

Overview of the Workplace Violence Prevention Plan

California Senate Bill 553 (SB 553), effective July 1, 2024, mandates that most employers in California implement a Workplace Violence Prevention Plan (WVPP) in accordance with Labor Code. This plan is intended to protect employees from workplace violence and must include measures such as prohibiting retaliation, responding to violence reports, conducting hazard assessments, providing training, and maintaining a Violent Incident Log.

The Mountain View Whisman School District (MVWSD) has developed a WVPP that addresses four types of workplace violence. The plan includes reporting protocols, investigation and emergency response procedures, and measures to protect employees. Reporting protocols provide staff a variety of ways to report workplace violence or hazards in a way that is most comfortable for them, even anonymously.

Training will be provided to staff upon approval and implementation of the plan.

The district will gather feedback from various stakeholders, including the District Safety Committee, union leaders, staff and other stakeholder groups, to refine the plan.

The initial plan will be presented for discussion and brought back for approval, with a goal of implementing the initial plan immediately after approval. Based on feedback collected, a revised version of the WVPP will be presented in March. Regular reviews and updates to the WVPP are planned to ensure ongoing compliance and safety.

Summary of the Mountain View Whisman School District Workplace Violence Prevention Plan

Introduction: The Mountain View Whisman School District (MVWSD) is committed to maintaining a safe workplace for all employees, students, and visitors. Prohibited behaviors include physical assault, threats, intimidation, possession of weapons, and any actions perceived as aggressive or violent.

Scope: The plan applies to all employees, contractors, and individuals working on behalf of MVWSD.

Compliance: Employees violating the plan may face disciplinary action, including termination. Training on the plan is mandatory, with retraining as needed. Appropriate corrective action will also be taken if a non-employee violates this policy or otherwise engages in unacceptable behavior.

Communication: MVWSD will communicate safety and security information through training, newsletters, meetings, and other channels to ensure that all employees are informed.

Reporting Concerns: Employees should report behavior perceived as intimidating, threatening, or violent. In emergencies, 911 should be called immediately. Non-emergency reports can be made to supervisors or anonymously.

Post-Incident Response: All threats or acts of violence will be investigated thoroughly, including site visits, interviews, and security reviews. MVWSD will support affected employees with counseling and other resources.

Identifying Hazards: MVWSD will review reported concerns and conduct periodic assessments to identify and evaluate workplace violence hazards.

Correcting Hazards: Workplace violence hazards will be addressed immediately if they pose imminent danger, with documented corrective actions.

Training: Annual training will cover topics such as the definition of workplace violence, risk factors, reporting procedures, and response plans.

Employee Involvement: Monthly safety meetings will be held to discuss workplace violence concerns and evaluate safety procedures. Feedback will be solicited from employees.

Access to the WVPP: The plan is available on the MVWSD intranet, so that employees can access the current version.

Recordkeeping: Records related to hazard identification, violent incidents, and training will be maintained according to a specified retention schedule.

Other Considerations: MVWSD emphasizes the importance of taking emergency action when necessary and maintaining confidentiality.

Review Cycle: The WVPP will be reviewed annually by the MVWSD Safety Committee, with any changes documented.

Plan Oversight: The MVWSD Safety Committee is responsible for developing, implementing, and maintaining the WVPP and conducting investigations. The Chief Human Relations Officer oversees the district-wide implementation and maintenance of the WVPP and is available to answer employee questions.