

# SAN JOAQUIN DELTA COMMUNITY COLLEGE DISTRICT WORKPLACE VIOLENCE PREVENTION PLAN

June 20, 2024

## OBJECTIVES AND POLICY STATEMENT

San Joaquin Delta Community College District (“District”) is committed to providing an environment free of violence or threats of violence and to safeguarding all employees, including District supervisors and managers whom the District directs and directly supervises on the job to the extent that workers are exposed to hazards specific to their worksite and job assignment.

The District prohibits and will not tolerate any form of workplace violence by any employee or third party, including customers, clients, vendors, visitors, students, or others, either at the workplace, in or on District property, or at District-sponsored events.

This Workplace Violence Prevention Plan (“WVPP” or “Plan”) is intended to supplement the general Injury and Illness Prevention Program (“IIPP”) required by 8 CCR § 3203. This Plan is in effect at all times in all work areas and is intended to be specific to the hazards and corrective measures for each work area and operation. This Plan is intended to comply with the requirements of Labor Code section 6401.9 and 6401.7.

The WVPP shall be available to employees and authorized employee organization representatives at all times.

The District shall provide all safeguards required by law and regulation, including provision of personal protective equipment and training at no cost to the employee, at a reasonable time and place for the employee, and during the employee's paid time.

The primary objective of the WVPP is to prevent and eliminate workplace violence as follows:

- Establish and maintain an effective WVPP;
- Provide a safe working environment;
- Establish policies, training, and communications to improve workplace violence prevention; and
- Provide written records of workplace violence incidents and investigations in accordance with the Plan.

The WVPP shall be developed and implemented in a manner that is consistent with the District’s obligations under Title IX of the Education Amendments of 1972 (“Title IX”), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), and related policies and procedures. When a report is made under the WVPP, the responsible official shall determine whether the report also impacts the District’s obligations under Title IX and the Clery Act.

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Date of Last Review: June 20, 2024

Date of Last Revision(s): June 20, 2024

## I. DEFINITIONS

The following definitions apply to the Plan:

**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.

**Environmental risk factors:** factors in the facility or area in which services or operations are conducted that may contribute to the likelihood or severity of a workplace violence incident, including, but not limited to, risk factors associated with the specific task being performed, such as the collection of money.

**Log:** the violent incident log required by this Plan.

**Plan:** this Workplace Violence Prevention Plan.

**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.

**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.

**Workplace violence:** any act of violence or threat of violence that occurs in a place of employment, including, but not limited to, the following: (i) 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; (ii) 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; and (iii) the following four workplace violence types:

**Type 1 violence:** workplace violence committed by a person who has no legitimate business at the worksite, including 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.

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**Workplace violence** does not include lawful acts of self-defense or defense of others.

**Work practice controls:** procedures and rules used to effectively reduce workplace violence hazards.

## II. RESPONSIBLE PERSONS

The following persons are responsible for implementing the Plan:

**Vice President of Human Resources** has the authority and responsibility to designate personnel for implementing and maintaining this Plan for the District.

**Division/Department** All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP. Managers, supervisors and lead workers will provide day-to-day program support, guidance and training to the individual employees on the District's WVPP.

A copy of the WVPP is available from each campus Administrative Services office and the Vice President of Human Resources office, and it is also available on the [Employee Resource Page](#).

## III. EMPLOYEE INVOLVEMENT

The District relies upon the active involvement of employees and employee organization representatives in developing, implementing, reviewing, and revising the Plan. This includes, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards, designing and implementing training, and reporting and investigating workplace violence incidents.

The constituency review process will be tasked to the Health and Safety Advisory Committee. This Committee shall be under the direction of the District Police Chief or designee.

The Committee, through its members and the constituency groups represented, shall operate in close contact and communication with the division/department heads, program coordinators, administration, department managers, managers, and supervisors.

This Committee shall participate in identifying, evaluating, and correcting workplace violence hazards, designing and implementing training, and reviewing the Plan.

The District will obtain employee involvement regarding the Plan by the following methods:

1. Providing a draft of the Plan to employees and their authorized employee organization representatives before the Plan is implemented and soliciting feedback from employees and their authorized employee organization representatives.
2. Meet-and-confer with authorized employee organization representatives over the impacts of the draft Plan on any terms and conditions of employment and on the terms of any memorandums of understanding ("MOUs") between the District and any authorized employee organization representatives.
3. Interviewing employees regarding the Plan and/or violence at the District.

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4. The Director of Facilities, Planning, and Management, and/or District Police Chief, or their designees, will attend staff meetings of different departments throughout the District upon request to obtain employee input and bring input to the Health and Safety Advisory Committee.
5. Conducting committee meetings/employee meetings.
6. Maintain mechanisms for employees to provide suggestions, feedback, or concerns regarding the Plan and/or violence at the District.
7. Preparing written records of workplace violence issues discussed at committee meetings/employee meetings, making copies of the records available to all affected employees and maintaining the records on file.
8. Communicating safety and health issues to each facility, coordinating training, and developing incentive programs or other special safety programs.
9. Providing the approved version of the Plan to employees and their authorized employee organization representatives and soliciting employee feedback.
10. Providing the Plan to new employees during new employee orientation.

**IV. COORDINATION WITH OTHER EMPLOYERS**

The District will coordinate the implementation of the Plan with all other employers whose employees (“third-party employers and/or employees”) work at District campuses, buildings, and facilities. This is to ensure that all personnel at the worksite understand their respective roles as provided in the Plan, that all employees are provided the training required by the Plan, and that workplace violence hazards are identified, evaluated, and corrected, and that workplace violence incidents are reported and investigated.

