



**California Workplace Safety**  
Pacific Union Conference  
Northern California Conference

# **The Northern California Conference Workplace Violence Prevention Plan**

**January 2025**



# Workplace Violence Prevention Plan

## INTRODUCTION

The purpose of the Workplace Violence Prevention Plan (WVPP) program is to provide a comprehensive plan for workplace safety in accordance with the requirements of California SB 533 and the California Labor Code – Section 6401.9. This written plan outlines and reinforces the organization's commitment to providing a safe workplace for its employees and volunteers.

The Northern California Conference of SDA (NCC) \_\_\_\_\_ is committed to maintain a safe environment for its employees, volunteers, students and public guests who enter our facilities or receive services from our organization. To meet this duty the organization has undertaken a pro-active approach to implement a workplace violence awareness and prevention program that focuses on risk reduction measures and training.

## RESPONSIBILITY

**The Workplace Violence Prevention Plan (WVPP) Program administrator:**

NCC Risk Management Director / Safety Officer

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Program Administrator

**has the authority and the responsibility for implementing and maintaining this WVPP Program for**

The Northern California Conference of SDA and subsidiary schools, churches, & other ministries  
\_\_\_\_\_  
Establishment Name

The Workplace Violence Prevention Plan program administrator is responsible for the following duties:

- Identify potential risks at the facility, or on premises that could create vulnerabilities for acts of workplace violence to take place.
- Involve employees and supervisors to increase awareness on what constitutes an act of workplace violence and to be proactive in managing the risk and report any incidents that occur to management.
- Develop a communication plan on how employees can report areas of exposure within facilities to management to help identify and minimize potential acts of violence.
- Formulate, administer, evaluate, and prepare appropriate adjustments to the organization's workplace violence protection programs.
- Provide periodic reports to administration workplace violence risk awareness and risk control measures in progress, including strategic plans for reducing losses and documentation of incident frequency and severity.
- Develop and provide effective training for employees, supervisors and management on the WVPP, its prevention strategies and reporting requirements.
- Prepare incident reports, investigate incidents, and make sure that timely

corrective action is taken. Administration must be regularly informed of progress on corrections and benchmark achievements.

All managers and workplace supervisors are responsible for the implementation and maintaining the WVPP in their assigned work area and for answering employee questions concerning the WVPP.

## WHAT IS WORKPLACE VIOLENCE

The California Labor Code — Section 6401.9 defines “**workplace violence**” as any act of violence or threat of violence that occurs in the workplace or place of employment. This includes but is not limited to, the following:

- The treat or use of physical force against an employee that results in, or has the 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 object as weapons, regardless of whether the employee sustain an injury.
- Workplace Violence is defined into four specific classification types in CA Labor Code — Section 6401.9:
  - Type 1 Violence — means 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 crime.
  - Type 2 Violence — means workplace violence directed at employees by customers, clients, students, guest, or other visitors.
  - Type 3 Violence — means workplace violence against an employee by present or former employee, supervisor, or manager. The primary target of a Type 3 event can be a co-employee, a supervisor, domestic partner, or manager of an individual who may be seeking revenge for what they perceived as an unfair treatment at the workplace.
  - Type 4 Violence — means workplace violence committed in the workplace by a person who does not work there, but has or is known to have a personal relationship with an employee.
    - Note: Organizations and workplaces may be at risk of more than one type of workplace violence event and will need to evaluate their potential risk exposure and plan accordingly.
    - Note: “Workplace violence” does not include lawful acts of self defense or defense of others.

## OTHER DEFINITIONS

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

**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 behavior or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

**Serious Injury or Illness** — Death or 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 (more than twenty-four (24) hours), 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, illness or death caused by an accident on a public street or highway.

## ASSESSMENT & EVALUATION OF RISK FACTORS

The organization will perform an initial risk assessment to identify and evaluate workplace violence hazards to obtain an understanding of exposures which have been shown to, or that may contribute to the risk of violence in the workplace. Management will work employees, managers and supervisors in the identification, evaluation and determining corrective that will prevent workplace violence to develop communication and training strategies for the organization.

The employer will take appropriate corrective measures, to respond to, or prevent workplace violence that may exist in the workplace to minimize the risk of harm to employees, volunteers, students and guests.

