



## Workplace Violence Prevention Plan

Woodside School District  
3195 Woodside Road  
Woodside CA 94062

**Effective; July 1, 2024**

*WD WVPP Published Online: Jun 27, 2024*

*Hard copies of the plan printed for All Staff, Jul 9, 2024*

As a result of [California Senate Bill 553 \(SB 553\)](#), all employers that fall within the scope of [California Labor Code \(LC\) 6401.7 and LC 6401.9](#), are required to establish, implement, and maintain an effective, written Workplace Violence Prevention Plan (WVPP) no later than July 1, 2024.

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# 1. Workplace Violence Policy

Woodside School District will not tolerate workplace violence and is committed to maintaining a safe workplace for all employees, supervisors, managers, vendors, contractors, and visitors. The workplace is defined as any time or place when on School District business, at a sponsored event, or if the conduct impacts the workplace, regardless of where the conduct occurs.

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

- *Striking, punching, slapping, or assaulting another person*
- *Throwing or kicking objects*
- *Direct or implied threat to do harm to a person or to 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.

**Work practice controls** - Procedures and rules that are used to reduce workplace violence effectively.

**Log** - The violent incident log is required by LC section 6401.9.

**Plan** - The workplace violence prevention plans 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, 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.

### 3. Scope

The WVPP applies to all employees, contractors, consultants, vendors, suppliers, temporary employees, partners, contingent workers, authorized third parties, affiliates, or other individuals engaged in business activities with or on behalf of Woodside 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, including the termination of any business dealings between the non-employee and Woodside School District.

- Training employees, supervisors, and managers in the provisions of Woodside School District Workplace Violence Prevention Plan (WVPP).
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP [Any non-employee that comes onsite will be notified of WD WVP, either by signing a document or accepting when they sign in at reception or an NDA when we ask them to come onsite]. **Killian to action with front office staff in early July.**
- Provide retraining to employees if needed. **Killian to action.**
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by (Wildcats weekly, Steve's email updates or ad-hoc updates to all staff). **Killian & Michelle A to action.**
- Discipline employees for failure to comply with the WVPP. (teacher/staff compliance will be recorded online via Google Docs in case of auditing.)
  - Posters will be displayed in all classrooms. **Killian to action.**
  - Pull-up posters will be displayed in 6 areas of the campus. Like our "no dog policy". Waterproof sunproof, and they will include a QR code for more information. **Killian to action.**

Any contractors and vendors working for Woodside School District are required at a minimum to attest that they are following the SB 553 requirements and the Workplace Violence Prevention Plan, before contractors or vendors commence work. Failure to provide all necessary information and paperwork could result in a delay of the work start date. **(Killian to action with a document at front desk and front office will be aware).**

The following will be provided:

- Vendor contracts will provide an attestation of compliance with SB 553.
  - *Killian will work with the existing CBO and incoming CBO on the correct phrasing.*



## 5. Communication

Woodside School District recognizes that to help maintain a safe, secure workplace, we must communicate with employees regarding workplace safety and security issues. We have a communication system designed to encourage a continuous flow of safety and security information between management and our employees without fear of reprisal and in a form that is easily understandable and in a language they understand. We will communicate information regarding workplace safety and security through:

***Killian to action the below items;***

- *New employee orientation*
  - *Scheduled for August 19, and the replay link is available for new subs/ paras, etc.*
- *Workplace violence prevention training programs*
- *Newsletters, intranet, and e-mail*
- *Posters/Flyers*
  - [\*See here for portfolio.\*](#)
- *Staff meetings*
  - *It will be a weekly agenda item in WD Cabinet meetings, showing past and existing logs per the code.*
- *Department meetings*
- *Desk reference guides*

## 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 Woodside School District property, connected to Woodside School District employment, or has the potential to be brought into or on Woodside School District property; regardless of the relationship between the individual who initiated it and the person(s) threatened.