The District’s coordination efforts will include the following:

11. Prepare a list of third-party employers that work on District property.
12. Designate the Vice President of Administrative Services or designee as the point of contact for third-party employers that work on District property.
13. Provide all third-party employers a copy of the relevant worksite Plan and obtain copies of each third-party employer’s Plan.
14. Determine the appropriate training for third-party employees by their respective job duties, as provided in this Plan and determine which employer will provide the training.
15. Vice President of Administrative Services or designee shall meet with the Safety designee of third-party employers when third party employees are assigned to work at District’s facilities and discuss the Plan and the Plan of the third-party employer. These meetings shall occur annually or as necessary and following any workplace violence incident at any District worksite where a third-party employer operates.

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16. Ensure all third-party employees receive and review the Plan when working on District property.
17. Require all third-party employees to report all reportable incidents (as defined in this Plan) to the appropriate supervisor, manager, or other designated person and participate in any investigations, as required by this Plan, District's IIPP or other District policy.
18. Coordinate procedures with third-party employers for reporting, investigating, and documenting workplace violence incidents.
19. Review and revise contracts with third-party employers to address each party's responsibilities regarding the Plan, including which entity is responsible for training third-party employees and for reporting, investigating, and documenting workplace violence incidents involving third-party employees.
20. Document (in the parties' contract or otherwise) which third-party employers have assumed responsibility for training and for reporting, investigating, and documenting workplace violence incidents involving third-party employees.

### **V. EMPLOYEE COMPLIANCE**

The District is committed to ensuring that all safety and health policies and procedures involving workplace security, including this Plan, are communicated clearly and understood by all employees.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment. Failure to follow this Plan, the District's IIPP or any other applicable District directives, policies or procedures is grounds for discipline, up to and including termination.

In addition to methods provided in other sections of this Plan, the District may utilize the following methods to ensure that all employees, including supervisors and managers, comply with work practices that are designed to make the workplace secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, including by the methods described below:

21. Make this Plan available to all employees and authorized employee organization representatives.
22. Recognizing employees who follow safe and healthful work practices that promote security in the workplace.
23. Training programs as provided in the Plan and any necessary re-training.
24. Disciplining employees for failure to comply with this Plan, the District's IIPP, or workplace security practices.
25. Periodic inspections of the worksite in accordance with this Plan.
26. New employee orientation on workplace security policies, procedures and work practices, including the Plan.

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27. Posted or distributed workplace safety information regarding any identified workplace violence hazards.
28. Conducting periodic Health and Safety Advisory Committee meetings. All meetings should be documented, including, but not be limited to, signed attendance rosters, the name and title of the personnel conducting the meeting, an agenda for items discussed and minutes of the meetings.
29. Counseling for employees whose performance is deficient in complying with work practices designed to ensure workplace security.
30. Evaluating the performance of all employees in complying with this Plan and the District's security measures by periodic and unscheduled inspections.
31. Maintaining an electronic form on the District's Employee Resource web page where employees can [anonymously] provide suggestions, feedback or concerns regarding the Plan and/or violence at the District.

### **VI. REPORTING AND INVESTIGATING**

The District recognizes that to maintain a safe, healthy, and secure workplace, all employees, including managers and supervisors, must have open, two-way communication on all workplace safety, health and security issues. District's communication procedures are designed to encourage a continuous flow of information between management and employees regarding any suggestions, concerns, and information relating to workplace violence.

*Employees will not be subject to any discipline, retaliation or reprisal for reporting or communicating any workplace violence matter including a violent incident, threat, or workplace violence concern. Any employee who engages in retaliation or reprisal because another employee has reported a workplace violence matter will be subject to discipline.*

#### **A. Employee Reporting**

The District requires all employees to immediately report workplace violence matters, including all violent incidents, threats, or other workplace violence concerns, to law enforcement or Human Resources. Employees are encouraged to complete the District's Example Violent Incident Report Form and submit that form to Human Resources. An example Violent Incident Report (Attachment A) and/or Police Incident Report requests details of the incident, including what happened, why it happened, what should be done to prevent it from happening again and what action has been taken to reduce or eliminate future incidents.

Employees may also report workplace violence matters as follows:

32. To District Police at 209-954-5000 (for emergencies and non-emergencies) (24 hours a day)
33. District Blue Light Phone (24 hours a day)
34. To the employee's District supervisor or manager using the District Complaint form .

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Any person receiving a report of workplace violence shall forward the report to the Vice President of Human Resources or designee.

The Vice President of Human Resources or designee shall respond to reports of workplace violence as described in this Plan. In addition to reviewing the Violent Incident Report Form, the Vice President of Human Resources or designee is responsible for recording information relating to each occurrence of workplace violence on the Violent Incident Log (Attachment D).

A Violent Incident Report Form or Police Incident Report must be completed even when an incident of workplace violence results in an injury requiring the completion of other documents, such as a California Department of Industrial Relations Form 5020 (Employer's Report of Occupational Injury or Illness), the Cal/OSHA Form 301 Injury and Illness Incident Report, and/or California Department of Industrial Relations, Division of Workers' Compensation Form DWC-1 (Workers' Compensation Claim Form). All forms are processed and stored in accordance with the applicable laws and regulations relating to those forms. Even if no Violent Incident Report Form or Police Incident Report is completed, the information required by this Plan must still be recorded in the Violent Incident Log.

