

WORKPLACE VIOLENCE PREVENTION PROGRAM for Riverside Community College District (“the District”)

Riverside Community College District’s Workplace Violence Prevention Plan (WVPP) addresses the hazards associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9.

Date of Last Review: July 1, 2024

Date of Last Revision(s): NA

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 is required by LC section 6401.9.

Plan - The workplace violence prevention plan is 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.

There are 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 that are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The district has established a comprehensive Workplace Violence Prevention Program (WVPP) that involves collaboration and coordination among various departments, including Human Resources and Employee Relations (HRER), Risk Management, the RCCD Police Department (RCCD PD), and the Vice Presidents of Business Services (VPBS). The administrators listed below have the authority and responsibility for implementing the provisions of this plan.

- **Written Program** - Risk Management develop and maintaining the written WVPP. Risk Management will complete the initial written program, while HRER will maintain it and conduct annual updates. To ensure employee involvement and meet shared governance requirements, Risk Management will facilitate WVPP program review and approval during the District Safety and Security Committee (DSSC) meetings.
- **Communication** - To ensure effective communication with employees regarding the reporting procedure, Risk Management and HRER will include workplace violence prevention information on their respective websites. Risk Management will send initial communication when the program is initially launched, RCCD PD will send periodic safety communications regarding workplace violence prevention, and HRER will integrate workplace violence prevention into the new employee orientation program.
- **Training and education** – HRER, RCCD PD, and Risk Management will collaborate to develop training materials. Initial training will be conducted live, either in person or via Zoom, while annual refresher training will be provided online. Workplace violence prevention will also be integrated into the new employee orientation program.
- **Incident reporting** - In emergencies, employees are instructed to call 911 immediately. An online reporting system will be established for non-emergency incidents. Risk Management, in partnership with HRER, will set up the intake form for reporting in Maxim, a software platform. The workflow for response investigation and response will be as follows:
 - Emergency calls: RCCD PD determines the next steps and emergency response if needed. RCCD PD also enters the incident into Maxim. If the incident is Title IX-related, HRER must be informed.
 - Type I online reports: RCCD PD manages the incidents and informs HRER if it is Title IX-related.
 - Type II, III & IV online reports: HRER manages the incidents and should inform RCCD PD if the incident involves a crime.
- **Post-incident response and investigation** – HRER will lead the non-crime incident investigations, and RCCD PD will manage the criminal incident investigations. They will follow their standard investigation protocols. The results of the investigation will be documented in Maxim. In addition, HRER and RCCD PD will implement a post-investigation communication protocol to keep employees informed of the results of the investigation.
- **Workplace Violence Incident Log** is the responsibility of HRER for non-crime incidents and RCCD PD for criminal incidents.
- **Emergency response** will be managed by Risk Management, RCCD PD, and the Emergency Operations Center (EOC) under the existing emergency operation plan.
- **Workplace Violence Hazard Identification and Evaluation** will involve an initial assessment led

by Risk Management in the summer of 2024. RCCD PD will be responsible for developing a standard protocol for periodic inspections.

- **Workplace Violence Hazard Correction** will be a collaborative effort between RCCD PD and VPBS/Facilities. A workflow will be developed to manage inspections and corrective actions, potentially utilizing a work order system.
- **Employee compliance and discipline** will be handled by HRER following standard procedures.

In addition, all managers and supervisors are responsible for implementing the WVPP in their work areas and answering employee questions about it. Employees are responsible for following the procedures listed in the WVPP. By clearly defining roles and responsibilities, the District aims to foster a proactive and coordinated approach to workplace violence prevention, ensuring the safety and well-being of all its employees.

EMPLOYEE INVOLVEMENT

The district is dedicated to collaborating with employees and their representatives to identify potential risks, assess existing measures, and decide on appropriate corrective actions. This collaborative approach is facilitated through DSSC meetings and safety workgroup meetings. These meetings provide platforms for open dialogue, brainstorming sessions, and reviews of recent incidents and safety procedures. The District encourages all employees to take an active part in safety meetings and to report non-emergency workplace violence hazards online, to their supervisor, or Human Resources and Employee Relations (HRER). For workplace violence hazards that are dangerous to life and safety, employees shall call 911 to report them to RCCD PD.

EMPLOYEE COMPLIANCE

All employees are expected to adhere to the directives, policies, and procedures outlined in the workplace violence prevention plan. Supervisors are responsible for ensuring that all workplace violence policies and procedures are communicated and understood by their employees and for enforcing these rules fairly and uniformly across their organization.

The systems that ensure employees comply with the rules and work practices include:

- All employees should participate in the District's Workplace Violence Prevention Plan (WVPP). This training is designed to provide employees with a clear understanding of the policies, procedures, and expectations outlined in the WVPP.
- Supervisors are tasked with regularly assessing their team members' adherence to the WVPP guidelines and promptly addressing any deviations from the established safety protocols.
- In situations where an employee is not in compliance with the WVPP, the District provides targeted retraining. This retraining is designed to reinforce the importance of adhering to the WVPP, clarify any misunderstandings, and provide the employee with the necessary support and guidance to improve their safety performance.
- When employees fail to comply with the WVPP despite the District's best efforts to educate and support them, the district will follow the standard disciplinary process established by the Human Resources Employee Relations (HRER) department and/or in the Collective Bargaining Agreement.

