



**WORKPLACE VIOLENCE PREVENTION PLAN for  
Mountain View Whisman School District**

Our establishment's 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.

**Date of Last Safety Committee Review: July 2024**

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## 1. Workplace Violence Prevention Plan

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

Prohibited actions include, but are not limited to, the following types of behaviors:

- Purposefully striking, hitting, or assaulting another person with the intent to harm
- Direct or implied threat to do harm to a person or a property
- Threatening or intimidating communications or gestures
- Expression of a plan to hurt self/others
- Possession of a dangerous, deadly weapon (including imitation weapons) at the workplace unless an employee has been authorized in advance
- Inappropriate behavior, statements, or actions that could reasonably be perceived as aggressive, threatening, or violent

## 2. 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 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.

**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 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, or visitors with the intent to harm.

**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.

### 3. Scope

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.

#### **4. Compliance**

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 in the provisions of Mountain View Whisman's School District Workplace Violence Prevention Plan (WVPP).

Effective procedures will ensure that supervisory and nonsupervisory employees comply with the WVPP.

Retraining will be provided to employees if needed.

#### **5. Communication**

Mountain View Whisman School District recognizes that in order to maintain a safe, secure workplace, we must communicate with employees regarding workplace safety and security issues. Our communication system is designed to encourage a flow of information between management and our employees without fear of reprisal and in a form that is easily understandable.

We will communicate information regarding workplace safety and security through:

- Beginning of the year training
- Workplace violence prevention training
- Newsletters, intranet, and e-mail
- Posters/Flyers
- Staff meetings
- Department meetings

#### **6. Reporting Concerns of Workplace Violence**

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, or has the 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
- Report all threats or acts of workplace violence to your supervisor. If that is not possible, you may report incidents to another supervisor within the District.
- 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.
- For every workplace violent incident, the Site supervisor shall complete a Workplace Violent Incident Log and provide it to the Chief Human Relations Officer.
- Any person wishing to remain anonymous may use our confidential reporting service to share their concerns. [Workplace Violence Reporting Form](#)

MVWSD will not retaliate against anyone for reporting a concern in good faith, assisting in making a report, or cooperating in a related investigation. Furthermore, supervisors should be alert for signs of retaliation and report them immediately to the Chief Human Relations Officer, if observed.

## **7. Post-Incident Response and Investigation**

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:

- Visiting the scene of an incident
- 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
- Reviewing security footage if applicable.
- Detailing a description of the event
- 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, workers compensation, and more.)

Mountain View Whisman School District will inform the reporting individual, if known, of the results of the investigation, while maintaining the confidentiality of the reporting employee and the investigation. MVWSD may need to disclose results in appropriate circumstances in order to protect individual safety.

## **8. Identifying Workplace Violence Hazards**

Mountain View Whisman School District 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 a workplace violence incident;
- whenever MVWSD is made aware of a new or previously unrecognized hazard.

Periodic assessments will include:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The placement and functionality of cameras
- 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 in an emergency.
- Adequacy of workplace security systems, such as door locks, badge readers, physical barriers.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance (alarms, radios, panic buttons).
- 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. (Active use of sign in systems)

## 9. Correcting Workplace Violence Hazards

Mountain View Whisman School District will:

- Immediately address workplace violence hazards that expose employees to imminent danger of death or serious injury.
- Address serious workplace violence hazards that have a possibility of causing death or serious injury to an employee within seven [7] days.
- Address all other hazards within in a timely manner.

When a corrective measure cannot be completed within this timeframe, the Mountain View Whisman School District will take interim measures to abate the serious nature of the hazard while implementing the permanent control measures.

Corrective measures for workplace violence hazards will be specific to a given area.

All corrective actions will be documented on the appropriate forms.

## 10. Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, MVWSD will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- Radio alert, alarm activation, text message, and/or email,
- MVWSD will use evacuation or sheltering plans per our existing emergency plans.
- School site uses standardized emergency language

Employees can obtain help from staff assigned to respond to workplace violence emergencies, such as supervisors, law enforcement personnel, or 911.

*For full emergency response, consult the Mountain View Whisman School District Comprehensive School Safety Plan on pg 57 (Active Shooter), pg 70 (Intruder), pg 80 (Threats), Pg. 81 (Weapon) [at this link](#)*



## 11. Incident Response and Recovery

Mountain View Whisman School District has developed procedures to guide the response to incidents of workplace violence. These include the following:

- Secure the location to safeguard individuals, evidence, and reduce distractions during the post-incident response.
- Assure that injured employees receive prompt and appropriate medical care.
- Report the incident to the appropriate authorities as required by applicable laws, policies, and regulations.
- Assure that an incident report is completed immediately after an incident occurs, noting details that could otherwise be forgotten over time.
- Address the need for appropriate treatment for employees who were victims of workplace violence. This includes physical or psychological injuries.
- Determine if corrective measures developed under this plan were effectively implemented
- Solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented
- Record the incident on the Workplace Violent Incident Log.