### Emergency Situations

During any emergency situation, any District personnel observing the situation should:

35. Get to safety.
36. Call 911 when safe to do so.

### Non-Emergency Situations

Contact numbers for non-emergency situations are available in every facility and on the [SJDC web page](#) for District, law enforcement, and emergency services agencies. During any non-emergency situation, employees involved in a workplace violence incident must report it, as described above; the Vice President of Human Resources or designee may then report the incident to law enforcement if warranted.

Any employee who reports workplace violence and believes they are being subjected to discipline, retaliation, or reprisal should report it to the Vice President of Human Resources or designee via the District Violent Incident Report form.

All employees may communicate suggestions, concerns or information regarding workplace violence or this Plan to their supervisor, manager, or the Vice President of Human Resources.

### **B. Investigating Workplace Violence Incidents and Reports**

The District takes all workplace violence concerns seriously. The District will promptly investigate all incidents, threats, and concerns of workplace violence regardless of how they are reported or how the District becomes aware of them. The scope and type of investigation will depend on the matter being investigated, and the District may utilize specific investigation procedures depending on the type of investigation that is warranted (e.g., Title IX investigation procedures might apply).

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The District will inform employees how reports and concerns will be investigated, whether administratively or criminally, and how they will be notified of the investigation results and any corrective action.

The District's investigation may include the following:

37. Reviewing any relevant previous incidents.
38. Interviewing the affected employee(s) and any witnesses.
39. Preparing appropriate summaries of the interviews.
40. Visiting the scene of the alleged incident as soon as possible.
41. Examining the workplace for factors associated with the incident.
42. Reviewing any relevant physical, electronic or other evidence, such as video footage, photographs, and/or emails or other communications.
43. Coordinating, to the extent necessary and feasible, with any law enforcement investigation.
44. Determining the cause of the incident.
45. Recommending corrective action to correct the hazards and prevent the incident from reoccurring.
46. Preparing a written report of findings and any action taken.

The requirements and procedures of this section are in addition to those described elsewhere in this Plan and other District policies regarding investigating policy violations, misconduct, or initiating disciplinary action. An investigation in accordance with other policies may serve as an investigation under this Plan.

In the event an employee is injured or seeks medical treatment because of a workplace violence incident, supervisors shall also comply with the appropriate procedures, including completing the required entries or forms, such as OSHA Log 300 or 300A, Cal/OSHA Form 301 Injury and Illness Incident Report, and/or California Department of Industrial Relations, Division of Workers' Compensation Form DWC-1 (Workers' Compensation Claim Form). Please also refer to the "Reports of Workplace Violence" section of this Plan. Should an injury qualify as a "serious" injury as defined by Title 8 CCR Section 330, the District must report the injury to Cal/OSHA if required by Title 8 CCR Section 342.

### **C. Notice of Investigation Outcome**

Upon the completion of an administrative investigation, the District will inform the employee who made the report and as appropriate, other impacted employees, of the results of the investigation and any corrective actions taken to correct identified and evaluated workplace violence hazards.

The notification may include one or more of the following at the District's discretion:



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- 47. In accordance with applicable laws, the employee will be provided a copy of any completed workplace violence investigation conducted pursuant to this Plan relevant to the employee's concern and the records of any corrective action taken. No personally identifying information of any other employee who is the subject of the investigation will be provided to employee(s) not involved in the incident.
- 48. The employee's supervisor or Vice President of Human Resources/designee meets with the employee to discuss the concerns, the investigation, and the corrective actions to be taken.
- 49. Send the employee via email a summary of the employee's concern, the investigation, and actions taken in response to the employee's concern.

**RESPONDING TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE EMERGENCIES**

The District maintains procedures for responding to actual or potential workplace violence emergencies that include alerting employees about the emergency, utilizing evacuation and sheltering plans, and obtaining help from appropriate parties.

**D. Alerting Employees**

In the event of an actual or potential workplace violence emergency, the District may alert employees of the presence, location, and nature of the emergency by utilizing one or more of the following means of communication:

- 1. Mustang Alert (RAVE)
  - a. Text Message
  - b. Social Media
  - c. Email
- 2. Public notification systems
- 3. Fire/security alarm
- 4. District Police / First Responder Personnel

The notifications under this plan may be in addition to Timely Warnings or Emergency Notifications required by the Clery Act.

**E. Evacuation and Sheltering Plans**

In the event of an actual or potential workplace violence emergency, the District has developed emergency plans for each worksite located throughout each college's campuses and District Operations.

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### **F. Obtaining Assistance During a Workplace Violence Emergency**

In an actual or potential workplace violence emergency, employees may obtain assistance when it is safe to do so by:

1. District Police Department at 209-954-5000
2. Calling 911

### **VII. INSPECTIONS: HAZARD IDENTIFICATION AND EVALUATION**

The District shall conduct inspections to identify, evaluate, and correct workplace violence hazards upon (i) the adoption of this Plan, (ii) after each workplace violence incident, and (iii) whenever the District is made aware of a new or previously unrecognized hazard, and (iv) whenever there is a report of a workplace violence incident or concern. Further, the District will conduct inspections periodically.

Inspections will be documented using the Hazard Identification and Inspection Checklist (available on the Employee Resource web page), an effective means to identify, evaluate, and correct workplace violence hazards. The date and name of the person conducting the inspections will be documented. Any deficiencies must be documented and reported to the Vice President of Administrative Service or designee. Items will be addressed in a timely manner based on the severity of the hazard.