- *For any emergency or life-threatening situation, CALL THE POLICE (911)*
- *Report all threats or acts of workplace violence to your supervisor or manager. If that is not possible, you may report incidents to another Woodside School District supervisor or manager.*
- *Enter other procedures for reporting incidents, threats, hazards, and concerns of workplace violence.*
- *Employees can report incidents to their direct supervisors*



- *For every workplace violent incident, the Site Coordinator (Upper/Lower Principals, etc.) shall complete a **Workplace Violent Incident Log** and provide it to the Director of Human Resources, Killian McHugh.*
- *Any person wishing to remain anonymous may use our confidential reporting service to share their concerns. email; [hr@woodsideschool.us](mailto:hr@woodsideschool.us)*

Woodside School District 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 and managers should be alert for signs of retaliation and report them immediately to Human Resources, if observed.

## 7. Post-Incident Response and Investigation

All threats or acts of violence that Woodside 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:

- *Visiting the scene of an incident as soon as possible*
- *Interviewing injured, threatened employees, involved parties and witnesses*
- *Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator.*
- *Determining the cause of the incident*
- *Review security footage of existing security cameras if applicable.*
- *Detailed description of the event*
- *Consequences of the incident, including, but not limited to whether or not 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.*
- *Taking mitigating action to prevent the incident from recurring.*
- *Recording the findings and mitigating actions taken*
- *Support and resources, such as counseling services, are provided to affected employees (These resources could include referrals to counseling services, information about employee assistance programs, and time off work if necessary.)*

Woodside School District will inform the reporting individual of the results of the investigation (Workplace Violent Incident Log). Woodside School District will maintain the confidentiality of the reporting employee and the investigation but may need to disclose results in appropriate circumstances; for example, to protect individual safety.



## 8. Identifying Workplace Violence Hazards

Woodside School District to review all submitted/reported concerns of potential hazards.

Woodside School District will perform periodic assessments (*this will be a cabinet review in which there is a cadence set to review WPV at WD*) to identify and evaluate workplace violence hazards and threats of workplace violence. Assessments will also be performed on the following schedule:

- *when the WVPP is first established;*
- *after a workplace violence incident;*
- *and whenever Woodside School District is made aware of a new or previously unrecognized hazard.*

## 9. Correcting Workplace Violence Hazards

Woodside School District will immediately address workplace violence hazards that expose employees to imminent danger of death or serious injury. Serious workplace violence hazards that have a possibility of causing death or serious injury to an employee must be addressed within seven [7] days. All other hazards must be addressed within in a timely manner. When a corrective measure cannot be implemented within this timeframe, the Woodside School District shall take interim measures to abate the imminent or serious nature of the hazard while implementing the permanent control measures. Corrective measures for workplace violence hazards will be specific to a given work area. All corrective actions taken will be documented and dated on the appropriate forms.

## 10. Workplace Violence Emergencies

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

- Intercom, text message, WhatsApp group chat, cabinet email blast, activation of the alarm. ***Killian will act on the preferred channel of communication in our next cabinet meeting.***
- WD will have evacuation or sheltering plans per our existing emergency plans. *See WD online for procedures.*
- School site uses standardized emergency language (lockdown/barricade, shelter in place, Secure school)



Employees can obtain help from staff assigned to respond to workplace violence emergencies, such as supervisors, security, or law enforcement personnel, by calling [650.851.1571](tel:650.851.1571). If no security personnel are located at the worksite, employees shall call 911 to report the incident and request assistance from law enforcement.

## 11. Incident Response and Recovery

Woodside School District has developed procedures to guide the response to incidents of workplace violence. These include the following as appropriate:

- Secure the location to safeguard evidence and reduce distractions during the post-incident response.
- Assure that injured employees receive prompt and appropriate medical care. This includes, but is not limited to, transporting injured persons to medical care. Prompt first aid and emergency medical treatment can minimize the harmful consequences of a violent incident.
- 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 might be forgotten over time.
- Address the need for appropriate treatment for employees who were victims of workplace violence. In addition to physical injuries, victims and witnesses may suffer psychological trauma, fear of returning to work, feelings of incompetence, guilt, powerlessness, and fear of criticism by supervisors or managers.
- 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; and
- Record the incident on the Workplace Violent Incident Log.

