



Cal/OSHA Publications Unit

# **WORKPLACE VIOLENCE PREVENTION PROGRAM**

## **for Leonardo da Vinci Health Sciences Charter School**



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# MODEL WRITTEN WORKPLACE VIOLENCE PREVENTION PLAN for GENERAL INDUSTRY (NON-HEALTHCARE SETTINGS)

## Overview and directions for using the model plan

### Who is this model plan for?

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.

Employers with workplaces covered by California Code of Regulations (CCR), Title 8, [section 3342](#) Violence Prevention in Health Care should not use this model program, but instead implement the requirements of section 3342.

### What does the model plan include?

Employers are not required to use this model WVPP. They may create their own, use another WVPP template, or incorporate workplace violence prevention into their existing [Injury and Illness Prevention Program \(IIPP\)](#) as a separate section. Cal/OSHA requires employers to engage with employees in developing and implementing their WVPP. This model plan is intended to help employers develop a separate, stand-alone Workplace Violence Prevention Plan (WVPP). It was written for a broad spectrum of employers, and it may not match your establishment's exact needs. However, it provides the essential framework to identify, evaluate, and control workplace violence hazards.

Use of this model program does not ensure compliance with LC section 6401.9. Employers are liable for any violations of LC section 6401.9 regardless of use of this model program.

### How to put the model program to use?

Proper use of this model program requires the employer to identify and ensure that the person or person(s) responsible for implementing the plan:

- Review the full requirements of LC sections 6401.7 and 6401.9.
- Review the requirements for each of the WVPP elements found in this model plan, ensure workplace violence concerns are incorporated, fill in the appropriate blank spaces/instructions in red font enclosed in brackets, and check those items that are applicable to their workplace
- Read <https://www.dir.ca.gov/dosh/Workplace-Violence.html> for additional guidance.
- Obtain the active involvement of employees and their authorized employee representatives in developing and implementing the plan.
- Make the plan available and easily accessible to affected employees, authorized employee representatives, and representatives of Cal/OSHA at all times.

# WORKPLACE VIOLENCE PREVENTION PROGRAM

## for Leonardo da Vinci Health Sciences Charter School

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 Review:** June 27, 2024

**Date of Last Revision(s):** June 27, 2024

## 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, 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.

## RESPONSIBILITY

The WVPP administrator, Courtney Cox, has the authority and responsibility for implementing the provisions of this plan for Leonardo da Vinci Health Sciences Charter School. If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/ Position	WVPP Responsibility(ies)	Phone #	Email
Board of Trustees Members; Board Chair	Board of Trustees	<b>Overall responsibility for the plan;</b> <i>Board approves the final plan and any major changes.</i>	(619) 420-0066	stephanie.capra@davincicharter.org
Courtney Cox	Director	<b>Responsible for employee involvement and training;</b> <i>Director organizes safety meetings, updates training materials, and handles any reports of workplace violence.</i>  <b>Responsible for emergency response, hazard identification, and coordination with other employers;</b> <i>See more conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(619) 420-0066	courtney.cox@davincicharter.org

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

## EMPLOYEE ACTIVE INVOLVEMENT

Leonardo da Vinci Health Sciences Charter School ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
  - Identifying, evaluating, and determining corrective measures to prevent workplace violence.

Employees will have monthly safety discussions during the Health and Wellness committee meetings 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. These findings will be passed on to the Director during Leadership Team meetings where it will be decided whether or not to send to the board for a revision.

- Designing and implementing training

Employees are encouraged to participate in designing and implementing training programs during the Health and Wellness committee meetings, and their suggestions may be incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.

- Reporting and investigating workplace violence incidents.

The Director will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees once a year annually. The Director will enforce the rules fairly and uniformly.

- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
- The plan 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.

## **EMPLOYEE COMPLIANCE**

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, 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 in the provisions of Leonardo da Vinci Health Sciences Charter School Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
  - 1) Annual training to all employees at the beginning of each school year including the Vector Training by SafeSchools.
  - 2) Employees can choose to be a part of the Health and Wellness Committee that will review monthly.
  - 3) Any changes will be submitted to the Board of Trustees as needed.
  - 4) Employees will submit a Violent Incident Report to the Director as needed.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by Employees will receive a certificate of completion when they have finished their annual Vector Training by SafeSchools.
- Discipline employees for failure to comply with the WVPP. Employees who fail to comply with the WVPP will be placed on a Performance Improvement Plan (PIP) as laid out in our Employee Handbook.