COMMUNICATION WITH EMPLOYEES

The district recognizes that open, two-way communication between the district and the employees about workplace violence issues is essential to a safe and productive workplace. To facilitate a continuous flow of information, the district has implemented a comprehensive communication system

that is readily understandable by all employees. This system includes the following components:

- **Workplace Violence Prevention Training Programs:** The district provides regular training programs to educate employees about identifying, preventing, and responding to workplace violence. These programs are designed to be interactive and engaging, ensuring that employees retain the information and can apply it in real-life situations.
- **New employee orientation:** The district integrates workplace violence prevention policies and procedures in the new employee orientation. This approach ensures that new employees are aware of the district's commitment to maintaining a safe work environment from the start of their employment.
- **Periodic Safety Workgroup Meetings:** The district office and each college host safety workgroup meetings that address security issues and potential workplace violence hazards. These meetings provide a platform for employees to raise concerns, share ideas, and collaborate on solutions to create a safer workplace.
- **Communication Between Employees and Supervisors:** The District encourages open communication between employees and supervisors about workplace violence prevention and concerns. Supervisors are trained to communicate effectively with their team members, considering language barriers and cultural differences. This ensures that all employees feel heard and supported.
- **Anonymous Reporting Systems:** The District has established multiple channels for employees to report violent incidents, threats, or other workplace violence concerns without fear of reprisal or adverse action. These include an online anonymous reporting system and a third-party crime hotline, WeTip. Employees are also encouraged to call 911 in case of an emergency.
- **Posted or Distributed Information:** The District regularly posts and distributes workplace violence prevention information through emails, posters, and newsletters. The information is also available on the district website, which ensures that employees have easy access to important information and resources.
- **Access to Communication Devices:** Employees are not prevented from using their mobile or other communication devices in case of an emergency to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

The District encourages all employees to report any threats or acts of workplace violence and ensures their concerns will be taken seriously and addressed promptly and appropriately. To achieve this, the District has implemented the following procedures:

- The District has established an online reporting system to make it easy for employees to report incidents of workplace violence. Employees can access the Workplace Violence Reporting form using the following link: [Workplace Violence Incident Report Form](#). This secure online form allows employees to provide detailed information about the incident, including the date, time, location, and any witnesses.
- Employees can also report any threats or acts of workplace violence to their immediate supervisor or manager. Supervisors and managers are trained to handle such reports with sensitivity and confidentiality. Upon receiving a report, the supervisor or manager will enter the information into the online reporting form to ensure that these incidents are properly documented and investigated.
- In situations where an employee is unable to report an incident online or to their supervisor or manager, they are encouraged to report directly to HRER. Upon receiving a report, HRER will enter the information into the online reporting form.

Retaliating against an employee for reporting a workplace violence incident or participating in an investigation is strictly prohibited.

All reported incidents of workplace violence are promptly investigated, either by the HRER or RCCD PD, depending on the nature of the incident. RCCD PD is responsible for investigating crimes and type I incidents. When no crime is involved, HRER will lead the investigation for Type II, III, and IV incidents.

The investigation process is conducted fairly and impartially, and all parties involved are treated with respect and confidentiality. The district will take appropriate action based on the findings of the investigation to prevent future incidents. To ensure transparency and build trust, upon conclusion of the investigation, the district will inform the employee who reports the incident of the results of the investigation and any corrective actions taken.

EMERGENCY RESPONSE PROCEDURES

The District has in place the following specific measures to handle actual or potential workplace violence emergencies:

- The RAVE mass notification system will be used to alert employees of emergencies. The District may also use a siren or PA system in conjunction with the RAVE alert during emergencies to notify employees and students outdoors.
- The evacuation or sheltering plans, which include maps of evacuation routes, locations of emergency exits, and instructions for sheltering in place, are incorporated into the emergency operations plan.
- If there is immediate danger, employees should call for emergency assistance by dialing 911 and then notify their supervisor if it is safe to do so.

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The District conducts a workplace violence assessment when the plan is first established, after each workplace violence incident, and whenever the district is made aware of a new or previously unrecognized hazard. RCCD PD will evaluate all submitted/reported concerns of potential hazards and take prompt action to address any potential issues. If facility improvements are required to mitigate the hazards, RCCD PD will partner with the Vice President of Business Services for corrective actions.

In addition, RCCD PD will conduct annual inspections of workplace violence hazards to identify unsafe conditions and work practices. These inspections include assessing the following:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go in an emergency.
- Adequacy of workplace security systems, such as door locks, electronic access control systems, physical barriers, etc.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.

- The use of work practices such as the "buddy" system for specified emergency events.
- How well the management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage, or other signs of strain or pressure in the workplace.

