



## **Workplace Violence Prevention Plan**

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## Authority and Scope

**Authority:** California Senate Bill (SB) No. 553

**Scope:** All employees of the Newhall District and other personnel doing business on the Newhall property

## Policy Statement

The Newhall School District is committed to protecting the health and safety of its employees. The District has a policy for violence in the workplace and will make every effort to prevent violent incidents from occurring through implementation of this Workplace Violence Prevention Plan (Plan), and board policy which have been incorporated into our Injury and Illness Prevention Program (IIPP). Newhall School District will provide adequate resources so that our goals and responsibilities can be met.

All employees, supervisors, and the Plan Administrator are responsible for developing, implementing, and maintaining this plan. The Newhall School District will revise this plan annually. Newhall School District requires prompt and accurate reporting of all violent incidents whether or not physical injury has occurred. The District will not discriminate against victims of workplace violence.

Procedures are in place for accepting reports of workplace violence from employees. Employees reporting violent activity will do so without fear of retaliation.

A copy of this Plan is readily available to all employees and supervisors from the Plan Administrator.

Our Plan ensures all employees, including supervisors, adhere to work practices and policies that are designed to make the workplace secure, and do not engage in verbal threats or physical actions that create a security hazard for others in the workplace.

The management of the District is responsible for ensuring that all safety, health policies, and procedures involving workplace security are clearly communicated and understood by all employees. Supervisors shall enforce the rules fairly and uniformly.

## Plan Administration

Table 100 provides the roles and contact information for the administration of the California Workplace Violence Prevention Plan.

**Table 100: Personnel Contact Information**

| Function                             | Name/Title                                  | Contact Information      |
|--------------------------------------|---|--------------------------|
| Plan Administrator                   | Ken Hintz                                   | Work phone: 661-291-4000 |
| Supervisor                           | Traci Curtis McGrath Principal              | Work phone: 661-291-4090 |
| Supervisor                           | Janette Van Gelderen Meadows Principal      | Work phone: 661-291-4050 |
| Supervisor                           | Jackeline Tapia Newhall Principal           | Work phone: 661-291-4010 |
| Supervisor                           | Jarrold Henry Oak Hills Principal           | Work phone: 661-291-4100 |
| Supervisor                           | Daria Ramirez Old Orchard Principal         | Work phone: 661-291-4040 |
| Supervisor                           | Katrina Stroh Peachland Principal           | Work phone: 661-291-4020 |
| Supervisor                           | Michele Krantz Pico Canyon Principal        | Work phone: 661-291-4080 |
| Supervisor                           | Diana Stenroos Stevenson Ranch Principal    | Work phone: 661-291-4070 |
| Supervisor                           | Melissa Wilson Valencia Valley Principal    | Work phone: 661-291-4060 |
| Supervisor                           | Marguerite Armstrong Wiley Canyon Principal | Work phone: 661-291-4030 |
| Supervisor                           | Fred Palmer Director of Facilities          | Work phone: 661-291-6700 |
| Human Resources Manager              | Ken Hintz Director of Human Resources       | Work phone: 661-291-4000 |
| Assistant Superintendent of Business | Arik Avanesyans                             | Work phone: 661-291-4000 |

**Plan Administrator.** The Plan Administrator is responsible for completing and updating the Workplace Violence Prevention Plan as required and ensuring that the Plan is accessible to all Newhall School District personnel. In addition, the Plan Administrator ensures that:

- A thorough workplace violence hazard assessment has been completed, and employees are actively involved in the hazard assessment process.
- Procedures are in place to correct workplace violence hazards in the facility.
- Procedures are in place for documenting and communicating workplace violence matters to employees.
- Employees are trained and are actively involved in developing the training as required under the regulation..
- The violent incident log is maintained for every workplace violence incident.
- Procedures are in place for incident response and investigation.
- All reportable incidents, per California Occupational Safety and Health Administration (Cal/OSHA) regulations, are reported to Cal/OSHA as required.
- All necessary records are retained.