Inspections may include the following:

50. Review all workplace violence incidents that occurred in the facility within the previous year, regardless of whether an injury occurred.
51. Identify and evaluate environmental risk factors for workplace violence in each facility, including surrounding areas, such as employee parking areas and other outdoor areas.
52. An assessment of the following specific environmental risk factors:
  - a. Employees working in locations isolated from other employees because their assignment requires them to work alone, in remote locations, during the night or early morning hours, or where an assailant could prevent entry into the work area by responders or other employees.
  - b. Poor illumination or blocked visibility of areas where possible assailants may be present.
  - c. Lack of physical barriers between employees and persons at risk of committing workplace violence.
  - d. Lack of effective emergency exit.
  - e. Obstacles and impediments to accessing alarm systems.
  - f. Locations within the facility where alarm systems are not operational.

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- g. Entryways where unauthorized entrance may occur, such as doors designated for staff entrance or emergency exits.
- h. Storage of high-value items or currency.
- i. Community-based risk factors include information about local crime conditions and police contact information.

All identified hazards must be corrected promptly. Records of workplace violence hazard identification, evaluation, and correction shall be created and maintained for a minimum of five years.

The following work groups shall conduct periodic inspections in all District facilities:

- SJDC Police Department
- SJDC Maintenance Department
- SJDC Risk Management

### **VIII. INCIDENT RESPONSE AND HAZARD CORRECTION**

The District shall respond to workplace violence incidents and correct hazards that threaten the security of employees in a timely manner based on the severity of the incident or hazard. The District shall correct hazards either when observed or discovered. When an imminent hazard exists which cannot be immediately corrected without endangering employee(s) and/or property, the District shall remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

The District shall use engineering and work practice controls to eliminate or minimize employee exposure to the identified hazards to the extent feasible. The District shall take measures to protect employees from imminent hazards immediately.

Corrective measures may include, as applicable, but shall not be limited to:

- 53. Ensuring sufficient numbers of staff are trained and available to prevent and immediately respond to workplace violence incidents during each shift.
- 54. Providing line of sight or other immediate communication in all areas where members of the public may be present. This may include removal of sight barriers, provision of surveillance systems or other sight aids such as mirrors, use of a buddy system, improving illumination, or other effective means.
- 55. Configuring facility spaces so that employee access to doors and alarm systems cannot be impeded by persons or obstacles.
- 56. Maintaining sufficient staffing, including police personnel, who can maintain order in the facility and respond to workplace violence incidents in a timely manner.

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The District will appropriately investigate workplace violence threats or incidents regardless of how they are reported or how the District becomes aware of them. Further, the District may petition the court for a Workplace Violence Restraining Order, or bar persons from District facilities, buildings, and campuses as permitted by law including Penal Code section 626.4 and section 626.6. Further, the District will take appropriate disciplinary action against employees or students who commit acts of workplace violence or who make threats of workplace violence.

### **IX. PLAN REVIEW**

The District reviews the effectiveness of the Plan annually when a deficiency is observed or becomes apparent and after a workplace violence incident. The District revises the plan as needed.

Reviewing and revising the plan as needed shall consist, at a minimum, of the following:

57. Reviewing the Plan using the Employee Involvement procedures stated in this Plan.
58. Reviewing the Violent Incident Log.
59. Reviewing investigations of alleged hazardous conditions or employee concerns.
60. Reviewing investigations of workplace violence incidents.
61. Reviewing written records of workplace violence issues discussed at committee meetings/employee meetings
62. Reviewing communications regarding safety and health issues.
63. Reviewing training programs as provided in the Plan.
64. Reviewing District [forms/internal site] where employees can provide suggestions, feedback or concerns regarding the Plan and/or violence at District.

### **X. TRAINING**

The District is committed to ensuring that all employees have effective training on workplace security practices that address the workplace violence risks that employees may reasonably anticipate encountering in their jobs.

The District shall obtain the active involvement of employees and their authorized employee representatives in designing and implementing all required training under this Plan in accordance with the Employee Involvement section stated in this plan.

The District shall use training material appropriate in content and vocabulary to employees' educational level, literacy, and language.

All training conducted in accordance with this plan shall permit an opportunity for interactive questions and answers with a person knowledgeable about the plan.

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All training must be documented by using the Training Log (Attachment B). Individual training records shall be placed in the employee’s personnel file. All training records shall be kept on file for a minimum of one (1) year.

**A. Type of Training and Timing**

**1. General Workplace Security Training – New Hire and Annually**

The District shall provide training (1) when this Plan is first established, to all new employees, and to all employees annually; (2) to other employees for whom training has not previously been provided and to all employees, supervisors and managers given new job assignments for which specific workplace security training for that job assignment has not previously been provided, and (3) whenever the employer is made aware of new or previously unrecognized hazards, and (4) for supervisors to familiarize themselves with the workplace violence hazards to which employees under their immediate direction and control may be exposed.

Training shall be provided on the following:

- 65. This Plan, including the definitions and requirements as provided in this Plan; how to obtain a copy of this Plan at no cost; and how to participate in the development and implementation of this Plan, as described in this section and in the section “Responsible Persons – Employee Involvement.”
- 66. Reporting workplace violence incidents or concerns to the District or law enforcement without fear of reprisal, as described in the “Communications,” “Reports of Workplace Violence” and “Response to Workplace Violence,” sections of this Plan.
- 67. Workplace violence hazards specific to employees’ jobs, the corrective measures the District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- 68. The Violent Incident Log and how to obtain copies from the District.
- 69. Records of workplace violence hazard identification, evaluation, and correction and how to obtain copies from the District.
- 70. Training records and how to obtain copies from the District.

