes ☐ No ☐ N/A	Establish / designate employee routes	☐ Yes ☐ No ☐ N/A	
Exit doors				
Opened from inside or outside	☐ Yes ☐ No ☐ N/A	Exit doors are only able to be opened from the inside	☐ Yes ☐ No ☐ N/A	

WORKPLACE VIOLENCE PREVENTION PLAN

POTENTIAL HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Opened from the direction of exit travel with tools or special knowledge or effort	☐ Yes ☐ No ☐ N/A	Exit doors are opened from the direction of exit travel without tools or special knowledge or effort	☐ Yes ☐ No ☐ N/A	
Spaces configured so that access to doors and/or alarm systems is impeded	☐ Yes ☐ No ☐ N/A	Configure space so that access to doors and/or alarm systems is not impeded	☐ Yes ☐ No ☐ N/A	
Furniture not secured to floor	☐ Yes ☐ No ☐ N/A	Secure furniture to floor	☐ Yes ☐ No ☐ N/A	
OTHER	☐ Yes ☐ No ☐ N/A		☐ Yes ☐ No ☐ N/A	

WORKPLACE VIOLENCE PREVENTION PLAN

WORK PRACTICE CONTROLS

POTENTIAL HAZARD		PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Public access not restricted consistent with business necessity		☐ Yes ☐ No ☐ N/A	Restrict public access consistent with business necessity	☐ Yes ☐ No ☐ N/A	
Employees not provided with maps and/or clear directions around sites/facilities including all entrances and exits		☐ Yes ☐ No ☐ N/A	Provide employees with maps and/or clear direction to their workspaces and entrances and exits	☐ Yes ☐ No ☐ N/A	
Lack of posted floor plans showing entrances, exits visible only to authorized personnel		☐ Yes ☐ No ☐ N/A	Post floor plans posted showing entrances, exits and the location of security, visible only to authorized personnel	☐ Yes ☐ No ☐ N/A	
Lack of appropriate security measures for employees working in special situations					
	Working late at night	☐ Yes ☐ No ☐ N/A	Institute appropriate security measures for employees working late at night	☐ Yes ☐ No ☐ N/A	
	Handling money	☐ Yes ☐ No ☐ N/A	Institute appropriate security measures for employees handling money	☐ Yes ☐ No ☐ N/A	
	Working by themselves	☐ Yes ☐ No ☐ N/A	Institute appropriate security measures for employees working by themselves	☐ Yes ☐ No ☐ N/A	

WORKPLACE VIOLENCE PREVENTION PLAN

POTENTIAL HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Visitors not escorted when on premises	☐ Yes ☐ No ☐ N/A	Escort all visitors when on premises	☐ Yes ☐ No ☐ N/A	
Employees, visitors and not required to wear badges or other identification	☐ Yes ☐ No ☐ N/A	Require all employees, visitors to wear badges or other identification	☐ Yes ☐ No ☐ N/A	
Employees without access to a telephone	☐ Yes ☐ No ☐ N/A	Provide employees access to a telephone in case of an emergency	☐ Yes ☐ No ☐ N/A	
No procedures to report suspicious persons or activities	☐ Yes ☐ No	Employees have access to contact information for security and law enforcement and are instructed how to report suspicious persons and activities	☐ Yes ☐ No ☐ N/A	
Workplace Violence Prevention Plan not communicated and/or provided to all employees	☐ Yes ☐ No ☐ N/A	Workplace Violence Prevention Plan provided to all employees	☐ Yes ☐ No ☐ N/A	
Employees not trained on recognizing and responding to violence, including active shooter	☐ Yes ☐ No	Employees trained on response to violence, including active shooter	☐ Yes ☐ No ☐ N/A	

WORKPLACE VIOLENCE PREVENTION PLAN

POTENTIAL HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
No communication procedures for employees to report workplace violence concerns, including threats, physical violence and property damage, without fear of reprisal	☐ Yes ☐ No ☐ N/A	Implement communication procedures for employees to report workplace violence concerns	☐ Yes ☐ No ☐ N/A	
No communication procedures between employees and between shifts, facilities, operations and/or departments regarding conditions that may increase potential for workplace violence	☐ Yes ☐ No ☐ N/A	Implement communication procedures between employees and between shifts, facilities, operations and/or departments regarding conditions that may increase potential for workplace violence	☐ Yes ☐ No ☐ N/A	
Cash on hand not stored in safes on premises	☐ Yes ☐ No ☐ N/A	Cash on hand limited and appropriate safes used	☐ Yes ☐ No ☐ N/A	
Employees work alone or isolated.	☐ Yes ☐ No ☐ N/A	Employees use a "buddy system" or a check in system	☐ Yes ☐ No ☐ N/A	
Lack of appropriate discipline procedures for employees who commit workplace violence, including threats	☐ Yes ☐ No ☐ N/A	Provide appropriate procedures for employees who commit workplace violence, including threats	☐ Yes ☐ No ☐ N/A	

WORKPLACE VIOLENCE PREVENTION PLAN

POTENTIAL HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Employee Assistance Program or other counseling not available to employees who exhibit behaviors or signs of strain that may lead to workplace violence	☐ Yes ☐ No ☐ N/A	Provide an Employee Assistance Program or other counseling to employees who exhibit behaviors or signs of strain that may lead to workplace violence	☐ Yes ☐ No ☐ N/A	
OTHER	☐ Yes ☐ No ☐ N/A	[Describe correction action taken]	☐ Yes ☐ No ☐ N/A	

WORKPLACE VIOLENCE PREVENTION PLAN

HAZARD IDENTIFICATION, EVALUATION AND CORRECTION RECORD – ATTACHMENT F

Date of Inspection: _____

Persons Conducting Inspection: _____

Person Reporting:
Unsafe Condition, Work Practice or Employee Concern (include what, who, when, where and how it is unsafe):
Causes of Other Contributing Factors (What caused or contributes to the unsafe condition?):
Persons Involved:
Corrective Action Taken and Date:
Preventive Action (if any):
Description of Hazard Correction:
Date Received by[Chief Safety Officer/ Chief Security Officer/IDENTIFIED POSITION/Designee of the Task Force]: