



YUBA COMMUNITY COLLEGE DISTRICT

Workplace Violence Prevention Plan

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Scope

The WVPP is applicable to the entire Yuba Community College District (YCCD) community, including employees, volunteers, contractors, and vendors, when engaged in YCCD academic, business, programs and activities. The YCCD Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9.

Purpose and Authority

The Yuba Community College District is committed to employees' safety and health. We aim to provide a working environment that minimizes the potential for workplace violence and other safety/security risks. It is the responsibility of all employees to help minimize workplace violence. This policy establishes procedures to minimize the threat of violence in the workplace and provides guidelines for responding promptly and effectively to workplace violence. The plan shall always be in effect and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

The purpose of this plan is to:

- Identify the job titles of the persons responsible for the implementation and maintenance of the Workplace Violence Prevention Plan.
- Highlight how employees can report violent incidents, threats, or other workplace violence concerns, and how to respond to reports.
- Reinforce CSULB's policy against unlawful retaliation for reporting, in good faith, violent incidents, threats, or other workplace violence concerns and/or participating in any related investigations of such reports.
- Outline procedures to respond to actual or potential workplace violence emergencies.
- Detail training requirements about this plan, including the frequency of training.
- Outline procedures to identify and evaluate workplace violence hazards.
- Communicate post-incident response and investigation processes.

Definitions

For purposes of this plan, the following definitions apply:

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment, including but not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:
 - **Type 1 violence** - Violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
 - **Type 2 violence** - Violence directed at employees by customers, clients, patients, students, inmates, or visitors.
 - **Type 3 violence** - Violence against an employee by a present or former employee, supervisor, or manager.
 - **Type 4 violence** - Violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

Program Responsibilities

The following administrative positions have the authority and responsibility for implementing all or specific portions of the WVPP.

Vice Chancellor of Administrative Services (VCAS): This role has authority and responsibility for implementing the provisions of this plan for Yuba Community College District (YCCD). The VCAS approves the final plan and any major changes.

Director of Safety and Risk Management (SRM): SRM has primary responsibility for ensuring the functionality of procedures established to identify and receive reports related to Workplace Violence hazards. Additional responsibilities:

- Developing and implementing procedures on how to respond to violent emergencies, including evacuation and/or sheltering plans in coordination with other YCCD employees and administrators.
- Hazard identification and correction in coordination with other administrators, YCCD employees, and safety committees.
- Being involved with employee training and involvement with the goal of early intervention and prevention of workplace incidents in coordination with other administrators, YCCD employees and safety committees.

Director of Maintenance and Operations: M&O has primary responsibility for ensuring the implementation of corrective actions in response to confirmed workplace violence physical hazards. Additional responsibilities:

- Responsible for physical hazard inspection and identification in coordination with other employees, contractors and vendors.

Associate Vice Chancellor of Human Resources (AVCHR): The AVCHR has primary responsibility to develop, interpret, and enforce organizational policies related to workplace violence. Additionally, this role is responsible for recommending appropriate disciplinary action for employees, up to and including termination of employment, as it relates to Workplace Violence incidents or retaliation for reporting Workplace Violence incidents or concerns.

Director of the Office of People and Culture (OPC): OPC is primarily responsible for investigation of reported acts or threats of violence. Additional responsibilities:

- Implementing procedures to prevent retaliation against individuals who have submitted reports.
- Recording workplace violence incidents in a log.
- Ensuring support to employees who have been affected by workplace violence. This can include Employee Assistance Programs and facilitating communication between the employee and management.
- New employee training in workplace violence prevention policies and procedures.

Supervisor Responsibilities: All supervisors are responsible for implementing and maintaining the WVPP in their administrative areas, ensuring employees have access to Workplace Violence training. Additional responsibilities:

- Informing law enforcement of all threats of acts of violence.
- Ensuring that all workplace violence policies and procedures within this written plan are clearly communicated to all employees.
- Discussing issues related to workplace security regularly with all personnel.
- Training and/or counseling employees whose performance is deficient in complying with work practices designed to increase workplace security.
- Bringing forward input from the YCCD community for the improvement of WVPP.
- Supervisors will inform employees of material updates or revisions to the WVPP in a timely manner.