## **COMMUNICATION WITH EMPLOYEES**

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
  - The Health and Wellness committee chair will report out to the Director during the Leadership team monthly meetings whether or not there are concerns. The Leadership team will decide if revisions and changes need to be sent to the Board of Trustees.

- Posted or distributed workplace violence prevention information.
  - The WVPP will be posted in the main office and on the school website.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
  - Employees can anonymously report a violent incident, threat, of other violence concerns via paper or Google Form.
  - Employees should call Dispatch PD at 619-691-5151 or 911 in case of an emergency.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.
  - Once a report is made, a Violent Incident Form will be filled out and an investigation will take place. The Director or investigator will gather information provided by the employee(s) who experienced the incident of violence, if possible unless the employee chooses to remain anonymous. Then, the Director or investigator will gather witness statements. The Director will include all other investigation findings in the internal report and send a copy of the Violent Incident Form to the employee within 20 school days.
  - Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.
  - Violent Incident Forms will be given to the Health and Wellness Committee for discussion since all identifying information will be omitted.

## **COORDINATION WITH THE BOARD OF TRUSTEES**

Leonardo da Vinci Health Sciences Charter School will implement the following effective procedures to coordinate implementation of its plan with the Board of Trustees to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- Leonardo da Vinci Health Sciences Charter School will ensure that if its employees experience workplace violence incident that Leonardo da Vinci Health Sciences Charter School will record the information in a violent incident log for 5 years.

## **WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE**

Leonardo da Vinci Health Sciences Charter School will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to the Director who will inform the Board Chair as necessary. This will be accomplished by an anonymous Workplace Violence Reporting Google Form or paper form. If that's not possible, employees will report incidents directly to the Director. If the incident involves the Director, the report should be sent to the Board Chair.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively.

## **EMERGENCY RESPONSE PROCEDURES**

Leonardo da Vinci Health Sciences Charter School has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:
  - a. Alarm systems and PA announcements will be used to alert employees of emergencies, text message for minimal disruptions, and email of changes.
  - b. Leonardo da Vinci Health Sciences Charter School has evacuation or sheltering plans in accordance with Chula Vista Elementary School District's protocols identified in the Annual Schoolwide Comprehensive Safety Plan.
  - c. Employees should call Dispatch PD at 619-691-5151 first. If there is immediate danger, call for emergency assistance by dialing 9-1-1, (dial outside access number first if applicable) and then notify the Director.

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

<b>Responsible Persons</b>	<b>Job Title/Position</b>	<b>WVPP Responsibility(ies)</b>	<b>Phone #</b>	<b>Email</b>
Courtney Cox	Director	<p><b>Responsible for employee involvement and training;</b>  <i>Director organizes safety meetings, updates training materials, and handles any reports of workplace violence.</i></p> <p><b>Responsible for emergency response, hazard identification, and coordination with other employers;</b> See more  <i>conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i></p>	(619) 420-0066	courtney.cox@davincicharter.org

## **WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION**

The following policies and procedures are established and required to be conducted by Leonardo da Vinci Health Sciences Charter School to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Reviews of all submitted/reported concerns of potential hazards will be completed by the Health and Wellness Committee.



## Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted annually by the Fire Marshall and every 3 Years by Charter Safe.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

<b>Specific Person Name/Job Title</b>	<b>Area/Department/Specific location</b>
Chula Vista Fire Marshall	229 E. Naples St, Chula Vista, CA 91911
CVESD Emergency Preparedness and Security Manager	229 E. Naples St, Chula Vista, CA 91911
Charter Safe Risk Management	229 E. Naples St, Chula Vista, CA 91911

Inspections for workplace violence hazards include assessing:

- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for reporting suspicious persons or activities.
- 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 to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- How well our establishment's management and employees communicate with each other.
- 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.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

## WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. Leonardo da Vinci Health

Sciences Charter School will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection.
  - Any employee who works with students who a student who may become disregulated may encounter a potential workplace violence hazard. Employee should use educational best practices to provide supports to help the student regulate. Should the employee deem necessary, the employee should start a Student Study Team (SST) to intervene for behavior. If the SST decides it necessary, the team will develop a Behavior Support Plan (BSP) and follow the supports in the plan for 6-weeks before reconvening to decide whether further steps are necessary.
  - Any employee who works with students on a Behavior Intervention Plan (BIP) may encounter a potential workplace violence hazard. The Board Certified Behavior Analyst (BCBA) will observe the student as required by IDEA reg and complete a Functional Behavior Assessment (FBA) which will include the Behavior Intervention Plan (BIP). Additional trained support staff may be added if required by the Behavior Intervention Plan (BIP). All employees are required to follow the Behavior Intervention Plan (BIP).
  - Any employee who meets with a parent, guardian, or family member of a student may encounter a potential workplace violence hazard. Any parent who is not following the Parent Code of Conduct can be reported through the Violent Incident Form. The Director will follow up with the reporter, if they have chosen to provide their name, and take a statement for an investigation. During the investigation, the Director will interview any witnesses and the accused perpetrator.
- All corrective actions taken will be documented and dated on the appropriate forms.
  - If the perpetrator of a workplace violence hazard is a student, appropriate disciplinary action and supports will be implemented following the school's discipline policy and IDEA compliance law.
  - If the perpetrator is a parent, guardian, or family member of a student, LdVCS will follow steps as outlined in its Classroom and School Volunteer Visitation and Removal Policy. The disruptive person will receive the First (Warning) Letter to a Disruptive Person, then, if needed, an Ouster Letter for Disruptive Person, and a Temporary Restraining Order. LdVCS employees reserve the right to call CVESD Dispatch or 9-1-1 at any time in case of an emergency.
- Corrective measures for workplace violence hazards will be specific to a given work area.
  - Review annual inspections and update as recommended.
  - Follow CVESD's emergency protocols and procedures as outlined in the Comprehensive Schoolwide Safety Plan.
  - Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
    - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
    - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
    - Procedures for reporting suspicious persons, activities, and packages.
    - Provide/review employee, supervisor, and management training on emergency action procedures.

- Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence.
- Establish a policy for prohibited practices
- Limit the amount of cash on hand and use time access safes for large bills.

## **PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION**

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risks associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as:
  - The date, time, and location of the incident.
  - The workplace violence type or types involved in the incident.
  - A detailed description of the incident.
  - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
  - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
  - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
  - The type of incident, including, but not limited to, whether it involved any of the following:
    - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, 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.
- 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 from any other hazards identified as a result of the incident.
    - Information about the person completing the log, including their name, job title, and the date completed.
  - Reviewing all previous incidents.
  - Support and resources, such as counseling services, are provided to affected employees through Care Solace.

LdVCS will ensure that no personal identifying information is recorded or documented in the violent incident log. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

## **TRAINING AND INSTRUCTION**

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Leonardo da Vinci Health Sciences Charter School will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in 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.
- Workplace violence hazards specific to the employees' jobs, the corrective measures Leonardo da Vinci Health Sciences Charter School 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 logs.

- Opportunities employees have for interactive questions and answers with a person knowledgeable about the Leonardo da Vinci Health Sciences Charter School's 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.
  - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling through Care Solace for employees desiring such assistance.

**Note:** *Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

## **EMPLOYEE ACCESS TO THE WRITTEN WVPP**

Leonardo da Vinci Health Sciences Charter School ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- Whenever an employee or designated representative requests a copy of the written WVPP, Leonardo da Vinci Health Sciences Charter School will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- Leonardo da Vinci Health Sciences Charter School will provide unobstructed access through the website and Staff Resources Documents, 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.

## **RECORDKEEPING**

Leonardo da Vinci Health Sciences Charter School will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
  - Training dates.
  - Contents or a summary of the training sessions.
  - Names and qualifications of persons conducting the training.
  - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
  - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.

- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

## **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.

## **REVIEW AND REVISION OF THE WVPP**

The Leonardo da Vinci Health Sciences Charter School WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed monthly by the Health and Wellness Committee.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of Leonardo da Vinci Health Sciences Charter School's WVPP should include, but is not limited to:
  - Review of incident investigations and the violent incident log.
  - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees.

## EMPLOYER REPORTING RESPONSIBILITIES

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, Leonardo da Vinci Health Sciences Charter School 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.

"I, Courtney Cox, Director of Leonardo da Vinci Health Sciences Charter School, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal.

Courtney Cox, Director

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Name and title of person authorizing this WVPP



Signature of person authorizing this WVPP

6/27/24

Date of Signature



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### Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

**This log will be retained for 5 years.**

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

**Date Incident Occurred**

Month	Day	Year

**Time Incident Occurred**

**Location(s) of Incident**

a.m. or p.m.	
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**Workplace Violence Type**

- Type 1** - committed by a person who has no legitimate business at the site
- Type 2** - directed at employees by customers, clients, patients, students, inmates, or visitors
- Type 3** - against an employee by a present or former employee, supervisor, or manager
- Type 4** - by a person who does not work for employer, but is known to have or had a personal relationship with an employee

Employees have the right to view and copy the log within 15 calendar days of a request.





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**Note:** It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.

**Workplace Violence Type** (Check all that apply)

Check which of the following describes the type(s) of incident, and explain in detail:

- Physical attack without a weapon, including, but not limited to: (Check all that apply)
  - Biting
  - Choking
  - Grabbing
  - Hair pulling
  - Kicking
  - Punching
  - Pushing
  - Pulling
  - Scratching
  - Slapping
  - Spitting
  - Other:
- 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: (Check all that apply)
  - Rape
  - Attempted rape
  - Physical display
  - Unwanted verbal or physical sexual contact.
- Animal attack
- Other: \_\_\_\_\_

Where the incident occurred:	<input type="checkbox"/> Classroom <input type="checkbox"/> Playground <input type="checkbox"/> Front Office Parking Lot <input type="checkbox"/> Back Parking Lot <input type="checkbox"/> Cafeteria <input type="checkbox"/> Field/Blacktop
Workplace violence committed by: Perpetrator	<input type="checkbox"/> Client or customer <input type="checkbox"/> Family or friend of a client or customer <input type="checkbox"/> Stranger with criminal intent <input type="checkbox"/> Coworker <input type="checkbox"/> Supervisor or manager <input type="checkbox"/> Partner or spouse



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	<input type="checkbox"/> Parent or relative <input type="checkbox"/> Other perpetrator:
Circumstances at the time of the incident:	<input type="checkbox"/> Employee was completing usual job duties <input type="checkbox"/> Working in poorly lit areas <input type="checkbox"/> Rushed <input type="checkbox"/> Working during a low staffing level <input type="checkbox"/> Isolated or alone <input type="checkbox"/> Unable to get help or assistance <input type="checkbox"/> Working in a community setting <input type="checkbox"/> Working in an unfamiliar or new location <input type="checkbox"/> Other:
Were there any injuries?	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, explain  _____ _____
<b>Detailed record of what happened:</b>	



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**Consequences of the incident, including, but not limited to:**

- Appropriate disciplinary action, if student or Employee
- CPS contacted
- School Resource Officer/Police contacted
  - If yes, explain response:
- First (Warning) Letter to Disruptive Parent/Guardian/Volunteer
- Ouster Letter for Disruptive Parent/Guardian/Volunteer
- Temporary Restraining Order for Parent/Guardian/Volunteer

Were emergency medical responders other than law enforcement contacted?

- Fire Department
- Paramedics
- On-site First-aid certified personnel

If yes, explain:

Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

- Workers Comp Claim Completed
- Referred to Care Solace Services
- Other:

Did the severity of the injuries require reporting to Cal/OSHA?

- No
- Yes
  - If yes,
    - Date and time this was done \_\_\_\_
    - Name of the Cal/OSHA representative contacted \_\_\_\_

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

Courtney Cox

Director

DD/MM/YY

\_\_\_\_\_

Signature and Completion Date