

KERN COUNTY SUPERINTENDENT OF SCHOOLS OFFICE**PERSONNEL****WORKPLACE VIOLENCE PREVENTION PLAN**

The Kern County Superintendent of Schools (KCSOS) is committed to the health and safety of all employees. We refuse to tolerate any form of violence, or threat thereof, in the workplace and will make every effort to prevent violent incidents from occurring by the implementation and adherence to this Workplace Violence Prevention Plan (WVPP).

This plan addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code section 6401.9. Nothing in this policy is intended to interfere with the ability of the Kern County Superintendent of Schools to maintain order and discipline in the work environment or school setting. KCSOS shall review this policy regularly as issues occur. All management employees are called upon to support KCSOS's efforts to establish, reinforce, and maintain a culture and environment free of workplace violence.

I. DEFINITIONS

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 Labor Code section 6401.9.

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

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.

Workplace violence includes, but is 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 are the 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.

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.

II. RESPONSIBILITY

Job Title/Position	WVPP Responsibilities	Phone Num.
Kern County Superintendent of Schools	Overall Implementation and approval of any major changes.	(661) 636-4167
Director of Human Resources and Human Resources Compliance Specialist	Organizes Safety Committee meetings, coordinates training and training materials ensuring employee involvement, and handles any reports of workplace violence; hazard identification, and coordination with other employers; conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.	(661) 636-4658 (661) 636-4717
Associate Superintendent of Human Resources	Responsible for bargaining unit involvement, collaborating on hazard identification, emergency response, and assists in development, implementation, and revision of the WVPP.	(661) 636-4784

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas, and for addressing questions from employees about the WVPP.

III. EMPLOYEE INVOLVEMENT

KCSOS will utilize the following procedures to ensure the active involvement of employees and authorized employee representatives in developing and implementing the plan:

Management will work with and encourage employees and authorized employee representatives to participate in -

- Quarterly safety meetings will be held to allow employees and their designated representatives to discuss the identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and provide thoughts and suggestions on how best to correct them.
- Collaboration on how best to design and implement training, and/or any needed changes to the training, related to the WVPP will be discussed by the Safety Committee during the quarterly safety meetings, or during additional meetings if needed.
- Reporting and investigating workplace violence incidents.
- Employees and employee representatives may provide suggestions, comments, and observations regarding the WVPP through e-mails, the Workplace Violence Survey link, and phone calls.
- Management will ensure that all workplace violence procedures within this policy are clearly communicated and understood by all employees.
- All employees are required to comply with the WVPP and assist in maintaining a safe work environment.
- This policy shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

IV. EMPLOYEE COMPLIANCE

KCSOS procedures to ensure that employees comply with the WVPP, and supporting policies, 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 on the provisions of the KCSOSWVPP will occur at time of hire and annually thereafter. Additional training will be provided when substantive changes are made to the WVPP.
- Provide additional training to employees whose behavior does not comply with this WVPP.
- Employees whose behavior does not comply with the WVPP may be counseled or subjected to disciplinary action.

V. COMMUNICATION WITH EMPLOYEES

KCSOS recognizes that open, two-way communication between management, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following processes and steps are designed to encourage open communication of workplace violence prevention information between management and staff in a form that is available and understandable by all employees as follows:

- This WVPP will be reviewed with all new employees upon hire, along with related policies and procedures.
- Annual employee notifications will include the WVPP.

- Regularly scheduled Safety Committee meetings that address any potential workplace violence hazards.
- Effective communication between employees and managers about workplace violence prevention and concerns. Managers shall make themselves available to discuss workplace violence concerns/suggestions as needed and/or requested and are encouraged to agendize workplace violence discussions at staff meetings.
- Communication is encouraged and suggestions or information about workplace violence concerns at the worksite may be submitted to any supervisor, manager, or administrator without fear of reprisal through the Workplace Violence Hazard Identification, Evaluation and Correction Form (attached to this policy), or the Workplace Violence Prevention Plan Survey (available on the internal website under Occupational Health and Safety).
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of the situation, or communicate with a person to verify their safety.
- Employee concerns will be investigated in a timely manner. Affected employees will be informed of the results of the investigation and any corrective actions to be taken through e-mails, Safety Committee meetings, department/program/site meetings, training, and/or personal conversations.