**Supervisor.** Supervisors:

- Communicate employee safety concerns to the Plan Administrator.

- Assist with preparation, review, and update of the hazard assessments.
- Implement and enforce applicable provisions of the Workplace Violence Prevention Plan.
- With training, Newhall School District will be ready to defuse and/or respond to potential workplace violence situations.
- Communicate the occurrence of all workplace violence incidents to the Program Administrator.
- Assist with the completion of the Violent Incident Log when needed.

**Employees.** Employees must:

- Be actively involved in the design, implementation, and periodic revision of this Plan.
- Conduct themselves in a way that will contribute to an environment that is free of violence, intimidation, and threat.
- Report all incidents of workplace violence to a supervisor or the Plan Administrator.
- Take all threats seriously, and be ready to defuse and/or respond to potential workplace violence situations
- Attend all employee training sessions upon initial employment and as required.
- Be familiar with all Newhall School District policies that may mitigate the potential for workplace violence.
- Be familiar with Newhall School District policies for evacuation and sheltering in place.

## Plan Review and Update

This Plan will be reviewed annually and:

- Whenever workplace policies of the Newhall School District change;
- Whenever regulations or regulatory agency policies change;
- After a workplace violence incident; *or*
- When it can be demonstrated that the Plan is not effective.
- The NSD Workplace Violence Committee will meet annually to review the District’s plan. The Plan will also be shared with the NSD safety committee and reviewed by the School Governing Board.
- Any necessary updates to the Plan resulting from a Plan review will be made by the Plan Administrator.

## Plan Access

The Plan is located on the District Website under the School Safety and Security tab and is accessible to employees and employee representatives at all times. Access to the Plan is also available by contacting the Plan Administrator/Designee or a Site Supervisor.

## Definitions

*Emergency:* An unanticipated circumstance that can be life-threatening or pose a risk of significant injuries to the students, staff, public, or visitors requiring immediate action.

*Engineering controls:* An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.

*First aid:* One Time treatment and follow-up for observation of minor injuries, including cuts, abrasions, bruises, first-degree burns, sprains, and splinters. It includes using nonprescription medications at nonprescription strength; cleaning, flushing, or soaking wounds on the skin surface; and using wound coverings such as bandages, Band-Aids, and gauze pads.

*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.

*Work practice controls:* Procedures, rules, and staffing that are used to effectively reduce workplace violence hazards.

*Workplace violence: Any act of violence or threat of violence that occurs in a place of employment that 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 workers with the intent to commit a crime;
  - Type 2 violence: Workplace violence directed at employees by members of the public, students, vendors, other contracted employers, or visitors;
  - Type 3 violence: Workplace violence against an employee by a present or former employee, supervisor, or manager; *and*
  - Type 4 violence: Workplace violence committed in the workplace by someone 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 the defense of others.

## Hazard Assessment

The Plan Administrator, in conjunction with the supervisors, will periodically conduct a workplace violence hazard assessment for each work area. The hazard assessment will include a review of records and a workplace security analysis to identify workplace violence risk factors at the Newhall School District.

The workplace violence hazard assessment must be conducted when the Plan is established and it is reviewed and updated annually and:

- After each workplace violence incident, and
- Whenever the employer is made aware of a new or previously unrecognized hazard.

**Records review:** As part of the hazard assessment, the following types of records will be reviewed to help identify workplace violence risk factors at:

- OSHA illness and injury logs and incident reports for the most recent 3 years
- Violence incident log entries
- Documented reports of criminal or other violent incident trends in the industry or community
- Accident investigations
- Training records
- Grievances
- Other relevant records or information

**Workplace security analysis:** The workplace will be inspected and the work tasks of all employees evaluated, to determine the presence of hazards, conditions, operations, and other situations that might place employees at risk of occupational assault and other violent incidents.

