



CONTRA COSTA COMMUNITY COLLEGE DISTRICT WORKPLACE VIOLENCE PREVENTION PLAN

Background

As a result of California Senate Bill 553 (SB 553), all employers that fall within the scope of California Labor Code (LC) 6401.7 and LC 6401.9, are required to establish, implement, and maintain an effective, written Workplace Violence Prevention Plan (WVPP) no later than July 1, 2024.

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9.

Date of Last Review: 6/26/2024

Date of Last Revision(s): 6/26/2024

1. DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

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

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in,

injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.

- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

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

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazard.

2. RESPONSIBILITY

The WVPP administrator, Jeffrey Michels, has the authority and responsibility for implementing the provisions of this plan for Contra Costa Community College District. If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Jeffrey Michels	Associate Vice Chancellor, Chief Human Resources Officer	Overall responsibility for the plan; Jeffrey approves the final plan and any major changes.	925-229-6868	jmichels@4cd.edu
Dan Cueva	Director of Human Resources	Responsible for employee involvement and training; Dan organizes safety meetings, updates training materials.	925-229-6430	dcueva@4cd.edu
Ed Carney	Chief of Police	Handles any reports of workplace violence; Ed assigns officers as needed.	925-229-2775	ecarney@4cd.edu
Police Department	Police Department Staff	Responsible for emergency response, hazard identification, and coordination with other employers as needed.	LMC 925-439-1505 DVC 925-686-5547 CCC 510-215-4858	LMCPoliceServices@email.4cd.edu DVCPoliceServices@email.4cd.edu CCCPoliceServices@email.4cd.edu

Jarrold Holcombe (LMC); James Buchanan (DVC); Robert Bagany (CCC)	Director of Maintenance and Operations	Identifying and responding to hazards. (Lighting, locks, grounds issues, etc.)	LMC 925-278-3228 DVC 805-714-2492 CCC 925-330-8983 925-229-6873	jholcombe@losmedanos.edu jbuchanan@dvc.edu rbagany@contracosta.edu
Inez Zildzic (DO)	Vice Chancellor, Facilities, Planning and Construction	Identifying and responding to hazards. (Lighting, locks, grounds issues, etc.)		izildzic@4cd.edu

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

3. EMPLOYEE ACTIVE INVOLVEMENT

Contra Costa Community College District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence.
- Each campus has a Safety Committee. During these meetings general safety on campus is discussed. Topics discussed may include updating campus safety evacuation maps, lighting, raised concrete. Each campus has a page on their college website that is dedicated to safety on campus. Each campus designs their own page and what they want to be included. These safety pages are discussed at the Safety Committee meetings where input is gathered from those on the committees. Here are the links to the safety pages:
 - <https://www.losmedanos.edu/safety/>
 - <https://www.dvc.edu/about/safety/index.html>
 - <https://www.contracosta.edu/?s=safety>
- Reporting and investigating workplace violence incidents. The Contra Costa Community College District Police Department is called when reports of violence are heard or seen at any of our locations across the District. Officers respond, investigate and document what took place. Arrests may be made or additional investigative follow up is needed. If it has been determined that a crime has occurred, a report may be submitted to the County District Attorney’s Office.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. Details related to how employees should respond to threats of violence are codified in Human Resources Procedure 1080.03: https://www.4cd.edu/gb/policies-procedures/hr/H1080_03.pdf. This HR Procedure including reporting procedures for victims/witnesses.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law

enforcement without fear of reprisal or adverse action.

- Police Services has a “Silent Witness tip line” that can be called where a message can be left. This allows individuals to report crimes to Police Services anonymously. That number is 925-229-6464.
 - Those wishing to contact the Police department can do so multiple ways. They can call the non-emergency line for the campus they are currently at, call the “Campus Emergency line” by dialing that number assigned to by campus/pushing the classroom notification buttons which will connect to Police Services emergency line. Or they can dial 911.
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

4. EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of Contra Costa Community College District Workplace Violence Prevention Plan (WVPP). This includes training for all managers in interest-based problem solving and strategies for deescalating conflicts (and documentation steps in progressive interventions when necessary).
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. (Compliance may be enforced through HR Procedure 1080.03 “Violence in the Workplace” as well as through collective bargaining agreements. Article 16 of the 4CD/Local 1 CBA details policies related to both progressive intervention and discipline.)
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by celebrating safety records in labs and similar environments.
- Discipline employees for failure to comply with the WVPP (as appropriate under California Education Code and existing collective bargaining agreements; see also California Labor Code, Section 6300; California Division of Occupational Safety and Health, Title 8-California Code Regulations, Section 3203; Workplace Violence Safety Act of 1994 [Code of Civil Procedure, Section 527.8]; Penal Code Sections 273.6, 626.9, 626.10).

