

SAN JOSÉ · EVERGREEN
Community College District

WORKPLACE VIOLENCE PREVENTION PLAN

• EFFECTIVE JULY 1, 2024 •

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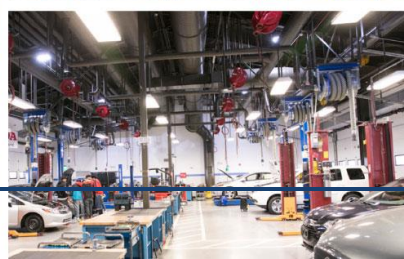


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DEFINITIONS

Emergency: refers to unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other individuals.

Engineering controls: denote an aspect of the built space or a device designed to eliminate a hazard from the workplace or establish a barrier between the worker and the hazard.

Log: refers to the violent incident log.

Plan: refers to the workplace violence prevention plan (WVPP).

SB 533: refers to California Senate Bill 553 (SB 553), whereby all employers that fall within the scope of California Labor Code (LC 6401.7 and LC 6401.9) are required to establish, implement, and maintain an effective, written Workplace Violence Prevention (WVPP).

Serious injury/ illness: refers to 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 cause by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence: refers to verbal or written statement(s), 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 is reasonably perceived to convey an intent, to cause physical harm or instill fear of physical harm in someone, and that serves no legitimate purpose.

Workplace violence: refers to any act of violence or threat of violence occurring in a place of employment. Workplace violence, for purposes of this definition, excludes 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 resulting in, or having 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 (4) workplace violence types:

Type I violence indicates workplace violence committed by a person with no legitimate business at the worksite, including violent acts by anyone entering the workplace or approaching workers with the intent to commit a crime.

Type II violence denotes workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type III violence refers to workplace violence against an employee by a present or former employee, supervisor, or manager.

Type IV violence signifies 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.

Work practice controls: refers to procedures and rules which are used to effectively reduce workplace violence hazards.

INTRODUCTION

San Jose Evergreen Community College District (SJECCD or the “District”) is committed to promoting a safe, non-threatening, and healthy environment for all SJECCD employees, students, and the public. SJECCD strives to maintain a workplace free of threats or acts of violence. A workplace free from violence is the responsibility of every employee, at every work site, and at every level of employment.

The Workplace Violence Prevention Plan (WVPP) is established, implemented, and maintained at all times in all work areas affected, per California SB 533. Although it is impossible to eliminate all risks, the WVPP is designed to educate members of the SJECCD community how to report threatening or potentially violent acts and how this information will be evaluated.

1. PURPOSE

SJECCD has developed the WVPP to protect employees from workplace violence. The WVPP addresses the four (4) types of workplace violence as defined by Labor Code §6401.9 as follows:

| TYPE I | TYPE II | TYPE III | TYPE IV |
|---|---|---|---|
| Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime. | Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors. | Workplace violence against an employee by a present or former employee, supervisor, or manager. | 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. |

The guidelines in this plan shall apply to all employees, students, and visitors on the District’s campuses. These guidelines also apply to all activities or events sponsored by the District, regardless of location.

2. ROLES & RESPONSIBILITIES

PROGRAM ADMINISTRATOR

The Vice Chancellor of Human Resources and the Vice Chancellor of Administrative Services provides oversight for ensuring compliance and addressing complaints with the provisions of the WVPP.

PLAN ADMINISTRATORS

The District Office’s Director of Human Resources, Director of Business Services, Chief of Police and respective College Student Services administrators (for student complaints), are responsible for ensuring compliance and addressing complaints with the provisions of the WVPP. The Administrators must take immediate action when employees or students have made them aware of a perceived threat and/or act of violence. The District’s Executive Leadership, Directors, Managers, Supervisors, and Deans will provide day-to-day program support, guidance and training to individual employees for the WVPP.

HUMAN RESOURCES DEPARTMENT

The District’s Human Resources Department is responsible for maintaining a current copy of the written plan, as well as ensuring the Plan is published on the Human Resources website. The Director of Human Resources is responsible for ensuring the Workplace Violence Reporting Forms that are submitted to the District are processed in compliance with the WVPP.

DISTRICT SAFETY COMMITTEE

The District Safety Committee serves as a resource to the WVPP. Where appropriate, the Safety Committee works with Human Resources, Facilities and outside agencies to address concerns and/or needs for threats of violence, or workplace violence incidents.