As part of the workplace security analysis, employees will be interviewed and an employee survey conducted to identify the potential for violent incidents, and to identify the need for improved security measures. These surveys will be conducted annually.

**Employee safety concerns:** Employees are encouraged to report to their supervisors or the Plan Administrator, at any time, any situations in which they feel unsafe, or any circumstances they feel may have the potential for violent incidents. No employee will be subjected to reprisal, retaliation, or disciplinary action for such reports.

### Workplace Violence Risk Factors

The following are the risk factors for workplace violence identified in the most recent hazard assessment of the Newhall School District. See Attachment C - Workplace Violence Hazard Assessment for the most recent hazard assessment.

**Table 200: Risk Factors**

| Risk Factor                | Job Title Affected | Potential Violent Act or Condition                  |
|----------------------------|--------------------|---|
| Disgruntled Staff, Parents | All Staff          | Physical assault or verbal threats of violence      |
| Valuable Equipment         | Night Custodian    | Theft, physical assault, verbal threats of violence |
| Work with Public           | Office Staff       | Aggressive visitors                                 |

|                  |                    |   |
|------------------|--------------------|---|
| Work with Public | Safety Supervisors | Aggressive visitors   |
| Intruders        | All Staff          | Aggressive visitors, verbal threats of violence, physical assault |

## Work Practices and Procedures

The Newhall School District has implemented a combination of appropriate engineering and administrative controls, and work practices to reduce the risk of workplace violence and injury to employees. Controls and work practices will be reviewed and updated by the Plan Administrator as necessary:

- Each time the hazard assessment is reviewed and updated, *and*
- In response to employee concerns or a workplace violence incident.

## Engineering Controls

Table 300 contains the list of engineering controls that [will be/have been] installed in the designated work areas to reduce or eliminate the risk factors for workplace violence identified in the workplace violence hazard assessment.

**Table 300: Engineering Controls**

| Risk Factor         | Work Area  | Control  | Control Procedure   |
|---------------------|--|--|---|
| Visitors            | Site Entrances   | Visitor signs pointing to check in at the office, screening, visitor sign in, and visitor badges | Screen visitors and provide a visitor pass, retrieve pass at exit point.                      |
| Unmanned Gates      | Entry Gates  | Site entry points  | Lock gates and reduce to single point of entry access, when classes are in session.           |
| Intruder            | All Sites  | Lockdown Procedures  | Issue an alert should an intruder gain access to the site.                                    |
| Suspicious Activity | All Sites (Working with Facilities to check for signs at all sites.) | We Tip signs at sites  | Signs located at all sites with a phone number to call when suspicious activity is witnessed. |

## Administrative Controls and Work Practices

The Newhall School District has instituted the following administrative controls and workplace violence control practices to reduce or eliminate the risk factors for workplace violence identified in the workplace violence hazard assessment.

- The workplace violence prevention course has been added to the annual mandatory safety training courses.
- Site Administrators will review and enforce single point of entry and the locking of gates best practices.
- All classrooms will be locked during class sessions.

## Incident Response

It is the responsibility of all employees and other personnel conducting business on Newhall School District property to conduct themselves in a way that will contribute to an environment that is free of violence,



intimidation, and threat. No one will be subjected to reprisal, retaliation, or disciplinary action for reporting acts pursuant to these guidelines.

### **Initial Response Procedure**

Employees noticing any signs of potential workplace violence will take immediate steps to defuse the situation or will notify a supervisor. The employee or supervisor will:

- Remain calm and continue to speak in a moderate tone of voice.
- Show respect to people even when they become upset.
- Focus on the problem by asking for details about the situation and going over possible solutions.
- Alert a coworker or colleague if it is believed the person may become violent or the situation generates a sense of fear for personal safety or the safety of others. The coworker or colleague will immediately report to security and/or the police.

In the event of a workplace violence incident, all employees will be alerted to the presence, location, and nature of the workplace violence incident.