VI. COORDINATION WITH OTHER EMPLOYERS

When applicable, KCSOS will implement the following procedures to coordinate implementation of its plan with other employers to ensure that those employers may inform their employees of their respective roles and responsibilities, as provided in the plan.

- All KCSOS employees will be trained regarding workplace violence prevention and other employers will be provided with this WVPP.
- Workplace violence incidents are reported, investigated, and recorded. Incidents at multiemployer sites will be cooperatively investigated with other employers at the site.
- At a multiemployer worksite, KCSOS will ensure that if its employees experience workplace violence incidents, KCSOS will record the information in a violent incident log and provide a copy of the corresponding log entry to the applicable worksite employer. Personally identifiable information shall be omitted from all log entries shared with other employers.

VII. WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

- All threats or acts of workplace violence should be reported to the employee's immediate supervisor, manager, or administrator.
- The individual receiving the information will work with the employee to complete the Workplace Violence Incident Report Form, and route to the parties noted on the form.
- If it is not practical to report to the immediate supervisor, manager, or administrator, a report may be made directly to the Director of Human Resources, or the Human Resources Compliance Specialist by e-mailing HR@kern.org.

VIII. REPORTING EMERGENCIES OR LIFE-THREATENING SITUATIONS

For all emergency or life-threatening situations, CALL EMERGENCY SERVICES (9-1-1)

In any emergency situation the first priority should be to get help right away. Alert someone immediately – a school administrator, supervisor, or the 911 dispatcher as appropriate. Any reporting requirements contained within this WVPP can be handled after assistance has been provided to handle the emergency. Contact information for local agencies is as follows:

Organization	Phone Number
Bakersfield Police Department	(661) 327-7111
Kern County Sheriff's Office	(661) 391-7577
Bakersfield Fire Department	(661) 326-3911
Kern County Fire Department	(661) 326-3000
Poison Control	(661) 222-1222
Animal Control	(661) 326-3436

IX. WORKPLACE VIOLENCE RESPONSE PROCEDURES

In the event of a workplace violence incident school sites should use the **Standard Response Protocol (SRP)** (HOLD, LOCKOUT, LOCKDOWN, EVACUATE, SHELTER) AND/OR Active Assailant Protocol (e.g., Run, Hide, Fight). In the event of a threat or perceived threat notify the appropriate law enforcement agency, if necessary.

PROTOCOLS:

HOLD! *Stay In Your Room or Area*

OCCUPANTS

Remain in room or safe area
Wait for instruction
Do business as usual

STAFF

Remain in room or safe area
Sweep the hallways closest to you
Account for students and staff
Do business as usual

SECURE! *Get Inside – Lock Outside Doors*

OCCUPANTS

Return to inside of building
Do business as usual

STAFF

Bring everyone inside
Ensure doors are locked
Increase situational awareness
Account for occupants and staff
Do business as usual

LOCKDOWN! *Locks, Lights, Out-Of-Sight*

OCCUPANTS

Move away from sight
Maintain silence
Do not open the door

STAFF

Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

EVACUATE! *(A Location May Be Specified)*

OCCUPANTS

Evacuate
Instructions may be provided

STAFF

Lead evacuation
Account for occupants and staff
Report injured or missing people

SHELTER! *Hazard and Safety Strategy*

OCCUPANTS

Use appropriate safety strategies

STAFF

Lead safety strategies

X. IDENTIFY, EVALUATE, AND CORRECT WORKPLACE VIOLENCE

Whenever a workplace violence condition is observed, discovered, or reported, KCSOS will take appropriate corrective measures in a timely manner. Employees will be informed of the workplace violence condition and interim protective measures will be taken until the workplace violence incident is corrected. In the event of an imminent workplace violence incident, all impacted employees will be removed from the area at the earliest and safest opportunity, except those assigned to address the situation.

XI. POST WORKPLACE VIOLENCE RESPONSE AND INVESTIGATION

Upon receiving a report of a workplace violence incident, the appropriate supervisor will complete the required forms by collecting information regarding the workplace violence incident and submit the forms to KCSOS Human Resources, who will review the information provided and determine if further investigation is warranted. The reporting individual, if known, will be informed of the completed investigation and corrective measures taken, if any.

