

# San Luis Obispo County Community College District's Workplace Violence Prevention Plan

The purpose of the San Luis Obispo County Community College District's ("District") Workplace Violence Prevention Plan ("Plan" or "WVPP") is to establish, implement, and maintain an effective workplace violence prevention plan as required under Labor Code ("LC") sections 6401.7 and 6401.9.

Specifically, the Plan contains procedures to address the following statutory requirements:

- 1) Record information in a Violent Incident Log for every incident of Workplace Violence, as defined below.
- 2) Provide effective training to employees on the legal requirements related to the prevention of workplace violence, including but not limited to the District's WVPP.
- 3) Maintain records of the following: (a) Workplace Violence hazards, (b) District's employee (hereinafter referred to as "employees") trainings, (c) Violent Incident Logs, and (d) the investigation of any incident of Workplace Violence.
- 4) Ensure certain records are made available to the Division of Occupational Safety and Health ("Division" or "DOSH"), employees, and any authorized employee representatives.

## I. SCOPE OF COVERAGE

The WVPP shall apply to all District's workplaces and employees, unless a workplace is expressly exempted from coverage.

The following workplaces and employees are exempt from and not subject to the WVPP:

- 1) A workplace that an employee has chosen to telework from that is not under the control of the District. However, an employee that receives a threat of violence while teleworking that is connected to the employee's employment with the District shall report such threat of violence to the District.
- 2) Law Enforcement Agency or independent communications agency that has applied for and been accepted to POST Program.

## II. EFFECTIVE DATE

The effective date of this Plan is July 1, 2024.

The Plan shall continue in full force and effect until repealed or rescinded by the District.

## III. DEFINITIONS

For purposes of the WVPP, the following definitions apply:

- **Access** – The right and opportunity to examine and receive a copy of the WVPP.
- **Designated Representative** – Any individual or organization whom an employee gives Written Authorization to exercise a right of Access. A recognized or certified collective

bargaining agent shall be considered a Designated Representative for the purpose of Access to the WVPP.

- **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 or Violence Incident Log** - The violent incident log required by this WVPP.
- **Plan or WVPP** - The Workplace Violence Prevention Plan.
- **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 the District's covered workplace. Workplace Violence does not include lawful acts of self-defense or defense of others.
- **Workplace Violence** includes, but is not limited to, the following:
  - 1) 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.
  - 2) 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.
  - 3) The following four workplace violence types:
    - **Type 1 violence** - Workplace 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** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
    - **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.

- **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.
- **Work Practice Controls** - Procedures and rules which are used to effectively reduce workplace violence hazards.
- **Written Authorization** – A request provided to the District containing the following information:
  - 1) The name and signature of the employee authorizing a representative of the employee to access the WVPP on the employee’s behalf;
  - 2) The date of the request;
  - 3) The name of the designated representative (individual or organization) authorized to receive the WVPP on the employee’s behalf; and
  - 4) The date upon which the Written Authorization will expire, if less than one (1) year.
- **Workplace Violence Prevention Coordinator (“Coordinator”)** – The individual who is responsible for implementing the WVPP.

#### IV. ACCESS TO WVPP

##### a. Access

The District makes the WVPP available and easily accessible to employees, Authorized Representatives, and representatives of DOSH at all times.

##### 1) Employee Access

The District will provide Access to the WVPP to employees as follows:

- 1) The District has made and will continue to make the WVPP available and will provide Access to employees by providing an employee a physical copy of the WVPP within five (5) business days of receiving the request for Access from the employee.

Whenever an employee requests a copy of the WVPP, the District will provide the requesting employee a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.

The District will provide one (1) printed copy of the WVPP free of charge. If an employee requests additional copies of the WVPP within one (1) year of the previous request and the WVPP has not been updated with new information since the prior copy was provided, the District may charge reasonable, non-discriminatory reproduction costs for the additional copies.

- 2) An employee can Access the WVPP through the District’s server or website, where the employee may review, print, and email the current version of the WVPP.

##### 2) Designated Representatives

The District will make the WVPP available and provide Access to Designated Representatives in a manner consistent with Section IV (a)(1) of the District's WVPP only after the employee provides Written Authorization to the District, unless otherwise stated.