- A Lockdown alert will be deployed at the site.
- Law enforcement will be notified of the threat.
- The District Office will be notified of the threat.

Under certain circumstances, employees may be directed to either evacuate or shelter in place. Law Enforcement, Fire Authorities, the Site Administrator or Site Supervisor will issue instructions for evacuation or shelter in place.

### **Response Procedure for Injured Person(s)**

In the event of a workplace violence incident that results in one or more persons being injured:

- Anyone involved in a violent attack or who witnesses an attack resulting in an injury that requires more than first aid will contact emergency services.
- Injured persons will receive prompt and appropriate medical care. The injured will be transported to medical care facilities.
- The incident will be reported to police and other authorities as required by law.
- The area where the violent actions occurred will be secured to protect evidence and minimize any disturbance during the post-incident response process.
- The Violent Incident Log will be prepared.
- Injured persons, witnesses to the incident, and other affected employees will be provided psychological assistance and counseling to reduce trauma and stress.

### **Incident Reporting**

Employees must report all workplace violence incidents and potential workplace violence incidents to a supervisor as soon as possible. The supervisor will inform the Plan Administrator. A workplace violence incident report form shall be completed and provided to the site safety administrator. The

site safety administrator will enter the report on the workplace violence incident log. The District Plan Administrator will receive this notification.

The Plan Administrator will ensure any Cal/OSHA recordable incident is recorded and reported as required by Cal/OSHA regulations.

## **Incident Investigation**

After each workplace violence incident, the Plan Administrator will investigate the incident using appropriate incident investigation techniques and best practices, preserve and document the scene, collect data, determine root causes, implement corrective actions, and keep detailed notes of any meetings or investigatory meetings.

The Plan Administrator will prepare a written evaluation report of the incident and will make recommendations to prevent similar incidents from occurring, which may include revisions to the Plan.

The Plan Administrator will inform all employees of the corrective actions taken as a result of the incident investigation.

## **Violent Incident Log**

For each incidence of violence in the workplace, a supervisor or the Plan Administrator will complete the Violent Incident Log, which must include the following information:

- Date, time, and location of the incident;
- Workplace violence type(s) (i.e., Type 1 violence, Type 2 violence, Type 3 violence, or Type 4 violence. See **Definitions** for a description of each type.);
- Detailed description of the incident;
- Classification of who committed the violence (e.g., staff member, student, contracted employee, family, friend, stranger, supervisor, etc.);
- Classification of circumstances at the time of the incident (e.g., whether the employee was completing usual job duties, working in a poorly lit area, rushed, working alone, etc.);
- A classification of where the incident occurred (e.g., in the workplace, parking lot, or other area outside the workplace);
- 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 an object, including, but not limited to, a firearm, a knife, or another object;
  - Threat of physical force or threat of the use of a weapon or another object;
  - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact;
  - Animal attack; *and*
  - Other.

- Consequences of the incident, including, but not limited to, whether security or law enforcement was contacted, and any actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident; *and*
- Information about the person completing the log (name, job title, date of log entry).

The information recorded in the Violent Incident Log will be based on information obtained from the employees who experienced the workplace violence, on witness statements, and on investigation findings. Any information sufficient to allow identification of any person involved in a violent incident (e.g., person's name, address, electronic mail address, telephone number, Social Security number, etc.) must be omitted from the Violent Incident Log. See Attachment A —Violent Incident Log.

The site administrator whose employees experienced the workplace violence incident, will record the information in a Violent Incident Site Log and with the District Plan Administrator/Designee controlling the District Wide Incident Log.

## TRAINING

Workplace violence prevention training for all employees, including supervisors, was initiated on 7/1/24.

### Employee Training

The Plan Administrator will ensure all new employees who have not previously received workplace violence prevention training at the Newhall School District will receive such training during employee orientation.