**2. Additional Training – As Needed**

Additional training shall be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to this Plan. The additional training may be limited to addressing the new workplace violence hazard or changes to this Plan.

In addition, the District may provide specific training to all employees regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training. The training the District may provide to an employee based on their specific job assignment may include the following:

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Type I Violence Training – For  Managers  Supervisors  Employees

- General Crime Awareness, including high-crime areas
- Locations and Operations of Alarms
- Communications Procedures
- Working in isolation
- Working with money
- Working late at night
- Working in areas with poor visibility or low lighting
- Other: \_\_\_\_\_

Type II Violence Training – For  Managers  Supervisors  Employees

- Self-Protection
- Location, operation, care and maintenance of alarms and other protection devices
- Use of the “Buddy System” or other assistance from co-workers
- Customers and/or clients with a history of violent behavior
- Other: \_\_\_\_\_

Type III and IV Violence Training – For  Managers  Supervisors  Employees

- Managing with respect and consideration
- Working with individuals with a history of violent behavior
- High-stress times such as impending layoffs
- Access to potential or improvised weapons such as scissors, tools, etc.
- Domestic violence involving spouse/domestic partner/former spouse/domestic partner at work
- Restraining Orders
- Other: \_\_\_\_\_

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**XI. VIOLENT INCIDENT LOG**

The District shall record information regarding incidents of workplace violence in the Violent Incident Log. (Attachment D) The Log shall contain the information requested in the Log about all incidents, the post-incident response, and incident investigation. [AALRR Comment: This is in addition to the log required by the Clery Act. However, the District may be able to keep one log, as long as it captures all information required by both SB 553 and the Clery Act.]

The District shall prepare the Log based on information solicited from involved employees, including those who experienced the violent incident, on witness statements, and on the findings of investigations into workplace violence incidents. The Log shall not contain any elements of personally identifiable information, such as a person's name, address, electronic mail address, telephone number, or Social Security number, or other information that, alone or in combination with other publicly available information, reveal any person's identity.

Workplace violence resulting in an injury requires recording the information on the OSHA Log 300 or 300A, Cal/OSHA Form 301 Injury and Illness Incident Report, and/or California Department of Industrial Relations, Division of Workers' Compensation Form DWC-1 (Workers' Compensation Claim Form) must also be recorded on those documents, in addition to the Violent Incident Log. All OSHA forms and logs are processed and stored in accordance with the applicable laws and regulations relating to those forms.

For multiemployer worksites, the employer or employers whose employees experienced the workplace violence incident shall record the information in the Violent Incident Log and shall provide a copy of that log to the controlling employer.

**XII. RECORDS**

The District shall keep and maintain records as required by this Plan.

The District shall create and maintain the following records for a minimum of **one year:**

71. Employee Training Log. (See Attachment C)

72. Training Attendance Log. (See Attachment B)

To the extent feasible, any associated written materials or presentations shall be kept with the relevant Training Attendance Log.

The District shall create and maintain the following records for a minimum of **five years:**

73. Hazard Identification and Inspection Checklist. (See Employee Resources Hub)

74. Violent Incident Log. (See Attachment D)

75. Records of workplace violent incident investigations conducted pursuant to this Plan. These records shall not contain "medical information" as defined by California Civil Code Section 56.05(j).

76. Other: \_\_\_\_\_

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The following records shall be made available to employees and their authorized representatives, upon request and without cost, for examination and copying within 15 calendar days of a request: (1) Records of workplace violence hazard identification, evaluation, and correction; (2) Training records showing the training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions; and (3) the Violent Incident Log. Any employee's personally identifiable information shall not be released except as authorized by law. All records required by this Plan shall be made available to Cal-OSHA upon request and as required by law.



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**EMPLOYEE ACKNOWLEDGMENT OF RECEIPT**

I have received a copy of the San Joaquin Delta Community College District's Workplace Violence Prevention Plan (the "Plan") and understand that it contains important information about the District's workplace safety and security policies and my rights, responsibilities and obligations as an employee. I acknowledge that I have read, understand, and will adhere to the District's Plan and that I have familiarized myself with the material in the Plan. I understand that the District may change, rescind, delete, or add to any policies, benefits, and practices described in the Plan from time to time, at its sole and absolute discretion, with or without prior notice.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

WORKPLACE VIOLENCE PREVENTION PLAN

**Example VIOLENT INCIDENT REPORT – ATTACHMENT A\***

Employee Name: \_\_\_\_\_

Name/Title/Contact Information of Person Completing Form: \_\_\_\_\_

<b><u>Date/Time</u></b>	<b><u>Location/ Department</u></b>	<b><u>Incident Description</u></b> <i>(Please include as much detail as possible. Include additional sheet if necessary.)</i>	<b><u>Violence Committed By?<sup>1</sup></u></b>

**Type of Incident:** (check all that apply)

- Physical attack (e.g. biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting)  Attack with weapon (e.g. gun, knife, other object)  Threat of force or use of weapon or other object  Sexual assault or threat (rape or attempted rape, physical display, or unwanted verbal or physical sexual contact)  Verbal Harassment  Animal Attack  Other \_\_\_\_\_