Members of the YCCD Community: All employees of the YCCD community are expected to use safe work practices, follow all YCCD directives, policies, and procedures concerning campus security, and assist in maintaining a safe and secure work and learning environment. All are expected to adhere to this plan and are responsible for ensuring they have read this plan and act in compliance.

Employee Involvement

YCCD will take the following measures to obtain the active involvement of employees, and authorized employee representatives in improving and implementing the WVPP:

Management will work with and allow employees and authorized employee representatives to participate in:

- Identifying, evaluating, and determining corrective measures to prevent Workplace Violence.
- Management will conduct regular safety meetings with employees and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings may involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.
- Reporting Workplace Violence incidents.
- Ensure the WVPP addresses the hazards and corrective measures for all work areas, operations, and learning environments.
- Designing and implementing training.
- Reporting and/or investigating workplace violence incidents.

Employee Compliance

YCCD's system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, includes:

- Training employees, supervisors, and managers in the provisions of YCCD Workplace Violence Prevention Plan (WVPP)
- Establish and maintain accessible channels for employees to report workplace hazards and violence.
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP, including reporting, training, and remediation standards. Such procedures may include providing verbal and/or written counseling or letters of reprimand, as appropriate and permitted under applicable laws, regulations, policies, and collective bargaining agreements, to employees whose safety performance or compliance is deficient with the WVPP.
- Provide remedial training to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace.
- Disciplining employees to the extent warranted and permitted under applicable laws, regulations, policies, and collective bargaining agreements, for workplace violence. Existing discipline procedures are outlined in the YCCD Board Policy and Administrative Procedures.

Communication with Employees

Effective communication with employees about workplace violence issues is essential to a safe and productive workplace. YCCD will employ the following communication tools and methods to ensure workplace violence prevention information is appropriately and effectively communicated to employees and others with a need to know.

In the event of a workplace violence emergency, the College's will issue emergency notifications and/or other emergency-related communications through one or more of the following means:

- Catapult Emergency Messaging System notifications sent to YCCD employees.
- Campus email
- Campus website and social media

Additional communication concerning workplace violence prevention will occur through one or more of the following:

- New employee onboarding

YCCD Workplace Violence Prevention Program

- Workplace violence prevention training.
- Regularly scheduled safety meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and concerns.
- Posted or distributed workplace violence prevention information.

Employees may report any workplace violence incident to Law Enforcement by calling 911 without fear of reprisal or adverse action.

Employees can report a workplace violence incident, threat or other violence concerns to the WVPP Administrator and/or to their immediate supervisor without fear of reprisal or adverse action. As appropriate, the WVPP Administrator and/or the employee's immediate supervisor may forward the employee's report to law enforcement.

Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.

Employees' concerns will be investigated in a timely manner by The Office of People and Culture, and they will be informed of the results of the investigation and any corrective actions to be taken. Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken. Training materials and incident reports may be shared with key stakeholders to ensure a coordinated response to any incidents. This may involve sending copies of training materials and incident reports to other stakeholders, in accordance with YCCD policies and procedures regarding confidentiality.

Coordination with other Stakeholders

YCCD will implement the following effective procedures to coordinate implementation of its plan with other stakeholders, to ensure that those contractors and other stakeholders understand their respective roles, as provided in the plan.

- Contractors, auxiliaries, and/or other employers authorized to operate on campus will be required to certify to YCCD that any of their employees working on campus have been trained on workplace violence prevention.
- Workplace violence incidents occurring on campus and involving any employee will be reported, investigated, and recorded, as appropriate.

If a contractor, vendor, or any other employer operating or performing services on campus engages in an act or threat of workplace violence or otherwise violates this WVPP, the contractor, vendor, or other employer may be barred from YCCD-owned or leased property and have their business relationship with YCCD terminated to the extent appropriate and legally permissible under applicable law.