Initial employee training will include:

- A review and definition of workplace violence;
- A review of the requirements of California's workplace violence law under Section 6401.9 of the Labor Code;
- A full explanation and full description of the Workplace Violence Prevention Plan, including how to obtain a copy of the plan at no cost, and how to participate in the development and implementation of the plan;
- Instructions on how to report all workplace violence incidents, including but not limited to, threats and verbal abuse;
- Methods of recognizing and responding to workplace security hazards, including strategies to avoid physical harm;
- Information about how to identify potential workplace security hazards (e.g., inadequate lighting in the parking lot while leaving late at night, unknown person loitering outside the building);
- Review of measures that have been instituted at the Newhall School District to prevent workplace violence, including, but not limited to:
  - Use of security equipment and procedures;
  - How to attempt to defuse hostile or threatening situations;
  - How to summon assistance to prevent or respond to violence;
- How to complete the Violent Incident Log and how to obtain copies of the log;

- Post-incident procedures, including medical follow-up and the availability of counseling and referral;
- The opportunity to ask questions of a person knowledgeable about the content of Newhall School District’s Workplace Violence Prevention Plan; *and*
- The opportunity to provide feedback on how the training might be improved.

**Training for Supervisors**

The Plan Administrator will ensure all supervisors undergo training comparable to that for employee training and additional training to enable them to recognize, analyze, and establish violence prevention controls. Such training will include measures to handle traumatized employees and other affected personnel with extra sensitivity.

**Specialized Training**

The Plan Administrator will ensure employees potentially exposed to hazards from workplace violence as part of their occupation are given formal instruction on the specific hazards associated with their job or work area. This includes information on the types of injuries or problems identified in the facility, the policy and procedures contained in the overall safety program of the facility, those hazards unique to their job or work area, and the methods used by the facility to control the specific hazards. The training program will review risk factors that cause or contribute to assaults, etiology of violence and general characteristics of violent people, methods of controlling aberrant behavior, methods of protection, reporting procedures, and methods to obtain corrective action.

Table 400 lists the job titles that will be provided specialized training.

**Table 400: Specialized Training Job Title List**

| Job Title  | Activity                            | Specialized Training                                      | Date Trained  |
|--|-------------------------------------|---|---|
| Special Education District Nurse School Health Assistant | Working with special needs students | NCI -Nonviolent Crisis Intervention, Verbal De-escalation | (New Training Dates will be scheduled for Fall 2024) SSS will maintain a record of employees trained and share with the Plan Administrator. |

**Refresher Training**

The Plan Administrator will ensure refresher training is provided annually or more frequently as determined by the Newhall School District incidences of violence.

Additional training will be provided when 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.

A general review of the training program will be conducted annually. It will be updated to reflect any changes to this Plan.

**RECORDKEEPING**

The following records are maintained by the Plan Administrator at District Office/Human Resources for a period of 5 years:

- Records of workplace violence hazard assessments and workplace practices and procedures implemented to reduce the risk of workplace violence and injury to employees;
- Violent incident logs; *and*
- Workplace violence incident investigation reports.

The following workplace violence training records are maintained by the Plan Administrator at the District Office for a period of 3 years:

- Training dates;
- The contents or a summary of the training sessions;
- The names and qualifications of the trainers, *and*
- The names and job titles of all persons attending the training sessions.

All records will be made available to employees and their representatives upon request, and at no cost for examination and copying within 15 days of the request.

OSHA recordable injuries: Any injury that requires more than first aid, is a lost-time injury, requires modified duty, or causes loss of consciousness will be recorded on the appropriate OSHA 300 reporting forms. Doctors' reports and supervisors' reports will be kept of each recorded incident, if applicable.

## **COORDINATION WITH OTHER EMPLOYERS**

STORER Transportation and School Day Café

The Plan Administrator must coordinate with other employers to ensure all employees have received workplace violence prevention training, and understand their roles and facility procedures, in the event of a workplace violence incident.