



Mountain View
Whisman
School District

Workplace Violence Prevention Plan September 2024



MVWSD Mission and Vision

Mission: We inspire, prepare and empower every student

Vision: Every student, family, staff and community member is engaged and committed to learning in a collaborative, diverse and innovative partnership.

Strategic Plan Goal 4: Effective and engaged employees



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Workplace Violence Prevention Plan (WVPP)

What is the WVPP?

Labor Code section 6401.9 requires that employers must establish, implement, and maintain an effective written Workplace Violence Prevention Plan that includes but is not limited to the following:

- Identifying who is responsible for implementing the plan
- Involving employees and their representatives
- Accepting and responding to reports of workplace violence and prohibit employee retaliation
- Communicating with employees regarding workplace violence matters
- Responding to actual and potential emergencies
- Developing and providing effective training
- Identifying, evaluating, and correcting workplace violence hazards
- Performing post incident response and investigations

What is the WVPP?

- A template for the Workplace Violence Prevention Plan was shared with school districts in June 2024
- June 13 was the last board meeting date of the year
- Labor Code section 6401.9 is in effect and enforceable as of July 1, 2024
- This timeline required us to prepare and implement a plan very quickly to be in compliance with the law.
- We have a WVPP for our district that has been prepared by our District Safety Committee and reviewed by our MVEA and CSEA presidents.

WVPP

What we know is that when we work together and gather feedback from multiple groups, we are able to consider many more perspectives and provide a more inclusive plan.

WVPP

Request 1: Approval of the plan - We will implement our current WVPP.

Our goal is to solicit feedback in an effort to refine our plan for the next school year.

We will gather input from:

- District Safety Committee
- Leadership Team
- District Advisory Council (DAC)
- District English Learner Advisory Committee (DELAC)
- PTA Presidents
- Union Presidents and Staff



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Highlights of the WVPP

Plan Highlights

The Mountain View Whisman School District (MVWSD) is committed to maintaining a safe workplace for all employees, students, and visitors.

The WVPP identifies 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.
- **Workplace violence** does not include lawful acts of self-defense or defense of others.

Plan Highlights - Compliance

- This WVPP applies to all employees, temporary employees, contractors, partners, or other individuals engaged in activities with or on behalf of Mountain View Whisman School District.
- Employees who violate the elements of WVPP may be subject to disciplinary action, up to and including termination of employment.
- Appropriate corrective action will also be taken if a non-employee violates this policy or otherwise engages in unacceptable behavior.
- Training will be provided to all employees through our online training system as well as through staff meetings

Plan Highlights - Reporting Concerns

Employees should report any behavior perceived as intimidating, threatening, or violent (even when no actual threat or violent act occurs) that is

- job-related
- takes place on MVWSD property
- connected to MVWSD employment
- potential to be brought into or on MVWSD property; regardless of the relationship between the individual who initiated it and the person(s) threatened.

For any emergency or life-threatening situation, CALL 911

- Reports should be made to a staff member's supervisor. For every incident, the Site supervisor shall complete a Workplace Violent Incident Log and provide it to the Chief Human Relations Officer.
- Reports may also be made to CSEA and MVEA Union Presidents. The union presidents will then share the concerns with the Chief Human Relations Officer.
- Any person wishing to remain anonymous may use our confidential reporting service to share their concerns on a Workplace Violence Reporting Form

Plan Highlights - Response

All threats or acts of violence that Mountain View Whisman School District is made aware of will be investigated in order to protect employees from potential harm. Procedures for investigating incidents of workplace violence will include, but are not limited to:

- Interviewing injured, threatened, or involved parties and witnesses
- Examining the workplace for security risk factors associated with the incident.
- Determining the cause of the incident
- Identifying immediate consequences of the incident, including, but not limited to:
 - whether or not 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.
- Taking mitigating action to prevent the incident from recurring.
- Recording the findings and mitigating actions taken
- Supporting and providing resources, such as counseling services, to affected employees. (These resources could include referrals to counseling services, information about employee assistance programs, and more.)

Plan Highlights - Identifying Hazards

We will review all submitted/reported concerns of potential hazards. MVWSD will also perform periodic assessments to identify and evaluate workplace violence hazards and threats of workplace violence. Assessments will be performed on the following schedule:

- when the WVPP is first established;
- after any workplace violence incident;
- whenever MVWSD is made aware of a new or previously unrecognized hazard.

Identified hazards will be corrected in a timely manner.

All corrective actions will be documented.

Plan Highlights - Review

The WVPP shall be reviewed annually by the MVWSD Safety Committee. When revisions or enhancements are not required, the review will be noted in the Change Log of the WVPP to indicate a review has been conducted and by whom.

Comprehensive Safety Plan

The WVPP shall be implemented in connection with our comprehensive safety plan.

Question

Are there stakeholders that you feel were missing or left out of the proposed list?



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Next Steps

Next Steps

- We are presenting the initial plan this evening and will return on September 19 for approval
- We will collect feedback on the current plan
- We will return in March with an updated Workplace Violence Prevention Plan based on the feedback that is collected.