



TVCS

TEMECULA VALLEY CHARTER SCHOOL

A School Family for Your Family

WORKPLACE VIOLENCE PREVENTION PLAN

Pending Board Approval
June 10, 2024

WORKPLACE VIOLENCE PREVENTION PLAN

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](#).

DEFINITIONS

<i>Emergency</i>	Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons
<i>Engineering Controls</i>	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
<i>Log</i>	The violent incident log required by LC section 6401.9
<i>Plan</i>	The workplace violence prevention plan required by LC section 6401.9
<i>Serious Injury or Illness</i>	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
<i>Threat of violence</i>	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
<i>Work practice controls</i>	Procedures and rules which are used to effectively reduce workplace violence hazards
<i>Workplace violence</i>	Any act of violence or threat of violence that occurs in a place of employment (does not include lawful acts of self-defense or defense of others)

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

RESPONSIBILITY

The WVPP administrator, Dr. Charity Plaxton-Hennings, Executive Director, has the authority and responsibility for implementing the provisions of this plan for Temecula Valley Charter School, See below for other staff that will be providing support for this plan.

Responsible Persons	Job Title	WVPP Responsibilities)	Phone #	Email
Dr. Charity Plaxton-Hennings	Superintendent	Approves and oversees the final plan and any major revisions that need to be Board Approved	(951)294-6775	Cplaxton-hennings@tvscougars.com
Jill Warner	Assistant Principal	Maintains and updates all records including organizing staff training meetings, updating training materials, and handles any reports of workplace violence.	(951)294-6775	jwarner@tvscougars.com
Anthony Gabriel	Campus Safety Lead	Responsible for emergency response, hazard identification, and coordination with other employers; conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan. Maintains Emergency Binder with all training materials and safety information.	(951)294-6775	agabriel@tvscougars.com

All school administrators 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

Temecula Valley 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. The School Safety and Wellness Team has quarterly safety meetings with the Executive Director, Security Lead Manager, and a certificated teacher representative and other staff, parents, and community members, as needed, 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.
 - Designing and implementing training. Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. Red Emergency Binders and/or emergency kits are in every classroom and in each office area. These documents are updated annually and reviewed in a staff development meeting.
 - Reporting and investigating workplace violence incidents. Any staff, student or community member can report any violence incident that occurs on campus directly to their Supervisor, site administrator, or Executive Director. These incidents will be investigated and law enforcement will be called, if needed.

- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors 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. If an employee sees a hazard or unsafe workplace, they can contact the Campus Safety Lead, Site Administrator or Executive Director.
- The plan shall be in effect, always, 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 Temecula Valley Charter School's Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. All employees will review online safety videos annually when the school year begins or when they are first employed. The safe will also receive a copy of the WVPP in their Red Emergency Binders to review at the beginning of the school year. Any staff that has questions on the policy can see their supervisor or the Executive Director for more information.
- Provide retraining to employees whose safety performance is deficient with the WVPP. Safe will need to read the WVPP and review the online training videos to re-enforce the policy, if needed.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by recognizing them at their assigned staff meeting.
- Discipline employees for failure to comply with the WVPP may result in discipline and will follow the existing discipline process outlined in the employee handbooks and collective bargaining agreements.

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, in person or videos to include workplace violence prevention policies and procedures.
- Workplace violence prevention training programs and safety professional development held annually.
- Monthly scheduled safety meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns. Safety updates will be given in professional development meetings, training, and staff meetings. Information will also be emailed out to staff, if needed.
- Posted or distributed workplace violence prevention information.
- 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, or other violence concerns by dropping a written document in the inbox of the Executive Director.
 - Send email to Site Administrator or Executive Director
 - In an Emergency Response, employees can call 9-1-1
- 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.
 - Updates on the status of investigations and corrective actions are provided to employees through email, staff meetings and at safety training. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.

- Updates with employers in the building (at or near and around the same worksite) to discuss pending corrective actions and any updates. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.
- Staff will be provided shared training materials and incident reports to ensure a coordinated response to any incidents. This could involve sending copies of training materials and incident reports to employers.