**Incident Location Specifics:** (check all that apply)

- Office  Classroom  Hallway  Restroom/Bathroom  Parking Lot  Other Area Outside Building  Personal Residence  Break Room  Cafeteria  Other \_\_\_\_\_

**Incident Specifics:** (check all that apply)

- Victim Performing Usual Job Duties  Poor Lighting  Rushed  Working During Low Staffing Level  High Crime Area  Isolated/Alone  Unable to Get Help/Assistance  Working in Community Setting  Working in Unfamiliar/New Location

**Consequence Specifics:** (check all that apply)

- Medical Treatment Provided  Assistance Provided to Conclude Incident (detail in Incident Description)  Security Contacted  Law Enforcement Contacted  Lost Time of Work Hours: \_\_\_\_\_  Actions

\_\_\_\_\_  
<sup>1</sup> The perpetrator will be classified as: (1) client or customer; (2) family or friend of a client or customer; (3) stranger with criminal intent; (4) co-worker, supervisor or manager of victim, (5) partner or spouse, parent or relative of victim, or (6) other perpetrator.

## WORKPLACE VIOLENCE PREVENTION PLAN

Requested to Protect from Continuing Threat (if any):

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*PLEASE NOTE:*

*If the alleged conduct may fall within the Title IX definition of Sexual Harassment, including, but not limited to, Sexual Assault, Domestic Violence, Dating Violence, or Stalking, the District's Title IX Coordinator will reach out to the reporting party to gather more information and provide resources. If the alleged conduct is determined to fall within Title IX, the Coordinator will conduct an intake meeting and offer supportive measures. The District's Title IX policy and procedures are accessible here [\[link\]](#).*



## WORKPLACE VIOLENCE PREVENTION PLAN

Attach Training materials



WORKPLACE VIOLENCE PREVENTION PLAN

**Example VIOLENT INCIDENT LOG – ATTACHMENT D**

Name/Title of Person Completing Form:

\_\_\_\_\_

Date Completed:

\_\_\_\_\_

<u>Log No.</u>	<u>Date/Time</u>		<u>Location/ Department</u>	<u>Incident Description</u>	<u>Violence Committed By?<sup>2</sup></u>

**Type of Incident:** (check all that apply) (as defined in the “Definitions” section)

Type 1 Incident  Type 2 Incident  Type 3 Incident  Type 4 Incident

Physical attack (e.g. biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting)  Attack with weapon (e.g. gun, knife, other object)  Threat of force or threat of use of weapon or other object  Sexual assault or threat (rape or attempted rape, physical display, or unwanted verbal or physical sexual contact)  Verbal Harassment  Animal Attack  Other

\_\_\_\_\_

**Incident Location Specifics:** (check all that apply)

Office  Sales Floor  Hallway  Restroom/Bathroom  Parking Lot  Other Area Outside Building  Personal Residence  Break Room  Cafeteria  Other

**Incident Circumstances:** (check all that apply)

Victim Performing Usual Job Duties  Poor Lighting  Rushed  Working During Low Staffing Level  High Crime Area  Isolated/Alone  Unable to Get Help/Assistance  Working in Community Setting  Working in Unfamiliar/New Location  Other:

\_\_\_\_\_

**Consequence Specifics:** (check all that apply)

\_\_\_\_\_

<sup>2</sup> The perpetrator will be classified as: (1) client; (2) customer; (3) family or friend of a client or customer; (4) stranger with criminal intent; (5) co-worker, supervisor or manager of victim, (6) partner or spouse, parent or relative of victim, or (7) other perpetrator.

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Security Contacted/Law Enforcement Contacted  Law Enforcement Response: \_\_\_\_\_   
Actions Taken to Protect from Continuing Threat or Other Hazards Identified as a Result of Incident (if  
any): \_\_\_\_\_



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**Example HAZARD PERIODIC INSPECTION CHECKLIST – ATTACHMENT E<sup>3</sup>**

Date: \_\_\_\_\_

Facility / Operation / Department: \_\_\_\_\_

**STAFFING / SECURITY**

<b>HAZARD</b>	<b>PRESENT</b>	<b>CORRECTION</b>	<b>CORRECTED</b>	<b>NOTES / FOLLOW UP</b>
Lack of designated security personnel, including chief of police / safety	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Designate personnel responsible for security	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Failure to communicate contact information for first responders' personnel to all employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Communicate contact information for security personnel to all employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Emergency telephone numbers for law enforcement, fire and medical services not accessibly posted	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Post emergency telephone numbers for law enforcement, fire and medical services where employees can access it	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Police staff not located in vulnerable areas (e.g. parking lot, reception area, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Post / locate security staff in vulnerable locations.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Police staff not available to escort employees upon request or as needed (e.g. to the parking lot, etc.) and a contact number provided	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Staff identified and available to escort employees on request or as needed and a contact number provided	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
OTHER	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

<sup>3</sup> Note: Not every hazard must be corrected with every engineering or work practice control. The above checklist is to assist you in identifying hazards and developing possible corrections. For example, you are not required to have surveillance cameras or secured entry.