COMMUNICATION WITH EMPLOYEES

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

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns. This includes WVPP updates in the *HR Report*, as well as regular discussion on related issues with constituency group leaders at District Governance Council; the UF/4CD Contract Review Committee; Biweekly 4CD/L1 meetings; MCEB meetings; College Council meetings; etc.

- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
 - Police Services has a “Silent Witness tip line” that can be called where a message can be left. This allows individuals to report crimes to Police Services anonymously. That number is 925-229-6464.
 - Those wishing to contact the Police department can do so multiple ways. They can call the non-emergency line for the campus they are currently at, call the “Campus Emergency line” by dialing that number assigned to by campus/pushing the classroom notification buttons which will connect to Police Services emergency line. Or they can dial 911.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees’ concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.

COORDINATION WITH OTHER EMPLOYERS

4CD will coordinate implementation of its WVPP with other employers, as appropriate, to ensure that those employers and employees understand their respective roles, as provided in the plan.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

4CD will implement the following procedures to ensure that all threats or acts of workplace violence are reported and investigated:

- All threats or acts of workplace violence are reported to an employee’s supervisor or manager, who will inform the WVPP administrator. If that's not possible, employees will report incidents directly to the WVPP administrator, Jeffrey Michels, Associate Vice Chancellor, Chief Human Resources Officer.
- Employees may also report incidents through an anonymous hotline. That number is 925-229-6464.
- Per HR Procedure 1080.08, no one, acting in good faith, who initiates a complaint or reports an incident of workplace violence will be subject to retaliation or harassment.
- HR Procedure 1040.07 is the written procedure for filing and processing complaints of unlawful discrimination and harassment. This procedure prohibits retaliation including, intimidation, threats, coercion, or discrimination. HR 1080.12 covers sexual assaults. Article 29.1.3.1.3.4 of the 4CD/UF CBA explicitly prohibits retaliation of any kind against anyone involved in the investigation of a complaint.
- 4CD maintains a strict non-retaliation policy, and any instances of retaliation are dealt with swiftly and decisively. Retaliation can be cause for discipline up to and including termination.

EMERGENCY RESPONSE PROCEDURES

Contra Costa Community College District has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Here are the links to the District Emergency Operations Plan.
<https://www.4cd.edu/pd/docs/CCCCD%20Emergency%20Operations%20Plan.pdf>
<https://www.4cd.edu/pd/docs/District%20Emergency%20Procedures%20Flipchart.pdf>

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following ReGroup emergency notification system. It will alert Faculty, Staff and Students via phone, email and text. Messages can also go out via the “Classroom Emergency Notification” system.
- 4CD will have evacuation or sheltering plans. Campus safety committees have created evacuation zones across the district. These zones are identified through signage. Each campus has set a different way of identifying these zones, either assigning it a number or letter.
- How to obtain help from staff, security personnel, or law enforcement. Each campus has assigned “Safety/building monitors” at their campuses. Should an emergency take place, they will assist/direct people to the appropriate evacuation zone. If an emergency were to take place, calling the Police Services emergency line or 911 to request for help would be advised.

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

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Ed Carney (District Office)	4CD Chief of Police	Responsible for emergency response.	Police Department contact info:	Police Department email contact info:
Ryan Huddleston (LMC)	Lieutenant		LMC 925-439-1505	LMCPoliceServices@email.4cd.edu
Katherine McDonald (DVC)	Lieutenant		DVC 925-686-5547	CCCPoliceServices@email.4cd.edu
Charles Hankins (CCC)	Lieutenant		CCC 510-215-4858	DVCPoliceServices@email.4cd.edu

- Each college also has a Title IX Coordinator whose responsibilities are outlined in Human Resources Procedure 1040.07 on “Unlawful Discrimination and Unlawful Harassment.” The Title IX Coordinators conduct initial intake interviews and coordinate, as appropriate, with the Chief Human Resources Officer of the District.

Title IX Coordinators	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Vicki Ferguson (DVC)	Vice President of Equity and Student Services	Responsible for initial intake for student complaints of unlawful discrimination and unlawful harassment.	925-686-2005	vferguson@dvc.edu
Kenyetta Tribble (CCC)	Vice President of Student Services		510-215-3836	ktribble@contracosta.edu
Tanisha Maxwell (LMC)	Vice President of Student Services		925-439-7421	tmaxwell@losmedanos.edu

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by 4CD to ensure that workplace violence hazards are identified and evaluated:

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

Review all submitted/reported concerns of potential hazards. This is the regular responsibility of the college safety committees. Police Services also independently investigates all reported violence hazards. Employees may submit complaints anonymously through EthicsPoint. Any member of the 4CD community may also file an anonymous report using the “silent witness reporting line” established by Police Services.