*For full emergency response, consult the Mountain View Whisman School District Comprehensive School Safety Plan on pg 57 (Active Shooter), pg 70 (Intruder), pg 80 (Threats), Pg. 81 (Weapon) [at this link](#)*

## 12. Workplace Violence Prevention Training

Training will be provided to all employees on an annual basis.

The following topics will be included at a minimum:

- Definition of workplace violence.
- Risk factors that can cause or contribute to threats and violence.
- The employer's WVPP, how to obtain a copy of the employer's plan
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- 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.
- Recognition of warning signs of problematic behavior.
- Policies and procedures for reporting and recordkeeping.

- A response plan for violent situations, including availability of assistance, response to alarm systems, and communication procedures.

### **13. Employee Involvement**

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.

MVWSD will also consult with CSEA and MVEA presidents in evaluating hazards and/or concerns, and how to correct them.

### **14. Employee Access to the WVPP**

The Mountain View Whisman School District's WVPP plan is in writing and available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times on the MVWSD intranet under "Emergency Preparedness" [at this link.](#)

The Mountain View Whisman School District will provide unobstructed access through a server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.

### **15. Recordkeeping**

The following records shall be maintained according to the following retention schedule:

- Hazard Identification, Evaluation, and Correction for five (5) years
- Violent Incident Logs for five (5) years
- Incident Investigations for five (5) years
- Training records - which should include dates that training was conducted, type of training given, employees trained, etc. for one (1) year

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

## **16. Other Considerations**

It is our objective to maintain a safe and secure workplace. Employees and managers should note:

- Nothing in this WVPP discourages or precludes an employee or supervisor from taking emergency action, e.g., calling 911 for police, fire, or emergency medical response, if necessary to ensure the safety of employees, students, or visitors.
- Exceptions to this policy should be made, if necessary, to mitigate a threat from being carried out, or a violent act from occurring.
- MVWSD respects employees' right to privacy and will maintain confidentiality to the extent allowed by law, unless doing so would result in physical harm to any person and/or impact the overall safety of the workplace.

## **17. Employer Reporting Responsibilities**

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, Mountain View Whisman School District 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.

## **18. WVPP Review Cycle**

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

## **19. Prevention Plan Site Coordinator**

### **The MVWSD Safety Committee:**

- Is the designated WVPP Site Coordinator(s). It has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports.
- Will be able to answer employee questions concerning this plan.
- Shall solicit feedback and input from employees when developing and implementing the WVPP.

## **20. Workplace Violence Prevention Plan Program Administrator**

The Chief Human Relations Officer is the designated district-wide WVPP Program Administrator and has the authority and ultimate responsibility for developing, implementing, and maintaining this plan and overseeing any investigations of workplace violence reports.

The Chief Human Relations Officer will also be able to answer employee questions concerning this plan.

## **Appendix**

Workplace Violence Incident Log

Workplace Violence Reporting Form

WVPP Change Log

Workplace Violence Hazard Assessment

Mountain View Whisman School District Comprehensive School Safety Plan

# Workplace Violence Incident Log

Date of Incident:

Time of Incident:

Location of Incident:

Workplace Violence Type involved in the incident

- ☐ The threat or use of physical force against an employee
- ☐ The threat or use of a firearm or other dangerous weapon
- ☐ Sexual assault or threat of such assault
- ☐ Animal attack
- ☐ Other

Type of Violence committed by...

- ☐ Type 1 - a person who has no legitimate business at the site
- ☐ Type 2 - a parent, volunteer, visitor, or student
- ☐ Type 3 - present or former employee (including substitutes)
- ☐ Type 4 - a person who is not employed, but has had a personal relationship with an employee

Description of the incident:

# Workplace Violence Reporting Form

Thank you for taking the safety of our workplace seriously.

If you would like to share a concern or workplace hazard, please complete the form below.

Please be as specific as you can be so that we may fully understand the concern.

Location of workplace hazard (Name of site)

Location of workplace hazard (specific location on campus)

Please describe the hazard or threat

If you would like to be contacted about this report, please enter your email below.

If you would like to remain anonymous, please leave this field blank.

## Workplace Violence Prevention Plan Change Log

<b>Date</b>	<b>Reviewed by....</b>	<b>Change Made</b> (Include section number and changes made. If not changes, simply state reviewed with no change.)

# Workplace Violence Hazard Assessment

	Date
The exterior and interior of the workplace for its attractiveness to robbers.	
Cameras are appropriately placed and are functioning properly	
Procedures are in order for reporting suspicious persons or activities.	
Emergency buttons and alarms are accessible and in working order.	
Emergency telephone numbers for law enforcement, fire, and medical services are posted.	
Employees have access to a telephone with an outside line.	
Employees have effective escape routes from the workplace.	
Employees have a designated safe area where they can go in an emergency.	
Alarm systems are in good order	
Automatic door locks are working properly	
Key card readers are functional	
Number of threats made	
Number of hostile events reported	
Radio tests have been completed	
Raptor system is being effectively used	