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**TRAINING**

<b>HAZARD</b>	<b>PRESENT</b>	<b>CORRECTION</b>	<b>CORRECTED</b>	<b>NOTES / FOLLOW UP</b>
Required training not done on schedule in accordance with the Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Perform training in accordance with the Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees not trained on the Plan and topics required by the Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	All employees trained on the Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees [or specific employees] not trained to respond to violent incidents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Employees trained to respond to violent incidents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees [or specific employees] not trained to recognize the potential for violence, factors contributing to the escalation of violence and how to counteract them, and when and how to seek assistance to prevent or respond to violence. violence, and strategies to avoid physical harm.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Employees trained to recognize the potential for violence, factors contributing to the escalation of violence and how to counteract them, and when and how to seek assistance to prevent or respond to violence. violence, and strategies to avoid physical harm.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
OTHER	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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**ENGINEERING / FACILITIES**

<b>HAZARD</b>		<b>PRESENT</b>	<b>CORRECTION</b>	<b>CORRECTED</b>	<b>NOTES / FOLLOW UP</b>
No fences, gates, walls or other barriers around workplace		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install fences, gates, walls or other barriers around workplace	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Entrances not visible		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Make entrances visible	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Workplace attractive to thieves		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Make workplace unattractive to thieves	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
No employee only parking area		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide employee only parking area	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Landscape and areas around workplace and parking lots not maintained to minimize hiding places		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Maintain landscape and area around workplace and parking lots to minimize hiding places	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Inadequate lighting in the parking areas and approaches to workplace		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install adequate lighting in the parking areas and approaches to the workplace	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Access to the facility/department/operation and freedom of movement within it not controlled, consistent with business necessity.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Access to the workplace and freedom of movement within it controlled, consistent with business necessity.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	No controlled / Escorted access in certain situations (e.g. discharged employee, concerns regarding an employee)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Procedures to control and/or escort employees in certain situations (e.g. discharged employee, concerns regarding an employee)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Does the workplace lack:					
	Secured entry (e.g. fobs, buzzers)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Secured entry system	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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HAZARD		PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
	Physical barriers (Plexiglass, elevated counters, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Installed appropriate barriers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Locks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install locks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Alarms	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install alarms	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Panic alarms / buttons (portable or fixed)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install or provide panic alarms	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Screening devices (e.g. metal detectors, x-ray machines)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install screening devices	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Line of sight between employees in work areas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide line of sight between employees in work areas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Surveillance lacking:		<input type="checkbox"/> Yes <input type="checkbox"/> No	Using surveillance, such as cameras or mirrors	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Mirrors	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install mirrors	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Cameras – interior and exterior	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install cameras	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Other surveillance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install other surveillance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Lack of signs that there is limited cash on premises		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Post signs that limited cash is kept on the premises	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Insufficient available employee escape routes		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Establish / designate employee routes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Exit doors					
	Opened from inside or outside	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Exit doors are only able to be opened from the inside	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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<b>HAZARD</b>		<b>PRESENT</b>	<b>CORRECTION</b>	<b>CORRECTED</b>	<b>NOTES / FOLLOW UP</b>
	Opened from the direction of exit travel with tools or special knowledge or effort	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Exit doors are opened from the direction of exit travel without tools or special knowledge or effort	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Spaces configured so that access to doors and/or alarm systems is impeded	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Configure space so that access to doors and/or alarm systems is not impeded	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Furniture not secured to floor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Secure furniture to floor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	OTHER	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Secure furniture to floor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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**WORK PRACTICE CONTROLS**

<b>HAZARD</b>		<b>PRESENT</b>	<b>CORRECTION</b>	<b>CORRECTED</b>	<b>NOTES / FOLLOW UP</b>
Public access is not restricted, consistent with business necessity.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Restrict public access consistent with business necessity.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees are not provided with maps and/or clear directions to their workspaces and entrances, and exits.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide employees with maps and/or clear directions to their workspaces and entrances and exits.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Lack of posted floor plans showing entrances, exits, and the location of security, visible only to authorized personnel		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Post floor plans showing entrances, exits and the location of security, visible only to authorized personnel	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Lack of appropriate security measures for employees working in special situations					
	Working late at night	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Institute appropriate security measures for employees working late at night	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Handling money	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Institute appropriate security measures for employees handling money	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Working by themselves	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Institute appropriate security measures for employees working by themselves	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Visitors or clients not escorted when on premises		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Escort all visitors and clients when on premises	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees, visitors and clients not required to wear badges or other identification		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Require all employees, visitors and clients to wear badges or other identification	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees without access to a telephone		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide employees access to a telephone in case of an emergency	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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<b>HAZARD</b>	<b>PRESENT</b>	<b>CORRECTION</b>	<b>CORRECTED</b>	<b>NOTES / FOLLOW UP</b>
No procedures to report suspicious persons or activities	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employees have access to contact information for security and law enforcement and are instructed how to report suspicious persons and activities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Workplace Violence Prevention Plan not communicated and/or provided to all employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Workplace Violence Prevention Plan provided to all employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees not trained in recognizing and responding to violence, including active shooter	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employees trained in response to violence, including active shooter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
No communication procedures for employees to report workplace violence concerns, including threats, physical violence and property damage, without fear of reprisal	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Implement communication procedures for employees to report workplace violence concerns	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
No communication procedures between employees and between shifts, facilities, operations and/or departments regarding conditions that may increase potential for workplace violence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Implement communication procedures between employees and between shifts, facilities, operations and/or departments regarding conditions that may increase potential for workplace violence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Cash on hand not stored in safes on premises	<input type="checkbox"/> Yes <input type="checkbox"/> No	Cash on hand limited and time access safes used	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Valuables present on site or during exchange (e.g. cashier, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Limit the amount of valuables on site and keep only small bills in a cash register; use time access safes and deposit large bills as they are received; use only one cash register after dark and keep its drawer empty and open	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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<b>HAZARD</b>	<b>PRESENT</b>	<b>CORRECTION</b>	<b>CORRECTED</b>	<b>NOTES / FOLLOW UP</b>
Employees work alone or isolated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Employees use a “buddy system” or a check in system	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Lack of appropriate discipline procedures for employees who commit workplace violence, including threats	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide appropriate procedures for employees who commit workplace violence, including threats	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employee Assistance Program or other counseling not available to employees who exhibit behaviors or signs of strain that may lead to workplace violence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide an Employee Assistance Program or other counseling to employees who exhibit behaviors or signs of strain that may lead to workplace violence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
OTHER	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	[Describe correction action taken]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	