The District makes the WVPP available and provides Access to any employee organization that represents employees in a manner consistent with WVPP Section IV (a)(1) without requiring that an employee provide prior Written Authorization to the District.

### 3) DOSH Representatives

The District will make the WVPP available to DOSH representatives upon request.

## V. IMPLEMENTATION AND PLAN RESPONSIBILITIES

The individuals identified below shall serve as the District's Coordinators and are authorized to and responsible for implementing the provisions of the WVPP as described:

Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Superintendent/President	<b>Overall responsibility for the plan;</b> The Superintendent/President approves the final plan and any major changes.	805-546-3118	president@cuesta.edu
Assistant Superintendent/Vice President, Human Resources	<b>Responsible for employee involvement and training;</b> The AS/VP, HR handles any reports of workplace violence.	805-546-3129	hr@cuesta.edu
Director, Facilities Services, Planning & Capital Projects	<b>Responsible for emergency response, hazard identification, and coordination with other employers;</b> Director oversees/conducts safety inspections.	805-546-3283	facilities@cuesta.edu
Director of Public Safety	<b>Host trainings for employees regarding public safety, emergency procedures and related topics; Coordinate or conduct</b>	Emergency: 3911  San Luis Obispo Campus	<a href="mailto:ccpd@cuesta.edu">ccpd@cuesta.edu</a>

	<b>Workplace Violence Hazard Inspections.</b>	Office: 805-546-3205  North County Campus Office: 805-591-6205	
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All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

**VI. EMPLOYEE ACTIVE INVOLVEMENT**

The District encourages the active involvement of employees in developing and implementing the WVPP through and by the means discussed in the sections below.

**Obtaining Active Employee Involvement in Developing and Implementing the Plan**

The District encourages the active involvement of employees in identifying, evaluating, and determining corrective measures to prevent workplace violence by engaging in the following:

- 1) Participate in the Cuesta College Safety and Environment Committee (“Safety Committee”) meetings held each month at the campus Emergency Operations Center. The Safety Committee has built into the agenda protocols on Critical Incidents and Safety Concerns related to workplace violence. The Safety Committee will provide details on what those policies and procedures are. Employees may openly and freely discuss Workplace Violence hazards during the Safety Committee meetings.
- 2) Attending monthly safety meetings held by management.

**Identifying Evaluating, and Correcting Workplace Violence Hazards**

The District encourages the active involvement of employees in identifying, evaluating, and correcting Workplace Violence hazards through the following means:

- 1) Management will ensure employees and their representatives are aware of how to report concerns/hazards of workplace violence.
- 2) Management will have monthly 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 could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures contact information and the process to report potential concerns will be through the Cuesta College Police website or we-tip website should they wish to be anonymous.

**Designing and implementing training**

The District encourages the active involvement of employees in designing and implementing training through and by the following means:

- 1) Provide opportunities for employees to identify the daily activities they believe put them at

most risk for Workplace Violence and address those activities within the training.

### **Reporting and investigating workplace violence incidents.**

The District encourages the active involvement of employees in reporting and investigating Workplace Violence incidents through and by the following means:

- 1) Reporting Workplace Violence incidents to Human Resources for investigation.
- 2) Participating in investigations.
- 3) Reporting concerns of Workplace Violence to supervisors and managers.
- 4) Implementing procedures to ensure employees are not retaliated against for reporting or participating in investigation of Workplace Violence incidents;
- 5) Provide coverage, if necessary, so employee can appropriately recognize

## **VII. EMPLOYEE COMPLIANCE**

The District will ensure compliance of the Plan through and by the measures discussed in this section. These measures shall 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, include at a minimum:

- Training employees, supervisors, and managers in the provisions of District's Workplace Violence Prevention Plan (WVPP).
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. Board Policy and Administrative Procedure 3510, Workplace Violence are available online at: <https://go.boarddocs.com/ca/cuesta/Board.nsf/Public#>
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. Board Policy and Administrative Procedure 3510, Workplace Violence, along with the WVPP will be sent annually to all employees.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by the Campus Safety and Environmental Committee. The Campus Safety and Environmental Committee will accept nominations for observances of safe practices and recognize those individuals in a newsletter.
- Discipline employees for failure to comply with the WVPP. Discipline procedures will follow appropriate Collective Bargaining Agreements, Board Policies/Administrative Procedures, and/or Education Code.