3. ACTIVE EMPLOYEE INVOLVEMENT

All District employees are responsible for adhering to their roles, responsibilities, and training provided under this plan to report workplace violence, including threats of violence.

District employees are expected to act professionally, courteously, and responsibly within the diverse community college campus environment which ensures the compliance with the WVPP. District employees will immediately report all acts of workplace violence to their supervisor or manager and/or Human Resources administration without fear of reprisal.

Involving employees in the development and implementation of our WVPP is a critical component to the program's overall effectiveness. We welcome and encourage employees to participate in both the initial development and implementation as well as the ongoing/annual refresher of this plan. We will utilize the following procedures to involve employees in the development and implementation of this plan:

1. Establish a WVPP workgroup to include administrators, classified professionals, and faculty to develop and implement the WVPP, training, and communication resources.
2. Implement an employee survey soliciting feedback and input on specific aspects of both the development and implementation of this plan.
3. Maintain [SJECCD Report on Workplace Violence](#) online form where employees to report hazards or workplace violence at SJECCD.
4. Make the approved version of the WVPP available to all employees.
5. Coordinate safety training programs for all employees.

The District encourages the active involvement of all employees to comply with work practices that are created to make the workplace safe that do not engage in threats or physical actions that create security hazards for others in the workplace.

4. EMPLOYEE COMPLIANCE

All District employees must comply with the rules and work practices that are designed to make the workplace more secure, and not engage in threats or physical actions which create a security hazard for others in the workplace. The District is committed to training employees, supervisors, and managers in the provisions of the WVPP, and will ensure that supervisory and nonsupervisory employees comply with the WVPP. Employees found to be out of compliance with the WVPP is subject to disciplinary procedures, up to and including dismissal.

5. COMMUNICATION

The District recognizes that, to maintain a safe and secure environment, it must have open, two-way communication between all employees, administrators, managers and supervisors on all workplace safety, health, and security issues. The District will communicate the Workplace Violence Prevention Program (WVPP) policies and procedures, as follows, but not limited to:

1. The WVPP shall be reviewed with all employees at the time of hire, and annually thereafter.
2. The WVPP will be made available online on the Human Resources Webpage ([click link here](#)).
3. Communicating safety issues to specific sites or departments.
4. Reporting processes for workplace violence, threats of violence, and/or security hazards.
5. Posting or distributing workplace safety information via emails, newsletters, or other means of communication.
6. Employees' safety concerns will be investigated in a timely manner and they will be informed of action taken to address the safety concern, as appropriate.

6. WORKPLACE INCIDENT REPORTING

All acts or threats of violence against an SJECCD employee, service provider, or student, regardless of the source of the act or threat, will be promptly and accurately reported, regardless of whether or not physical injury occurred. In addition, employees may also communicate suggestions, concerns, or provide information regarding workplace violence and may be reported as follows:

1. If immediate or emergency assistance is needed, get to safety. You may contact law enforcement by dialing 911. For non-emergency assistance, please contact **District Police at 408-270-6468**.
2. Immediately report any situation or incident that generates a sense of fear for personal safety or the safety of others to **District Police at 408-270-6468** or dial **911** for the San Jose Police Department (SJPD).
3. Using the [SJECCD Report on Workplace Violence](#) online form.
4. If the reporting individual is an employee, the incident will be reported to his/her/their supervisor as soon as possible. In scenarios where an employee is unable to report the matter to their supervisor, the report can be made to the District's Human Resources department.
5. If the reporting individual is not an employee, he/she/they will also report the incident to the Director of Business Services or Chief of Police.

Any person receiving a report of workplace violence shall forward it to Director of Business Services. The Director of Business Services shall accept reports of workplace violence and work with District Police, SJPD, administration, supervisors and managers to coordinate investigations, responses, and hazard corrections. In addition to the SJECCD Report of Workplace Violence form, the Director of Business Services, or designee, is responsible for recording information relating to each occurrence of workplace violence via the **Workplace Violence Incident Log**.

All employees are encouraged to report any concerns or incidents related to workplace violence, and that they can do so without fear of reprisal. Retaliation against an employee who makes a report of workplace violence is prohibited.

7. EMERGENCY RESPONSE PROCEDURES TO WORKPLACE VIOLENCE

Employees may be alerted to the presence, location, and nature of workplace violence in a variety of ways. This includes direct communication, email, phone calls, radio calls, text messages, alarms, announcements, or other methods with the understanding that unannounced, imminent threats may have no warning, therefore, information may be limited.