Potential factors that may exist in the workplace that can increase the risk of workplace violence include, but are not limited to:

- 1) Exchange of Money
- 2) Employees Working Alone
- 3) Working at Night or during Early Morning Hours
- 4) Availability of Money, Valuable Property or Possessions
- 5) Providing Social Welfare or other Community based functions
- 6) Working with clients/customers, students or any one with a known or suspected to have a history of violence
- 7) Employees with a history of assaults or who have exhibited belligerent, intimidating, or threatening behavior towards others.

The organization will perform an annual re-assessment of all facilities to evaluate the effectiveness of the established workplace violence exposures mitigation measures, policies and procedures. A re-assessment will also be performed after each workplace violence incident that occurs or is reported, and whenever the employer is made aware of a new or previously unrecognized hazard. Input for periodic re-assessment(s) will include feedback from front-line employees, managers and work supervisors. Recommended changes current safety measures, policies and procedures will be reviewed by management and the organization's safety committee to determine in a timely manner the feasibility for future implementation.

## **EMERGENCY RESPONSE PROCEDURES**

NCC w/ local safety officers / supervisors has developed a specific Emergency Response Action Plan for all facilities and local locations. These Emergency Response Action Plans include specific measures, procedures and policies that will be implemented in the event of a workplace violence incident. Specific measures will include, but are not limited to:

- 1) Effective means to alert employees, volunteers and guests of the presence, location and nature of workplace violence emergencies.
- 2) Instructions on the Action to implement in the event of a specific type of event e.g. shelter in place, evacuate the premises, exit to designated assembly areas.
- 3) Instruction on how to obtain help from staff, security personnel, law enforcement and other first responders. This information will include contact names, phone numbers. If there is an immediate danger, call for emergency assistance by dialing 9-1-1 and then notify (if safely possible) your supervisor or management.
- 4) Employees and volunteers need to be aware of their surroundings at all times. Be alert to potential warning signs of violence and threatening behavior towards others.
- 5) Always have an escape plan in the event of violence, knowing two exits.
- 6) If you observe something suspicious – REPORT IT to your supervisor or manager.
- 7) Learn the principles of RUN, HIDE, FIGHT and be prepared to act if a violent or active shooter occurs at this facility.
- 8) In active shooter situations, If there is an accessible escape route – RUN and evacuate the building immediately to a safe area. Leave all personal items behind.
- 9) If escape is not possible – HIDE and lock all doors securely and turn off lights and cellphone ringers. Hide under furniture or in spaces not easily seen, away from windows and wait for law enforcement's assistance.
- 10) As a last resort be prepared to – FIGHT using any means possible or available to take down the active shooter, escape or incapacitate the assailant.
- 11) CALL 9-1-1 – when it is safe to call and notify management of the situation.
- 12) Stay calm and cooperate fully with all instructions given by law enforcement officers.

See the Emergency Response Action Plan for specific details on how to respond at each local location.

A copy of the Emergency Response Action Plan for each local facility should be on file at the main office. Employee training and practice response drills on the procedures contained in the local Emergency Response Action Plan should be held on a regular basis as required by management or applicable local laws. A record of training and the date of practice drills should be maintained at each facility.

## **POST INCIDENT RESPONSE & INVESTIGATION PROCEDURES**

After a workplace violence incident, the WVPP administrator or their designee, working in cooperation with management and the Human Resources staff will implement the following post-incident procedures:

- 1) Visit the scene of the incident as soon as it is safe and practicable.
- 2) Interview involved parties, such as employees, witnesses, law enforcement and/or security personnel.
- 3) Review security footage from existing security cameras if applicable.
- 4) Cooperate fully with law enforcement, federal or state agencies investigating the incident and legal counsel or insurance company of the organization.

- 5) Prepare a detailed description of the incident.
- 6) Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- 7) Determine the potential cause of the incident.
- 8) Obtain any reports completed by law enforcement or other federal or state agencies.
- 9) Take the necessary corrective action to prevent similar incidents from occurring.
- 10) Document the facts pertaining to the incident on the Workplace Violence Assessment and Correction Record form and provide a copy of the report to management and the WVPP administrator to ensure corrective action is taken.

The WVPP will be reviewed on an annual basis for effectiveness and revised as needed.