## **VIII. COMMUNICATION WITH EMPLOYEES ABOUT WORKPLACE VIOLENCE**

The District recognizes that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace.

The following communication system is designed to facilitate a continuous flow of Workplace Violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes Workplace Violence prevention policies and procedures.
- Workplace Violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential Workplace Violence hazards.
- Effective communication between employees and supervisors about Workplace Violence prevention and violence concerns. Initial information about the WVPP will be provided at new hire orientation, along with annual reminders to all employees.
- Post or distribute Workplace Violence prevention information.
- How employees can report a violent incident, threat, or other Workplace Violence concern to the District or law enforcement without fear of reprisal or adverse action.

**a. Reporting Violent Incidents**

An employee may report a Workplace Violence incident through any of the following means:

- 1) To the employee’s supervisor, or to Public Safety.
- 2) Anonymously to the Cuesta College Police Department.
- 3) Employees can report a violent incident, threat, or other violence concerns to Human Resources in writing or verbally.

In the event of an emergency, employees may report Workplace Violence emergencies to:

- 1) Cuesta College Police Department:

Public Safety Department – San Luis Obispo Campus Office: 805-546-3205 Emergency: 3911 <a href="mailto:ccpd@cuesta.edu">ccpd@cuesta.edu</a>	Public Safety Department – North County Campus Office: 805-591-6205 Emergency: 3911 <a href="mailto:ccpd@cuesta.edu">ccpd@cuesta.edu</a>
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- 1) The San Luis Obispo Sheriff’s Office or the Paso Robles Police Department as follows:
  - San Luis Obispo Sheriff – Non Emergency – 805 781 4540
  - Paso Robles Police Department – Non Emergency – 805 237 6464

**Acceptance of and Response to Reports of Workplace Violence**

The District shall accept and respond to all reports of Workplace Violence.

### **i. Immediate Response**

Immediately following a report of Workplace Violence, the District shall immediately respond by providing first aid and emergency care to the injured employee(s) and by taking any measures necessary to prevent other employees from being injured.

The District will ensure that any injured employees receive prompt medical evaluation and treatment and that injured employees are provided transportation to receive medical care, if such care is not provided on site.

The District will immediately report to DOSH any Serious Injury or Illness or death of an employee that is attributable to Workplace Violence.

### **ii. Investigating the Report of Workplace Violence**

The District shall investigate reports of Workplace Violence as provided in the following section.

### **iii. No Retaliation**

The District shall not take adverse action against any employee who reports Workplace Violence or who participates in any investigation of Workplace Violence based on such conduct.

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.

### **iv. Provisions of Leave for Employees Who are or May be Victims of Violence**

The District shall not take adverse action against any employee who takes time off from work in order to seek a Temporary Restraining Order ("TRO") or to obtain other assistance to help safeguard the "health, safety, or welfare" of the employee or their child based on such conduct. An employee may use paid sick leave pursuant to the District's policies and Administrative Procedures and applicable Collective Bargaining Agreements to take time off from work for these purposes.

An employee shall provide the District reasonable and advance notice of their intention to take time off from work for either of these purposes if feasible. If advance notice is not feasible, employees must provide a certification to the employer within a reasonable time after the absence.

### **v. Temporary Restraining Orders**

When an employee has suffered unlawful violence or a credible Threat of Violence from any individual, which may reasonably be carried out at any of the District's workplaces, the District may attempt to obtain a temporary restraining order on behalf of the employee.

## **IX. COORDINATION WITH OTHER EMPLOYERS**

The District will implement the following effective procedures to coordinate implementation of its Plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the Plan.

- All employees will be trained on Workplace Violence prevention.
- Workplace Violence incidents involving any employee are reported, investigated, and recorded.



- At a multiemployer worksite, will ensure that if its employees experience a Workplace Violence incident the District will record the information in a violent incident log and shall also provide a copy of that log to controlling employer.