Reporting Acts of Workplace Violence or Threats

Employees who experience, witness or perceive threats or acts of workplace violence should report the incident using one or more of the following as appropriate to the circumstances:

- In the event of an emergency or when urgent action is needed, contact law enforcement by calling 911 from a softphone, landline or mobile phone.
- For non-emergency reporting, employees who witness or perceive an act of violence or a threat of violence on campus can also report such incidents:
 - To their immediate supervisor or appropriate administrator
 - Using a reporting method (hotline or form) provided by the Office of People and Culture
 - Completing and submitting a Workplace Violence Reporting form.
 - To the WVPP Administrator

Employees should be aware that YCCD has a strict non-retaliation policy. Any instances of retaliation are dealt with swiftly and decisively. Any person who retaliates against an employee for reporting workplace violence may be disciplined or terminated, in accordance with YCCD board policy and procedure.

Emergency Response Procedures

In the event of an emergency, including a Workplace Violence Emergency, employees should contact law enforcement by calling 911 from a softphone, landline or mobile phone.

In the event of a Workplace Violence emergency, YCCD will communicate and send emergency alerts and notifications to employees and individuals who have signed up for YCCD's emergency notification system through Catapult EMS.

When information is available and appropriate, these alerts will:

- Provide information about the presence, location, and nature of the Workplace Violence emergency in specific terms.
- Provide directions as to what actions the receiver of the message should take to ensure their own safety.
- Inform recipients about how to obtain assistance from law enforcement agencies.
- State where or when additional information may be obtained.

The YCCD Emergency Action Plan (EAP) contains information on campus evacuation, maps and sheltering in place. The Colleges conduct annual drills to test the evacuation and emergency notification system.

Training and Instruction

All employees must complete mandatory Workplace Violence prevention training and instruction on general and job-specific workplace violence practices as assigned by the Office of People and Culture and their immediate supervisor.

Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the program.
- Whenever a new or previously unrecognized workplace violence hazard has been identified or when changes are made to the program. The additional training may be limited to addressing the new workplace violence hazard or changes to the program.

YCCD will provide employees with training and instruction on this plan to include:

- How to obtain a copy of the WVPP, and how to provide input or suggestions regarding the development or implementation of the plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training and/or violent incident logs.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with types of workplace violence.
 - Methods to defuse hostile or threatening situations.

Workplace Violence Hazard Identification and Evaluation

The following policies and procedures are established and required to be conducted by YCCD to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
- Periodic inspections to identify and evaluate workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted after a workplace violence incident.

The Maintenance and Operations, Safety and Risk Management and the College Safety Committees are authorized to conduct periodic inspections throughout the campus as needed to support the WVPP.

Inspections of workplace violence hazards will vary depending on the nature of the workspace and other relevant factors, but generally will include assessing, to the extent appropriate and permissible under applicable law and policy, and may include assessing:

- The exterior and interior of the workplace for its attractiveness to aggressors.
- The need for appropriate surveillance measures, such as mirrors and cameras.
- Procedures for reporting suspicious people or activities.
- Awareness of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of systems, such as door locks, entry codes or badge readers, security windows and physical barriers.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The availability of employee escape routes.
- Access to and freedom of movement within the workplace by non-employees.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

Workplace Violence Hazard Correction

YCCD Safety and Risk Management, Maintenance and Operations, and The Office of People and Culture in partnership with law enforcement (where appropriate) will evaluate and correct identified workplace violence hazards based on the severity of the hazard.

If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employees, all exposed employees will be removed from the situation where possible.

All corrective actions taken will be documented and dated on the appropriate forms, such as the Injury and Illness Prevention (IIPP) Hazard Correction Form.

Corrective measures for workplace violence hazards will be specific to a given work area and may include the following actions:

- Improve lighting around and at the workplace.

- Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
- Hire additional security personnel.
- Install security surveillance cameras in and around the workplace.
- Provide systems, such as door locks, physical barriers, emergency alarms.
- Control, access to, and freedom of movement within, the workplace by non-employees.
- Install effective systems to warn others of violence or to summon assistance, e.g., alarms or panic buttons.
- Ensure employees have access to a telephone with an outside line.
- Establish office procedures for reporting suspicious persons, activities, and packages.
- Ensure adequate employee escape routes.
- Increase awareness of the warning signs of potential workplace violence through additional training.
- Increase awareness of the emergency action plan and procedures.