COORDINATION WITH OTHER EMPLOYERS

Temecula Valley Charter School will implement the following effective procedures to coordinate implementation of its plan with other employers 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.
- Temecula Valley Charter School will ensure that if its employees experience a workplace violence incident that TVCS will record the information in a violent incident log and shall also provide a copy of that log to the controlling employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

TVCS will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by emailing the Executive Director or another administrator. If that's not possible, employees will report incidents directly to the WVPP administrator, Dr. Charity Plaxton-Hennings, Executive Director or Jill Warner, Assistant Principal.
 - Employees can report incidents to their administrator or Executive Director by email.
 - Submit a WVPP Form in our Workplace Violence Drop Box located outside the Executive Director's office in the Administration Building. This can be anonymous if the employee chooses to withhold their name.
 - Workplace Violence Reporting Form: Form can be found on the Temecula Valley Charter School website under Contact Us.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident could be disciplined after a full investigation by site principals and administration. This will be in accordance with the employee handbook and collective bargaining agreement.

EMERGENCY RESPONSE PROCEDURES

Temecula Valley 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 alarm systems and PA announcements will be used to alert employees of emergencies depending on the situation.
- Temecula Valley Charter School will have evacuation or sheltering in place plans. Employees will be told to "Lock Down" or "Evacuate" to the primary location or secondary locations depending on the information and directives of the Riverside County Sheriff's Department, police/law enforcement and/or school administration. School procedures and plans include maps of evacuation routes, locations of emergency exit, and instructions for sheltering in place and/or locking down or locking in campus, which are listed in the employee emergency red binder. Evacuation maps are also located in the areas and displayed on walls.
- How to obtain help from staff, security personnel, or law enforcement. Emergency information will be posted in school common areas, all classrooms and on the back of all staff ID Badges.

- If there is immediate danger, call for emergency assistance by dialing 9-1-1 then notify a site administrator or the Executive Director.

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

Workplace Violence Emergency – Report To			
Responsible Persons	Job Title	Phone #	Email
Jill Warner	Assistant Principal	(951) 294-6775	jwarner@tvscougars.com
Dr. Charity Plaxton-Hennings	Executive Director	(951) 294-6775	cplaxton-hennings@tvscougars.com
Workplace Hazards – Report To			
Andrew Hardy	Facilities Manager	(951) 294-6775	ahardy@tvscougars.com
Jennifer McMahon	Health Assistant	(951) 294-6775	jmcmahon@tvscougars.com

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Temecula Valley Charter School to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted:
 - When the plan is first established
 - Quarterly during the school year
 - After each workplace violence incident
 - Whenever the employer is made aware of a new or previously unrecognized hazard.
- Review all submitted/reported concerns of potential hazards:
 - Daily or weekly review of all submitted and reported concerns.
 - TVCS Campus Hazards and Workplace Violence Drop Box
 - Online form for reporting workplace violence hazards and Emailed to Superintendent, Dr. Charity Plaxton-Hennings, Executive Director and Jill Warner, Assistant Principal

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 quarterly during the school year. 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:

Name of Employee	Job Title
Dr. Charity Plaxton-Hennings	Executive Director
Jill Warner	Assistant Principal
Andrew Hardy	Maintenance Lead

Inspections for workplace violence hazards and risk areas include assessing:

- The exterior and interior of the workplace for its attractiveness to intruders
- The need for violence surveillance measures, such as mirrors and cameras
- Procedures for employee response during an intruder to campus or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act
- 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 in their work area
- Whether employees have effective escape routes/evacuation 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, 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 (e.g. School Administration and Campus Security)
- 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)
- The use of work practices such as the "buddy" system for specified emergency events
- The availability of employee escape routes. Knowledge of evacuation routes for primary and secondary relocation points
- How well our establishment's management and employees communicate with each other and what system the school has in place for effective communication with staff
- 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
- Procedures for school employees during emergency and training material provided

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. Temecula Valley 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 conditions will be provided with the necessary protection and training. School Administration, Maintenance, Custodian and Security staff may have training so they can make corrective actions to assist in any school workplace violence hazards.
- All corrective actions taken will be documented and dated on the appropriate forms. Documentation will be kept by the Human Resources and Facilities Department.
- Corrective measures for workplace violence hazards will be specific to a given work area.