## **X. EMERGENCY RESPONSE PROCEDURES**

In the event of an emergency, the District will alert employees of the presence, location, and nature of Workplace Violence Emergencies. The following alerting systems will be used:

- 1) Alerting systems integrated into the EMS and law enforcement system.
  - a. RAVE/Guardian - allows employees who sign up for this free geo-based system will receive a text alert on a critical incident or campus lockdown. Users who subscribe can also communicate via text to a 911 operator live should they have priority information on a campus threat if they cannot speak, this is to avoid being discovered in a lockdown.
- 2) The campuses Public Address system. Utilized to alert immediate persons who may be walking to and from classes, buildings or cars.
- 3) The campus CELS system, a device that is effective for those who are hearing impaired. These lights are in hallways and classrooms and would cycle to a flashing red giving warning to either shelter in place or lockdown.
- 4) Phone System. Activated from the Cuesta College Police Dispatch center, which allows all phone systems throughout both campuses to audibly inform employees of either lockdown or critical incident.

These systems are tested each month and involve various campus departments and allied agencies, documentation of these tests is in the Dispatch Center.

The campus also has emergency buttons that have been strategically placed on campus work stations which can activate a priority call to Cuesta College PD and to EMS.

The District has developed evacuation procedures which are available in Cuesta College classrooms. They are color coded Emergency flip charts that include all Emergency Procedures including Evacuation Locations, routes, and procedures. The Emergency Action Plan is included in the flip charts.

In the event of an emergency, including a Workplace Violence Emergency, employees may call 911 or contact the Director of Public Safety at 805-546-3205.

## **XI. WORKPLACE VIOLENCE HAZARD IDENTIFICATION, EVALUATION, AND CORRECTION**

The District shall undertake all necessary actions to identify, evaluate, and correct Workplace Violence hazards.

### **a. Identification of Workplace Violence Hazards**

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

Specifically, the District shall conduct inspections under the following conditions:

- 1) When the WVPP is first established;

- 2) After each workplace violence incident;
- 3) Whenever the District is made aware of a new or previously unrecognized hazard;
- 4) In September and February of each year.

The Director of Public Safety is responsible for ensuring periodic inspections of the workplace to identify Workplace Violence hazards. The Director of Public Safety with the assistance of Human Resources shall identify the managers or supervisors responsible for conducting periodic inspections on campus.

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence.

Periodic inspections to identify and evaluate Workplace Violence hazards will be performed in the following areas of the workplace:

- The exterior and interior of the workplace for its attractiveness to those who wish to do harm, establishing obstructions to paths that could give ease to those persons.
- Hosting debrief training with stakeholders on the campus or employees that were affected immediately following the incident
- Maintaining high visibility and documenting areas of concern and high pedestrian traffic.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting 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 effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- 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 use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently

discharged employees or persons with whom one of our employees is having a dispute.

- 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.

#### **b. Workplace Violence Hazard Correction**

Workplace Violence hazards will be evaluated and corrected in a timely manner. The District will implement the following effective procedures to correct workplace violence hazards that are identified:

- **Removal of Employees:** If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary personal protective equipment. (If Cuesta College Police Officers are needed, they are equipped with protective gear (bullet proof vests, Bullet proof helmets and ballistic shields). Cuesta College Police civilian employees at the station would seek refuge in the dispatch center which has a reinforced door for temporary protection until resources can get there.
- **Engineering Controls:** The [Employer] will apply physical changes to either remove the hazard from the workplace or create a barrier between employees and the hazard. Based on the nature of the hazard and the needs of the workplace, Engineering Control strategies may include the following: (a) using physical barriers (such as enclosures or guards) or door locks to reduce employee exposure to the hazard; (b) metal detectors; (c) panic buttons; (d) improved or additional lighting; and (e) more accessible exits (where appropriate).
- **Work Practice Controls:** The District will adjust Work Practice Controls if Substitution or Engineering Controls are impossible or inappropriate. Additional Work Practice Controls may be necessary in addition to Substitution and Engineering Controls to prevent future Workplace Violence hazards. Work Practice Control strategies may include the following: (a) hiring security guards and having them patrol the workplace interior and perimeter; (b) ensuring employees have access to a telephone with an outside line; posting emergency telephone numbers in the workplace for law enforcement, fire, and medical services; (c) improved or altered communication measures; (d) improved or altered policies of prohibited practices (such as a weapons ban or limitation of the amount of cash on hand); and a "buddy system" for specified Emergency events; (d) adding security cameras or mirrors.
- **Training:** The District will educate employees about the identified hazard in subsequent WVPP training.