In addition to the other provisions of this WVPP, SJECCD shall respond to workplace violence that include threats and/or physical injury, including emergencies, by the methods described below:

- All SJECCD registered students and employees have been enrolled in the Rave Mobile Safety emergency communication system using contact information from Self-Service. Please log into Self-Service to ensure that your cell phone is updated. Changes made in Self-Service will be updated within 72 hours
- See Something, Say Something.
- Your safety is important. Please refrain from placing yourself in potentially violent (verbal or physical) situations.
- Employees may contact **SJECCD District Police at 408-270-6468** or dial **911 in an emergency** for immediate assistance.
- Prepare an [SJECCD Report on Workplace Violence](#).
- Employees will be informed of evacuation of buildings, securing perimeter, sheltering in place, and lockdown plans that are appropriate and feasible for the employee's worksite.

- Ensure injured persons receive prompt and appropriate medical care.
- Hold periodic Safety & Wellness Committee meetings where all sites, departments, including bargaining unit representatives may attend.

An employee that fails to adhere to the procedures and practices of this plan may require additional training.

8. WORKPLACE VIOLENCE HAZARD ASSESSMENT & EVALUATION

SJECCD will perform a workplace hazard assessment through periodic inspections. These inspections will identify unsafe work conditions, work practices, and threats of violence. Periodic inspections will be conducted by administration, supervisors, or managers to identify, evaluate, and correct workplace safety and security hazards, and in response to employee concerns and reports. Inspections are performed according to the following schedule:

1. Annually
2. When Workplace Violence Prevention Program (WVPP) is implemented
3. When new, previously unidentified security hazards are recognized
4. When occupational injuries or threats of injury occur
5. Within 30 days of reported incident when a follow-up inspection is warranted

Type I Workplace Security Hazard Inspections include assessing:

1. The interior and exterior of the workplace for susceptibility to criminal activity.
2. The need for security surveillance, such as cameras or access controls.
3. Procedures for reporting suspicious persons or activities.
4. Building alarm systems and crime prevention through environmental design.
5. Posting of emergency telephone numbers for law enforcement, fire, and medical services where employees have access to MS Teams calls.

Type II Workplace Security Hazard Inspections include assessing:

1. Access to, and freedom of movement within, the workplace.
2. Adequacy of workplace security systems, such as door locks, cameras, and physical barriers.
3. Frequency and severity of threatening or hostile situations that may lead to violent acts by persons on our campuses.
4. Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, i.e. alarms or panic buttons.
5. The availability of employee evacuation routes.

Type III and IV Workplace Security Hazard Inspections include assessing:

1. SJECCD's communication with employees, supervisors and managers.
2. Employee, supervisor, and manager knowledge of the warning signs of potential workplace violence.
3. Access to, and freedom of movement within the workplace by non-employees, including former employees, or persons for whom an SJECCD employee is having a dispute.
4. Frequency and severity of employee reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
5. Any prior acts of violence, threats of physical violence, verbal abuse, property damage, or other signs of strain or pressure in the workplace.

9. INCIDENT INVESTIGATIONS

The District shall promptly investigate and communicate with employees regarding employee concerns of workplace violence within two (2) business days of the receipt of **SJECCD Report of Workplace Violence** form. The District will conduct investigations in response to, or in prevention of, workplace violence incidents. Administrators, managers and supervisors are responsible for ensuring investigations at their sites/departments are conducted.

The District has established the following procedures for investigating incidents of workplace violence that include threats and physical injury:

1. Review any previous incidents.
2. Visit the scene as soon as possible.
3. Examine the workplace for security risk factors associated with the incident.
4. Interview threatened or injured employees and witnesses.
5. Determine the cause of the incident.
6. Submit an [SJECCD Report on Workplace Violence](#).
7. Coordinate, to the extent necessary, with any law enforcement investigation.
8. Take corrective action to prevent the incident from recurring.
9. Document findings and corrective actions taken.
10. Review corrective measures and outcome with reporting party and communicate any action taken, as appropriate.
11. After incident, retrain employees, as appropriate.

Personnel actions as a result of an outcome of the investigation will be kept confidential, as appropriate. It is the goal of the District to maintain safety for all employees and protect the integrity of the investigation.

10. WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards that threaten the security of employees will be corrected in a timely manner based on severity when they are first observed or discovered. If an imminent hazard exists, which cannot be immediately corrected, endangering employees or property, the District shall remove all exposed personnel from the area, except those necessary to correct the hazardous condition. Employees necessary to correct the hazardous condition shall be provided with necessary safeguards. Corrective measures for each type of workplace security hazard is illustrated below:

| TYPE I | TYPE II | TYPE III and TYPE IV |
|---|---|---|
| <p>Corrective measures for Type I workplace security hazards include:</p> <ul style="list-style-type: none"> • Utilizing surveillance measures, such as cameras, access control, and patrolling, to provide information as to what is going on outside and inside the workplace • Procedures for the reporting of suspicious persons or activities • Employee, supervisor, and management training on emergency action procedures | <p>Corrective measures for Type II workplace security hazards include:</p> <ul style="list-style-type: none"> • Controlling access to the workplace and freedom of movement within it, consistent with business necessity • Ensuring the adequacy of workplace security systems, such as control door locks, windows, and physical barriers • Providing employee training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons on the District's campuses • Placing effective systems to warn others of a security danger or to summon assistance, i.e., alarms • Ensuring adequate emergency evacuation routes | <p>Corrective measures for Type III and Type IV workplace security hazards include:</p> <ul style="list-style-type: none"> • Effectively communicate the WVPP and anti-violence policies to all employees, supervisors and managers • Provide employee training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons receiving services from the District. • Increase awareness by employees, supervisors, managers and administrators of the warning signs of potential workplace violence • Control access to and freedom of movement within school sites by non-employees, including recently discharged employees or persons with whom an employee is having a dispute • Provide information about the Employee Assistance Program (EAP) to employees, supervisors, managers or administrators who exhibit behavior that represents strain or pressure that may lead to physical or verbal abuse of coworkers |

11. EMPLOYEE TRAINING & INSTRUCTION

We will provide employees with initial training when the plan is first established, and annually thereafter, on all of the following:

1. Overview of the District WVPP and associated terminology.
2. Recognition of workplace violence hazards specific to job duties, the corrective measures we have implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
3. How to report workplace violence incidents or concerns to Human Resources, District Police, and/or law enforcement, without fear of reprisal.
4. Measures to prevent workplace violence, including procedures for reporting workplace safety and security hazards or threats of violence to managers and supervisors.
5. The required **Violence Incident Entry Log** and how to obtain copies of records.

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

12. EMPLOYEE ACCESS TO THE WRITTEN WVPP

The District 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 District will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.

13. RECORDKEEPING

The District has established the following record keeping policies:

1. Records of workplace violence hazard identification, evaluation, and correction will be created and maintained for a minimum of five (5) years.
2. Training records will be created and maintained for a minimum of one (1) year and include 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.
3. Violent incident logs will be maintained for a minimum of five (5) years.
4. Records of workplace violence incident investigations will be maintained for a minimum of five years. These records shall not contain “medical information,” as defined in §56.05(j) of the Civil Code.
5. All records required above will be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.
6. The Safety Office for the District will be responsible for ensuring that all relevant records are completed, maintained, and made available upon request as required by this program and/or Cal/OSHA.

A safe and healthy workplace is the goal of everyone at SJECCD with responsibility shared by management and staff alike.

14. RESPONSIBILITY

The WVPP administrator, Vice Chancellor of Human Resources and the Vice Chancellor of Administrative Services, has the authority and responsibility for implementing the provisions of this plan for the District. If there are multiple persons responsible for the plan, their roles will be clearly described.

15. 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

16. REVIEW & REVISION OF THE WVPP

The District's WVPP will be reviewed for effectiveness:

- At least annually (in September)
- 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 **ACTIVE EMPLOYEE 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 the District'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.]

17. EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), the District will immediately report to Cal/OSHA any serious injury or illness (as defined by (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.



SAN JOSÉ · EVERGREEN
Community College District

REPORTING FORM

FOR WORKPLACE VIOLENCE PREVENTION PLAN

SJECCD WORKPLACE VIOLENCE PREVENTION PLAN (WVPP) REPORTING FORM

THIS FORM IS TO BE USED BY EMPLOYEES THAT HAVE IDENTIFIED AN INCIDENT, THREAT OR CONCERN RELATED TO WORKPLACE VIOLENCE. THIS FORM BRINGS THE ISSUE TO THE ATTENTION OF THE MANAGEMENT.