WORKPLACE VIOLENCE HAZARD CORRECTION

The district will implement the following procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard 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 who correct the hazardous conditions will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the hazard assessment forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.
- Make the workplace unattractive to robbers by
 - Improve lighting around and at the workplace.
 - Post signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.
 - Utilize measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
 - Install security cameras in and around the workplace.
- Provide adequate door locks, physical barriers, emergency alarms, and restraint systems.
- Post emergency telephone numbers for law enforcement, fire, and medical services.
- Control, access to, and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Install effective systems to warn others of a danger of violence or to summon assistance, e.g., alarms or panic buttons.
- Ensure employees have access to a telephone with an outside line.
- Provide employee training/re-training(refreshers) on the WVPP, which could include but is not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage, or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
 - Improve how well our establishment's management and employees communicate with each other.
 - Procedures for reporting suspicious persons, activities, and packages.
 - Provide/review employee, supervisor, and management training on emergency action procedures.
- Ensure adequate employee escape routes.
- Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence.
- Ensure that employee disciplinary and discharge procedures address the potential for workplace

violence.

- Limit the amount of cash on hand and use time access safes for large bills.
- Provide procedures for a "buddy" system for specified emergency events. Employees are encouraged to download the RAVE Guardian Safety App and use the virtual escort function as an additional security.

PROCEDURES FOR POST-INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the district 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 ensure 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.
- Support and resources, such as employee assistance programs, are provided to affected employees.

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

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

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

The District 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 the 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 THE DISTRICT 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 RCCD has for interactive questions and answers with a person knowledgeable about the RCCD 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

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 the following methods:

- 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.
- The District will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses electronic means to communicate with management or co-employees.

RECORDKEEPING

The District will:

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

EMPLOYEE ACCESS TO RECORDS

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

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

REVIEW AND REVISION OF THE WVPP

The RCCD 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 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.

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), Risk Management 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.

Addendum A – Violent Incident Report

Reporting Employee Information

Reporting Employee Name: _____ Phone _____ Email: _____

Affected Employee(s): _____

Affected Employee(s) Job Title(s): _____

Contact information: _____

Location: District Office RCC MVC NC BCTC

Department: _____

Supervisor of the effected employee(s) _____

Incident Information

Date incident occurred: _____ Time incident occurred: _____

Specific address and detailed description of description where the incident occurred (i.e., empty hallway, classroom, office, bathroom, etc.):

Definitions of Violent Incident Types

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

Checklist of Questions to Answer After a Violent Incident

1. Which type of person threatened or assaulted the employee(s)?

Type I: Stranger Thief/Suspect Other

Type II: Client/Customer Students Visitor Other

Type III: Current Co-worker Former Co-worker Current Supervisor/ Manager
 former Supervisor/Manager

Type IV: Current Spouse or Partner Former Spouse or Partner Employee's Friend
 Employee's Relative Other

2. What type of violent incident occurred (check all that apply)?

Verbally harassed Verbally Threatened Physically Assaulted Punched
 Slapped Grabbed Pushed Choked Kicked Bitten Hit with Object

- Threatened with Weapon Assaulted with Weapon Animal Attack
 Other (Describe): _____

3. Was a weapon used? Yes No
Describe the incident:

4. Was/were the employee(s) working alone? Yes No
If not, who was/were with the employee(s) who may have witnessed the incident?

5. Were there threats made before the incident occurred? Yes No
If yes, was it ever reported to the employee's supervisor or manager that the employee(s) was/were threatened, harassed, or was/were suspicious that the attacker may become violent?

6. Are you willing to testify against the Respondent in Court to obtain a restraining order?
 Yes No

Reporter Information

Report Completed By: _____

Department/Job Title: _____

Date: _____ Phone number: _____ Email: _____

Addendum B – Violent Incident Investigation

HRER or RCCD PD will complete the investigation into the violent incident.

Has this type of incident occurred before at the workplace? Yes No

What were the main factors that contributed to the incident?

What could have prevented or at least minimized the damage caused by this incident?

Post-Incident Response

Yes No Did the employee(s) require medical attention because of the incident?

Yes No Did the employee(s) miss work because of the incident?

Yes No Did the employee(s) apply for workers' compensation?

Yes No Was RCCD PD contacted?

Yes No Was building facilities contacted?

Yes No Was immediate counseling provided to affected workers and witnesses?

Yes No Was critical incident debriefing provided to all affected staff who desired it?

Yes No Was post-trauma counseling provided to affected staff who desired it?

Yes No Was all counseling provided by a professional counselor?

Has there been a follow-up with the Employee(s)? Yes No

Is this a recurring event? Yes No

Are there modifications to be made to WVPP to reflect updated practices?

Yes No

Describe updates to WVPP _____

Investigation completed by: _____

Department/Job Title: _____

Date: _____ Phone number: _____ Email: _____

Addendum C – 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

Date the incident occurred (Day, Month, Year) _____

Time (or approximate time) that the incident occurred] _____ a.m./p.m.

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

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

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

- 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.

Provide a detailed description of the incident and any additional information on the type of

violence incident and what it included. Continue on separate sheets 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 any other hazards identified as a result of the incident.

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

[Indicate here if there were any injuries; if so, provide a description of the injuries]

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, or 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: _____

Title: _____

Signature: _____

Date of completion: _____