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted by Maintenance and Operations Supervisors, working in coordination with the College Safety Committees.

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

Specific Person Name/Job Title	College/Center/Location
Jarrod Holcombe, Director of Maintenance and Operations, LMC	Los Medanos College LMC Brentwood Center
James Buchanan, Director of Maintenance and Operations, DVC	Diablo Valley College DVC San Ramon Center
Robert Bagany, Director of Maintenance and Operations, CCC	Contra Costa College
Inez Zildzic, Vice Chancellor, Facilities, Planning and Construction	District Office

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to thieves.
- The need for violence surveillance measures, such as mirrors and cameras. 4CD’s camera policy is available for review here: <https://www.4cd.edu/gb/policies-procedures/board/BP5037.pdf>.
- Effective location and functioning of emergency buttons and alarms. (Classrooms and open conference/meeting rooms have the “Classroom Emergency notification” button/speakers in them. Individual offices are equipped with phones that can amplify the messages that are being sent out.)
- Posting of emergency telephone numbers for law enforcement, fire, and medical services. (Numbers are posted across the district and campuses.)

- Posting of effective escape routes from the workplace and designated safe areas where employees can go in an emergency. (Each campus safety committee have created designated zones/areas for faculty, staff and students to evacuate should they need to. Those areas are marked/identified through signage.)
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons. (Classroom Notification buttons are tested annually. That report is then given to District IT for them to make the necessary repairs. The District also regularly tests an emergency-alert system using employee cell phones and emails.)

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. 4CD will implement the following procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s) , all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection. 4CD's Police Department, in dialog with the Chancellor and college presidents, will determine appropriate steps in the case of an emergency. These may include full or partial evacuation, shelter-in-place, or other measures.
- All corrective actions taken will be documented and dated on the appropriate forms. In every case, including those where incidents and actions are reported elsewhere, the Violent Incident Log will be updated. The 4CD Police Department Daily Log shall be attached to the Violent Incident monthly.
- Corrective measures for workplace violence hazards will be specific to a given work area. For example, if an area is identified as attractive to thieves, the Campus Safety Committee may recommend improving lighting; posting signs notifying the public that an area is monitored by cameras; adding cameras in accordance with 4CD's camera policy; increasing the presence of police aides or police patrols; providing workplace violence systems, such as door locks, physical barriers, and alarms; etc. Employee trainings may also be provided in response to the identification of workplace violence hazards.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

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

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.

- The Violent Incident Log will be used for every workplace violence incident and will include information, such as:
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
 - Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.

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

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. Training will be made online via the “Safety Skills” program provided by Contra Costa County Schools Insurance Group (CCCSIG). These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

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

4CD will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer’s WVPP, how to obtain a copy of the employer’s plan at no cost, and how to participate in development and implementation of the employer’s plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees’ jobs, the corrective measures 4CD has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities 4CD has for interactive questions and answers with a person knowledgeable about the 4CD plan.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for employees desiring such assistance.

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

EMPLOYEE ACCESS TO THE WRITTEN WVPP

4CD 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 posting the WVPP on the 4CD website (under both Human Resources and Police, Safety, and Emergency Services).

RECORDKEEPING

4CD will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The 4CD WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

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

- Review of 4CD WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.

- Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

EMPLOYER REPORTING RESPONSIBILITIES

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, 4CD will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

I, Jeffrey Michels, Associate Vice Chancellor, Chief Human Resources Officer of Contra Costa Community College District, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention.



6/13/2024

Jeffrey Michels, Ph.D.
Associate Vice Chancellor, Chief Human Resources Officer

Date

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

STEP ONE: Enter Date/Time/Location/Workplace Violence Type Below

Date of Incident	Time of Incident	Location(s) of Incident	Workplace Violence Type (Type 1, 2, 3, 4)

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

STEP TWO: Check which of the following describes the type(s) of incident.

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

- 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.

STEP THREE: 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. Remember not to include information that personally identifies any individuals involved.

STEP FOUR: Respond to these short questions.

1. 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.]
2. 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.]
3. Where the incident occurred: _____
[Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]
4. Consequences of the incident, including, but not limited to whether security or law enforcement was contacted and their response and any actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident: _____
5. Were there any injuries? Yes or No. Please explain and provide a description of any injuries:

6. 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: _____
7. 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. _____
8. This violent incident log was completed by:
Name: _____
Title: _____
Date this log was completed: _____
Signature: _____