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**Example HAZARD IDENTIFICATION, EVALUATION AND CORRECTION RECORD –  
ATTACHMENT F**

Date of Inspection: \_\_\_\_\_

Persons Conducting Inspection: \_\_\_\_\_

Persons Reporting:
Unsafe Condition, Work Practice or Employee Concern (include what, who, when, where and how it is unsafe):
Causes of Other Contributing Factors (What caused or contributes to the unsafe condition?):
Persons Involved:
Corrective Action Taken and Date:
Preventive Action (if any):
Description of Hazard Correction:
Date Received by [Chief Safety Officer/Risk Manager/Chief Security Officer/IDENTIFIED POSITION/Designee of the Task Force]:

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**CHECKLIST**

**Attachment G**

The following checklist may be used to guide responses prior to, during, or after an incident:

Applicable Law(s)

1. Is the **conduct** covered by Title IX, Clery, and/or Labor Code Section 6401.9?
2. Is the **location** where the conduct occurred covered by Title IX, Clery, and/or Labor Code Section 6401.9 (“Section 6401.9”)?

Accepting Reports and Identifying Hazards

3. Has the institution implemented and publicized a system to accept reports of discrimination and harassment, Clery crimes, and reports of workplace violence?
4. If covered by Section 6401.9,
  - a. Is the institution’s plan specific to the hazards and corrective measures for each work area and operation?
  - b. Has the institution coordinated implementation of the plan with other employers, if applicable?
  - c. Has the institution conducted scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns?
  - d. Was an inspection conducted when the plan was first established, and after each workplace incident, and whenever the employer is made aware of a new or previously unrecognized hazard?

Emergency Notifications/TROs/Removal of Respondent

5. If covered by Clery and/or Section 6401.9, has the institution issued an Emergency Notification or Timely Warning (Clery); and/or has the institution issued an alert to employees of the presence, location, and nature of workplace violence emergencies and, if appropriate, initiated an evacuation or sheltering plan (Labor Code Section 6401.9)?
6. Has the institution considered placing the employee who is accused of having engaged in inappropriate conduct on paid administrative leave or otherwise removing the individual from the campus/worksite? (For student respondents, emergency removal of a respondent is covered by Title IX.)
7. Has the institution considered whether to seek a temporary restraining order on behalf of an employee who has suffered unlawful violence or a credible threat of violence that can reasonably

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be construed to be carried out or to have been carried out at the workplace? (See Code of Civil Procedure Section 527.8.)

Supportive Measures

8. If covered by Title IX, has the institution offered supportive measures to the complainant and respondent?

Responding to Reports and Implementing Corrective Action

9. Has an investigation been initiated? If covered by Title IX, has the District followed the required investigation and decision-making (hearing) procedures, as well as the appeal process?
10. If covered by Title IX, has the institution determined if there was a policy violation and, if so, taken appropriate corrective action and informed the complainant and respondent?
11. If covered by Section 6401.9, has the institution corrected, in a timely manner, any workplace hazards identified and evaluated?
12. If covered by Section 6401.9, has the institution informed the reporting party about the results of the investigation and any corrective actions to be taken?
13. If covered by Title IX and/or Section 6401.9, has the institution ensured that supervisory and nonsupervisory employees comply with the plan?

Training

14. Has the institution obtained the active involvement of its employees and their unions in designing and implementing the training required by Section 6401.9?
15. Has the institution developed and implemented all training **and retraining** required by Title IX, Clery, and Section 6401.9?

Data Collection and Disclosure

16. If covered by Clery, has the institution published and disseminated an Annual Security Report and, if applicable, a Fire Safety Report by October 1 of each year? And, has the institution provided notice of the availability of the Reports to all current and prospective students and employees?
17. If covered by Clery, has the institution created, maintained, and made available a daily crime log, including entering all new data within two business days, except where disclosure is prohibited by law or would jeopardize the confidentiality of the victim? And, has the institution made the log for the most recent 60 days open to public inspection during normal business hours?
18. If covered by Section 6401.9, has the institution created and maintained a violent incidence log in which it records the specified details for every workplace incident?

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19. If covered by Section 6401.9, has the institution made required information available to employees and their representatives without cost within 15 days of a request (and, if applicable, considered other requirements under the CPRA and HEERA)?
20. Before releasing records, has the institution considered whether the records need to be redacted to remove attorney-client privileged information and/or information that may violate the privacy rights of students or employees?

Records Retention

21. Of Title IX, Clery, and Section 6401.9, Title IX contains the longest retention period, seven (7) years, for information related to investigations and sanctions, informal resolution and results, and training materials. Has the institution maintained the records required by all three statutes for the amount of time specified in each statute?

Policy Review

22. If covered by Section 6401.9, has the institution reviewed its plan at least annually, as well as when a deficiency is observed or becomes apparent, and after a workplace violence incident?