Post Incident Response and Investigation

After a workplace incident, the WVPP administrator or their designee in coordination with other YCCD offices and departments, implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, students, witnesses, law enforcement, and/or security personnel.
- Review footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Where feasible, determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.

- The workplace violence incident log will be used for every workplace violence incident and will include information, such as:
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - Information regarding the relationship of the individual who is reported to have committed the violence, including whether the perpetrator was a campus community member or non-member, family or friend of a student, employee or volunteer, co-worker, supervisor or manager, partner or spouse, parent or relative, or another perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, environmental or situational factors.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace.
 - The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Directed animal attack.
 - Other.
 - Consequences of the incident, including, but not limited to:
 - Whether law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.
- Ensure support and resources, such as counseling services, are provided to affected employees through available campus assistance programs, or Employee Assistance Programs.

Ensure that personal identifying information is redacted from the violent incident log and related written records prior to disclosure, as appropriate. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

Employee Access to the Written WVPP

The WVPP shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA. The WVPP is available on the YCCD [Safety and Risk Management](#) web page and will be available upon request.

Recordkeeping

YCCD records will be maintained consistently with other occupational safety, law enforcement, and document retention requirements of state and federal law. YCCD will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

Employee Access to Records

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a written request to the YCCD Vice Chancellor of Administrative Services**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

Review and Revision of the WVPP

A committee of YCCD leaders under the purview of the Associate Vice Chancellor of Human Resources will provide collaborative oversight and support to the YCCD program and will ensure that the WVPP is reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- Review and revision of the WVPP will include the procedures listed in the Employee Active Involvement section of this WVPP. Review and revision of the WVPP will endeavor to ensure that workplace violence risks are being properly identified, evaluated and corrected.
- Any necessary revisions will be made promptly and communicated to all employees.

Employer Reporting Responsibilities

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, YCCD will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

Violent Incident Log (Example)

A log will be used to record every workplace violence incident that occurs in the workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

VIOLENT INCIDENT LOG

DATE/TIME OF INCIDENT:	WORKPLACE VIOLENCE TYPE: <i>Indicate 1, 2, or 3.</i>
LOCATION:	
<p>TYPE OF INCIDENT: <i>Check which of the following describes the type(s) of incident and explain in detail.</i></p> <p><input type="checkbox"/> Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.</p> <p><input type="checkbox"/> Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.</p> <p><input type="checkbox"/> Threat of physical force or threat of the use of a weapon or other object.</p> <p><input type="checkbox"/> Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.</p> <p><input type="checkbox"/> Directed animal attack.</p> <p><input type="checkbox"/> Other</p>	

<p>EXPLAIN: <i>Provide a detailed description of the incident and any additional information on the violence incident type and what it included.</i></p>
<p>WORKPLACE VIOLENCE COMMITTED BY: <i>For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.</i></p>
<p>CIRCUMSTANCES AT THE TIME OF THE INCIDENT: <i>Write/type what was happening at the time of the incident, including, but not limited to, whether completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.</i></p>
<p>WHERE THE INCIDENT OCCURRED: <i>Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.</i></p>
<p>CONSEQUENCES OF THE INCIDENT, INCLUDING BUT NOT LIMITED TO:</p> <ul style="list-style-type: none"><input type="checkbox"/> Whether security or law enforcement was contacted and their response.<input type="checkbox"/> Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
<p>WERE THERE INJURIES? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IF YES EXPLAIN BELOW: <i>Provide description of any injuries.</i></p>

WERE EMERGENCY MEDICAL RESPONDER OTHER THAN LAW ENFORCEMENT CONTACTED SUCH AS FIRE DEPARTMENT, PARAMEDICS, ON-SITE FIRST AID TRAINED, OR EMERGENCY MEDICAL SERVICES? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES EXPLAIN BELOW:	
DID THE SEVERITY OF THE INJURIES REQUIRE REPORTING TO CAL/OSHA? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DATE/TIME AND METHOD OF CAL/OSHA NOTIFICATION:	
NAME OF PERSON COMPLETING LOG (PRINT):	JOB TITLE:
SIGNATURE:	DATE/TIME FORM COMPLETED:
<i>COPY RETAINED BY HUMAN RESOURCES/OFFICE OF PEOPLE AND CULTURE</i>	