XII. PERIODIC REVIEW AND REVISION OF WVPP

The WVPP will be reviewed for possible revision at least annually. The WVPP will also be reviewed for possible revision when any deficiency is observed or becomes apparent, and after each incident as appropriate, with the collaboration and discussions of the Safety Committee.

XIII. TRAINING

KCSOS will provide employees with training and instruction regarding the definitions found on Page 1 and 2 of this plan and the requirements listed below:

- The WVPP, including definitions and requirements of Labor Code 6401.9, subdivision (e), how to obtain a copy of the plan at no cost, and how to participate in the development and implementation of the plan.
- How to report workplace violence incidents or concerns to KCSOS or law enforcement if applicable, without fear of reprisal.
- Workplace violence hazards specific to the employee's jobs, the corrective measures KCSOS has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The Violent Incident Log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and Violent Incident Log records.
- Opportunities that KCSOS provides for interactive questions and answers with a person or person's most knowledgeable about the WVPP.

XIV. RECORDKEEPING

Records of training, audits, incidents, investigations, and corrections made will be maintained as required by law.

Office of John G. Mendiburu, Ed.D.
Kern County Superintendent of Schools
Advocates for Children

Workplace Violence Employee Survey

What concerns do you have regarding workplace violence at your worksite(s)?

What steps would be helpful in addressing your workplace violence concerns at your worksite(s)?

What topics would you like to see covered in workplace violence training for employees?

What methods of employee training would be most helpful (e.g., self-guided review, in-person, Zoom, etc.)?

What methods to report a workplace violence incident would be most helpful (e.g. electronic form on kern.org website, physical form at worksite, etc.)?

When discussing workplace violence issues, what is your preferred method of communication (e.g. email, phone call, in-person meeting, etc.)?

Name: _____ Email Address: _____

Phone Number: _____ Today's Date: _____

Listing your name, email address, and phone number is optional. If you wish to submit an anonymous response, please leave those sections blank and submit this form directly to Human Resources.

No employee will be subjected to termination, retaliation, or discrimination for making complaints, instituting proceedings, testifying with regards to employee workplace violence, or reporting a workplace violence incident.

Routing	Signature	Date
Immediate Supervisor		
Program Director		
Program Administrator		
Human Resources		

Office of John G. Mendiburu, Ed.D.
Kern County Superintendent of Schools
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Workplace Violence Hazard Identification, Evaluation, and Correction Form

Form completed by: _____ Date: _____

General description of hazard:

Address(es)/Location(s) of hazard:

Detailed description of hazard:

Evaluation of hazard:

Corrective measures recommended:

Routing	Signature	Date
Program Director		
Program Administrator		
Human Resources		

For Human Resources Use Only

Comments, including if corrective measure is modified:

Corrective measure approved: _____

Name and Title: _____

Signature: _____ Date: _____

Office of John G. Mendiburu, Ed.D.
Kern County Superintendent of Schools
Advocates for Children

Workplace Violence Incident Report Form

Date and time of the incident: _____

Location of the incident: _____

Detailed description of the incident:

Detailed description of any injury, psychological trauma, or stress:

Who committed the violence? _____

What were the circumstances at the time of the incident?

Where did the incident occur? _____

Please indicate the type 1-4 of workplace violence that occurred.

☐

Type 1: 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 workers with the intent to commit a crime.

☐

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

☐

Type 3: Workplace violence committed against an employee by a present or former employee, supervisor, or manager.

☐

Type 4: 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.

What type of workplace violence occurred?

☐ Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, 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 (please describe):

Name: _____ Email Address: _____

Phone Number: _____ Today's Date: _____

Listing your name, email address, and phone number is optional. If you wish to submit an anonymous report, please leave those sections blank and submit this form directly to Human Resources.

No employee will be subjected to termination, retaliation, or discrimination for making complaints, instituting proceedings, testifying with regards to employee workplace violence, or reporting a workplace violence incident.

Routing	Signature	Date
Immediate Supervisor		
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Program Administrator		
Human Resources		

For Human Resources Use Only

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 any other hazards identified as a result of this incident:

Was the workplace violence prevention plan reviewed after this incident? _____

Was the workplace violence prevention plan revised due to this incident? If so, how?

This log completed by:

Name: _____

Job Title: _____

Date Completed: _____