IT IS ILLEGAL FOR THE EMPLOYER TO TAKE ACTION AGAINST AN EMPLOYEE FOR MAKING SUCH A REPORT. THE EMPLOYER MUST INVESTIGATE THE REPORT AND EXPLAIN TO EMPLOYEES THE ACTION TAKEN AND ANY SUBSEQUENT ACTIONS, AS NECESSARY.

To be completed by the individual investigating the incident. Return completed form within 2 days following the incident to the Director of Human Resources or your supervisor. **Attach witness statements to this form.**

| | |
|----------------------|--------|
| Report submitted by: | Date: |
| General Description: | Phone: |
| Date of Incident: | Time: |

Address/Location of Incident:

Individuals involved in the incident (use additional sheet(s) if necessary)

| | |
|---|---|
| Name: | Name: |
| <input type="checkbox"/> Victim or <input type="checkbox"/> Assailant | <input type="checkbox"/> Victim or <input type="checkbox"/> Assailant |
| Job Title: | Job Title: |
| Department: | Department: |
| Phone: | Phone: |
| Immediate Supervisor: | Immediate Supervisor: |

Classification of Incident (Select One)

| | | | |
|--|--|--|--|
| <input type="checkbox"/> Type 1 Committed by a person who has no legitimate purpose at the worksite. | <input type="checkbox"/> Type 2 Committed by a person who does have a legitimate purpose at the worksite | <input type="checkbox"/> Type 3 Committed by a present or former employee, supervisor, or manager. | <input type="checkbox"/> Type 4 Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee. |
|--|--|--|--|

Classification of Incident Location (Select One)

| | | |
|--|---|---|
| <input type="checkbox"/> At Workplace, Indoors (Please Include Bldg. Name/Room No.) | <input type="checkbox"/> At Workplace, Outdoors (Please Specify) | <input type="checkbox"/> Other Area (Please Explain) |
|--|---|---|

Type of Incident

- Physical Attack – no weapon/object
- Physical Attack – with weapon/object
- Threat of physical force and/or threat of use of a weapon/object
- Physical Assault - Hitting, fighting, pushing, or shoving
- Sexual assault/threat (incl. rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
- Other (specify)

How was the incident communicated? (Check one or more)

- Communicated directly to victim Verbal Mail Note Email
- Communicated to another person Verbal Verbal Verbal Verbal
- Other (specify)

Initial Response or Follow up Activity: (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Situation diffused | <input type="checkbox"/> Occupational Medicine Notified |
| <input type="checkbox"/> Security called | <input type="checkbox"/> Law Enforcement notified If Yes, Name of Agency and Report Number: |
| <input type="checkbox"/> First Aid Received | <input type="checkbox"/> Employee Assistance Program Resources Provided? |
| <input type="checkbox"/> Other (specify) | |

Describe Incident in Detail

Include what happened, where, who was involved, what you heard, saw, etc. Also include the circumstances at time of incident (i.e.: was the employee completing usual job duties, was the area poorly lit, was the work being rushed, was the employee working during a low staffing level, was the employee isolated/alone, was the employee able to get help/assistance, was the employee working in a community setting, was the employee working in an unfamiliar/new location, other – please explain).

List Names of Other Witnesses

| | |
|------------------------------------|------|
| Signature | Date |
| Person Receiving Witness Statement | Date |

Routing

| Yes | No | Name | Signature | Date |
|--------------------------|--------------------------|------------------------------------|-----------|------|
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Chancellor of Human Resources | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Director of Business Services | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Chief of Police | | |

Upon completion of investigation, attach a findings/follow-up document to this form.

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

incident to the Director of Human Resources or your supervisor. **Attach witness statements to this form.**

[Enter the date the incident occurred (Day, Month, Year)]

[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)) |
|---|--|
| [Enter location(s) where the incident occurred] | [Enter the workplace violence type(s)] |
| | |
| | |
| | |
| | |

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

Note: It is 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.**

- 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 separate sheet of paper if necessary.]

Workplace violence committed by: [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: [write/type 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: [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.

[Include information on what the consequences of the incident were.]

○ Were there any injuries? Yes or No. Please explain:

[Indicate here if there were any injuries, if so, 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 person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]