All corrective actions taken will be documented and dated on the appropriate forms by the Director, Public Safety and Police Services. Employees who identify Workplace Violence hazards shall receive notice of the investigation and correction action taken to correct identified hazards.

Corrective measures for Workplace Violence hazards will be specific to a given work area.

## **XII. PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION**

The District shall respond to reports of Workplace Violence or a Threat of Violence by promptly initiating an investigation, as applicable.

### **a. Investigation of the Workplace Violence Incident**

The District's investigation of Workplace Violence or a Threat of Violence may include, but not necessarily be limited to, the following steps or measures as applicable:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security 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.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- Assessment of any Threat of Violence, identifying the following, as applicable and to the extent the information is known by the District:
  - a) The exact nature and context of the threat and/or threatening behavior;
  - b) The identified target;
  - c) The person's apparent motivation;
  - d) The person's ability to carry out the threat; and
  - e) The person's background, including work history, criminal record, mental health history, and past behavior on the job.

Following an investigation, the District may take the following measures, as applicable:

- 1) Notify the affected employees of the general results of the investigation, while protecting the privacy of affected and/or involved employees;
- 2) Collaborate with the Committee to recommend corrective action;
- 3) Implement changes in Engineering Controls, procedures, or policies, if appropriate; and/or
- 4) Establish updated Work Practice Controls, if necessary.

The District shall retain records of Workplace Violence incident investigations for a minimum of five (5) years.

### **b. Documentation in Violent Incident Log**

The violent 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.
- A 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 another perpetrator.
- A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was 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.
- A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- 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.
  - Animal attack.
  - Other.
- Consequences of the incident, including, but not limited to:
  - Whether security or 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.
- Support and resources, such as counseling services, are provided to affected employees.

Ensure that no personal identifying information is recorded or documented in the written investigation report. 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.

### **c. Prohibited Retaliation**

The District has implemented the following measures to prevent and prohibit retaliation against those who report Workplace Violence, a Threat of Violence, or hazards related to Workplace

Violence, or who participate in the investigation of such incidents or hazards:

- 1) The District responds to reports of Workplace Violence, a Threat of Violence, or hazards related to Workplace Violence in a prompt and timely manner;
- 2) The District provides employees multiple channels by which to report incidents, hazards, or concerns, including anonymously and through or by a Designated Representative;
- 3) The District admonishes managers and supervisors not to retaliate against any employee who reports Workplace Violence, a Threat of Violence, or hazards related to Workplace Violence, or any employee who participates in the investigation of such incidents or hazards; and
- 4) The District trains all employees that retaliation against any employee who reports Workplace Violence, a Threat of Violence, or hazards related to Workplace Violence, or any employee who participates in the investigation of such incidents or hazards is expressly prohibited and that there are consequences, such as discipline, for retaliation against such employees.

### **XIII. TRAINING AND INSTRUCTION**

The District trains all employees, including managers and supervisors, on general and job-specific workplace violence practices. Training and instruction will be provided as follows:

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

The District will provide its employees with training and instruction on the definitions found in the WVPP and the requirements listed below:

- 1) The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- 2) How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- 3) Workplace violence hazards specific to the employees' jobs, the corrective measures San Luis Obispo County Community College District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- 4) The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- 5) Opportunities for interactive questions and answers with a person knowledgeable about the District Plan.
- 6) Strategies to avoid/prevent workplace violence and physical harm, such as:
  - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
  - Ways to defuse hostile or threatening situations.

- 7) How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- 8) Employee routes of escape.
- 9) Emergency medical care provided in the event of any violent act upon an employee
- 10) Post-event trauma counseling for employees desiring such assistance.

#### **XIV. RECORDKEEPING**

- **Retention of Records**

The District 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 and qualifications 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 DOSH representatives 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 request**:

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

#### **XV. REVIEW AND REVISION OF THE WVPP**

The WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.

- As needed.

Review and revision of the WVPP will include:

- Procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP,
- Procedures used to obtain the active involvement of employees and authorized employee representatives in reviewing the Plan's effectiveness;
- Review of incident investigations and the violent incident log and assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that Workplace Violence risks are properly identified, evaluated, and corrected.
- Review that any necessary revisions are made promptly and communicated to all employees.

The San Luis Obispo County Community College District hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan.

[Assistant Superintendent/Vice President Administrative Services]

[Signature]

[Date of Signature]