## 12. Workplace Violence Prevention Training

Training will be provided to all new/current employees, supervisors, and managers on an annual basis, if they change roles, or if new workplace hazards are identified or the plan changes. The extent and depth of training will vary depending on position, but 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 at no cost, and how to participate in the development and implementation of the employer's plan.

- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities Woodside School District has for interactive questions and answers with a person knowledgeable about the Site Name specific plan.
- 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.
- Workplace violence hazards specific to the employees' jobs, the corrective measures Woodside School District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid.
- 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**

It shall be the policy of Woodside School District to engage with staff in the creation of workplace violence prevention plans (WVPP) to meet the requirements of CA SB 553.

Woodside School District shall meet with staff for listening/feedback sessions in person or virtually at least one (1) time upon the initial creation of the workplace violence plan at reasonable dates and times, allowing all employees to have an opportunity to attend. The WVPP model shall be provided to employees at least ten (10) days before these sessions via email, registered mail, or other internal processes.

Woodside School District will email, register mail, or use other internal processes to send all association presidents and union stewards a copy of the WVPP at least ten (10) days in advance. In addition, Woodside School District will give association presidents and union stewards notice of the general staff listening/feedback session under the section above.

Any proposed changes to the WVPP are subject to written notice to all employees, association presidents, and union stewards 30 days before the proposed effective date. Notice shall be provided via email, registered mail, or other internal processes.

Nothing in the policy shall conflict with any current Memorandum of Understandings (MOU) between Woodside School District and labor unions.



## 14. Employee Access to the WVPP

Woodside School District ensures that the WVPP plan is in writing and available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by Killian completing printed copies of WD WVPP for all employees and a PDF copy online for staff and parents.

### **Killian notes from other schools plans;**

- *Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.*
- *We 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

## 16. Other Considerations

In keeping with our objective to maintain a safe and secure workplace, employees and managers should note:



- Nothing in this WVPP discourages or precludes an employee, co-worker, supervisor, or manager from taking emergency action, e.g., calling 911 for police, fire, or emergency medical response, if deemed necessary to ensure the safety of employees, contractors, 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.
- WD respect employees' right to privacy and will maintain confidentially to the extent allowed by law, unless doing so would result in physical harm to any person and/or impact the overfall safety of the workplace. Periodic Review and Revision.

## 17. Employer Reporting Responsibilities

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), Woodside 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 site coordinator(s). 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.

Version	Date	Description	By:
1.0	Jun 27, 2024	Initial Release - emailed to site coordinators and published online as PDF.	Killian McHugh
1.0	Jun 27, 2024	<a href="#">Cabinet/ Site coordinators are here</a>	Killian McHugh



## 19. WVPP Ownership and Administration

### Workplace Violence Prevention Plan Site Coordinator

The **WD Cabinet** 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. [The WD Cabinet will also be able to answer employee questions concerning this plan.](#)

The [WD Cabinet](#) shall solicit feedback and input from employees and their authorized representatives when developing and implementing the WVPP. Employees' active involvement could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards, designing and implementing training, and reporting and investigating workplace violence incidents.



Signature:

Name: Killian McHugh

Title: WD Cabinet

Date: June 27, 2024

**Workplace Violence Prevention Plan Program Administrator**

The Director of Human Resources is the designated district-wide WVPP Program Administrator. He has the authority and ultimate responsibility for developing, implementing, and maintaining this plan and overseeing any investigations of workplace violence reports. The Director of Human Resources will also be able to answer employee questions concerning this plan.



Signature:

Name: McHugh, Killian

Title: Director of Human Resources

Date: June 27, 2024

## **APPENDIX**

### **Attachment A**

[Workplace Violence Hazard Self-Assessment](#)

### **Attachment B**

[Violent Incident Log](#)

### **Attachment C**

[Workplace Violence/Hazard Correction Form](#)