## **VIOLENT INCIDENT LOG — RECORDKEEPING PROCEDURES**

The organization will prepare a Workplace Violence Assessment & Correction Report and maintain a Workplace Violence Incident Log to record the details of workplace violence incident(s) that will include the following information:

- The Date, Time and Location of the Incident
- The Workplace Violence Type or types involved in the Incident
- A detail Description of the Incident that includes:
  - A classification of who committed the violence, including whether the perpetrator was a guest, student, client/customer, family, or friend of a guest, student, or client/customer, stranger, with criminal intent, coworker, supervisor, 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/volunteer was completing usual job duties, working in a poorly lit area(s), rushed, working during a low staffing level, isolated area, or alone, unable to get help or assistance, working in a community setting or working in an unfamiliar new location.
  - A classification of where the incident occurred, such as in the workplace, parking lot, or other area on the property outside of the workplace, or other local 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, threat of use of a weapon or by 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 or other type of action involved in the incident.
- Consequences of the Incident, including but not limited to,
  - Whether security or law enforcement was contacted and their response.
  - Document Actions taken to protect employees and/or volunteers from a continuing threat or from any other hazards identified as a result from the incident.

**IMPORTANT NOTICE:** *Ensure that no personal identifying information is recorded or documented in the written investigation report. (Workplace Violence Incident Log or Workplace Violence Assessment & Correction Report forms) 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(s), social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.*

## **TRAINING & COMMUNICATION WITH EMPLOYEES**

Open, two-way communication between the management team, employees and volunteers and other local employers about workplace violence issues is essential to a safe and productive workplace. This requires a sharing of information through training and open conversations concerning workplace violence prevention in a way that is easily understandable by all employees and volunteers. The training and communication workplace violence prevention program will include but not be limited to,

- Providing easy access to the information contained in the WVPP and local Emergency Response Action Plans either in writing or via an online company employee web portal.
- All employees will be required to complete workplace violence prevention training on an annual basis. The training will include but not be limited to,
  - Annually review information during regularly scheduled staff meetings that address workplace security issues, workplace violence hazards and prevention policies and incident reporting procedures.
  - New employee orientation will include information on workplace violence policies and incident reporting procedures.
  - Mandatory bi-annual online training on best practices in workplace violence awareness and prevention.
- Encourage all employees and volunteers to share concerns regarding workplace violence hazards, and to report all threats or incidents promptly to their supervisor or law enforcement without fear of reprisal or adverse action.
- The employer will implement and abide by a strict non-retaliation policy to

protect the employee who may report a workplace violence incident or threat from any form of retaliation from co-workers or others in the workplace.

**RECORDKEEPING**

The NCC w/ local safety officers / supervisors shall create and maintain records for the workplace violence program under the coordination of the WVPP administrator. Written records will be maintained on file and shall be available to management, employees, authorized employee representatives and representatives of Cal-OSHA at all times.

The employee, or their designated representative may request to examine or receive a copy without cost from the employer the following workplace violence records: records of workplace violence hazard identification, evaluation and correction; Training records and Violent Incident Logs. The employer will provide these records within fifteen (15) calendar days from the date of the request.

The following workplace violence related records shall be maintained on the following basis:

- Workplace violence hazard identification, evaluation and correction documentation for a minimum of five (5) years.
- Maintain records of workplace violent incident investigations for a minimum of five (5) years.
- Maintain Workplace Violent Incident Logs for a minimum of five (5) years.
- Employee Training records shall include training dates, the type of training (in-person or online) with a summary of the training material covered, names and job titles of all persons in attendance for the training. Training records shall be maintained for a minimum of one (1) year.

**EMPLOYER REPORTING RESPONSIBILITIES**

As required by California Labor Code of Regulations (CCR) Title 8, Section 342(g) — Reporting Work Connected Fatalities and Serious Injuries, the employer will immediately report to Cal/OSHA any serious injury or illness or death (including any due to act of workplace violence) to an employee occurring in a place of employment or in conjunction with any employment. (SEE INJURY & ILLNESS PREVENTION PLAN — section on Critical Incident/Accident Reporting to Cal/OSHA for more specific information on reporting procedures.)

**WORKPLACE VIOLENCE PREVENTION PROGRAM IMPLEMENTATION DATE**

The Northern California Conference of SDA Workplace Violence Prevention Program was implemented on:

(Date Approved)