Here are some examples of prevention, however, this is not an exhaustive list:

- Make the workplace unattractive to intruders
- Improve lighting around and at the workplace
- Post of signs notifying the public that cameras are monitoring the facility
- Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity
- Hire Campus Security and have them patrol the workplace interior and perimeter
- Install security surveillance cameras in and around the workplace
- Provide workplace violence systems, such as door locks, physical barriers, emergency alarms and restraint systems
- Ensure the adequacy of workplace violence systems
- Post emergency telephone numbers for law enforcement, fire, and medical services
- Control, 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
- Install effective systems to warn others of a violence danger or to summon assistance (e.g., alarms or panic buttons)
- Ensure employees have access to a telephone with an outside line. Provide employee training/retraining(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
- Improve how well our establishment's management and employees communicate with each other
- Procedures for reporting suspicious persons, activities, and packages
- Provide/review employee, supervisor, and management training on emergency action procedures
- Ensure adequate employee escape routes
- Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence from online and in person training
- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence Human Resource will notify Site principals, Executive Director and Campus Security if assistance will be needed depending on the employee disciplinary or discharge matter
- Establish a policy for prohibited practices that has a no-weapons policy
- Limit the amount of cash on hand and use time access safes for large bills
- Provide procedures for a "buddy" system for specified emergency events

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
- Interviews 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 risk factors 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 ensure corrective actions are taken:
 - Obtain any reports completed by law enforcement
 - Retain documentation in Human Resources and Facilities for each incident
 - 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 another 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 because of the incident
 - Information about the person completing the log, including their name, job title, and the date completed
- Review all previous incidents

SUPPORTS AND RESOURCES

Support and resources, such as counseling services, are provided to affected employees and students. They may include referrals to counseling services, information about employee assistance programs, and time off work if necessary.

Ensure that no personal identifying information is recorded or documented in the written investigation report. 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

Temecula Valley 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 [name of employer] have 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 Temecula Valley Charter School has for interactive questions and answers with a person knowledgeable about the Temecula Valley Charter School plan
- Employee routes of escape
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for employees desiring such assistance
- 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

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

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Temecula Valley 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, the administrative offices 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 company website, which allows an employee to review, print, and email the current version of the written WVPP.

RECORDKEEPING

Temecula Valley 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 a 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 **Temecula Valley Charter School** WVPP will be reviewed for effectiveness:

- Annually
- When a deficiency is observed or becomes apparent
- After a workplace violence incident
- As needed

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 **Temecula Valley 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. These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\), Reporting Work-Connected Fatalities and Serious Injuries](#), Temecula Valley 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, Dr. Charity Plaxton-Hennings, Executive Director, of Temecula Valley 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.

Dr. Charity Plaxton-Hennings, Executive Director

Signature

Date

Temecula Valley Charter School

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).

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

Enter the date the incident occurred:

Enter the time (or approximate time) that the incident occurred:

Location(s) of Incident	Workplace Violence Type Indicate which type(s) (Type 1, 2,3,4) See Definitions on page 1

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

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.

Examples:

- 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

Explain: Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on a separate sheet of paper if necessary.

Workplace violence committed by:

Note: For confidentiality, only include the 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.

Circumstances at the time of the Incident?

Note: What was happening 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.

Where the incident occurred:

Note: Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.

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

Please include what the consequences of the incident:

Were there any injuries? Yes or No. Please explain Provide description of the injuries:

Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the 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:

Name of Employee completing this log: _____

Job Title of Employee completing this log: _____

Signature: _____ Date: _____

Cal/OSHA Publications Unit

February 2024

For Additional Guidance <https://www.dir.ca.gov/dosh/Workplace-Violence.html>

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