

Workplace Violence
Prevention Plan (WVPP)
Policy



“Climbing Toward College & Career Readiness”

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PURPOSE

The purpose of the Workplace Violence Prevention Plan (WVPP) is to have a clearly understood, accessible, and actionable policy to respond quickly to episodes of workplace violence. The WVPP complements the existing Ararat Charter anti-harassment policy by laying out more specifically the steps to identify, report, track, and analyze violent incidents to reduce the likelihood of re-occurrence.

BACKGROUND – CALIFORNIA SENATE BILL 553

California Senate Bill 553 (SB 553) requires California workplaces to have a policy in place to address the rising episodes of violence occurring at the worksite. SB 553 has multiple requirements of an employer which can be broadly grouped into two categories: pre-violent incident activities¹ and post-violent incident activities². The details of both categories are presented in greater detail in the following WVPP.

GOAL OF THE WORKPLACE VIOLENCE PREVENTION PLAN

The goal of establishing a Workplace Violence Prevention Plan is to reduce violent incidents in the workplace. Ultimately, this will be achieved when incidents, and corrective actions are recognized.

WORKPLACE VIOLENCE DEFINITIONS

Although there are different definitions and/or interpretations of “violence,” for purposes of reporting and analyzing events, the Workplace Violence definitions as set forth in SB 553 are included below and are used consistently throughout training and reporting materials.

- **Type I. Violence by Strangers**
Example: A teacher assaulted by a Stranger while on school grounds.
- **Type II. Violence by Customer/Clients**
Example: A staff member assaulted by a parent.
- **Type III. Violence by Current or Past Coworkers**
Example: Co-worker violence. Disgruntled employee returning to worksite to do harm.
- **Type IV. Violence by someone with Personal Relations with an Employee**
Example: Domestic abuse situation where partner comes to worksite to do harm.

¹ Pre-violent incident activities include all employee education and training with awareness as to how to recognize a violent incident, how to elevate an issue, and ongoing communication with employees on workplace violence.

² Post-violent incident activities include completion of a violent incident report by the supervisor, completion of an incident investigation by the Human Resource Manager, completion of a violent incident log, and ongoing evaluation of incidents with issue identification and hazard correction.

Violence may include not only acts of violence but also threats to commit violence or do harm³. Workplace violence includes any conduct, verbal or physical, in-person or virtual, which causes another to reasonably fear for their own personal safety or that of their immediate family.

EDUCATION, TRAINING, AND COMMUNICATION

Education and Training

SB 553 requires all employees to complete an annual mandatory workplace violence training where instructions are clear, understandable, and effective. All employees will receive Workplace Violence Prevention Training within the first 6 weeks of their date of hire and annually after.

Communication

Beyond the initial and annual training for all employees on WVPP, leadership team members are expected to have ongoing effective communication with employees related to the topic of workplace violence. This can include reinforcing a culture that encourages reporting of violence incidents without fear of retaliation, addressing employee concerns around violence, and any post-event investigations yielding corrective actions that could reduce violent incidents. The vehicle of communication can be in-person, or virtual, and can include staff meetings, newsletters, town hall gatherings, or staff bulletins. These communications also serve to bring timely updates to employees when changes in processes have been identified after a violent incident investigation to prevent future episodes.

³ A “threat of violence” for purposes of a workplace violence prevention plan means 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 reasonable perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Template Workplace Violence Prevention Plan (WVPP)

A. WORKPLACE VIOLENCE PREVENTION PLAN (WVPP)

Approved on: May 16, 2024

B. RESPONSIBILITIES

Plan Administrator

The Human Resource (HR) Manager, Ovsanna Keshishyan, has the authority and responsibility for implementing the provisions of this program for Ararat Charter School.

The HR Manager is responsible for investigating each incident, conducting post-incident analysis and corrective action determination, documenting the incident and findings in respective logs, and disseminating corrective actions and updates to the WVPP.

Departmental Support

The Operations Manager is responsible for assisting the HR Manager in incident investigation, corrective action determination, and WVPP annual review and timely updates.

Management

All Leadership Team members are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

As per the Injury and Illness Prevention Program (IIPP), Leadership Team members are responsible for providing a secure work environment for their staff, including the identification of security risks, staff training needs, the development and management of security policies and procedures, and incident reporting, investigation, and follow up.

The HR Manager is responsible for completing the Violent Incident Report with the affected employee before the violent incident log completion.

Employees

All employees and building occupants are responsible for reporting hazard and injury or illness incidents per the IIPP, including hazards and incidents related to workplace violence. The WVPP itself must be made available for employee access and review. It can be found posted on the Ararat Charter School's website.

C. EDUCATION, TRAINING, AND COMMUNICATION

Creating a workplace environment that recognizes and reduces workplace violence will take continuous education and recognition of diligent safety practices and behaviors that reduce hazards. Ongoing engagement with the WVPP by staff can assist with plan compliance.

Education

For all employees, education includes a process to confirm annual completion of required violent incident identification and reporting.

Communication

Ararat Charter School will maintain ongoing open communications with employees about safety concerns and will review the WVPP at a high level with employees at least annually. Ongoing communications can be met via regularly scheduled meetings, newsletters, emails, or bulletins.

If changes are made in the WVPP after an incident analysis, these updates must be shared with employees in a timely manner.

D. EMPLOYEE OBLIGATIONS

Each Ararat Charter School employee is required to attend workplace violence training annually. Employees must feel comfortable identifying a violence issue and elevating it for attention and support. Employees, once aware of violence, are encouraged to report any threats or acts of workplace violence within 24 hours from time of knowledge of the incident. Employees must be able to inform management about workplace hazards or threats of violence without fear of reprisal or adverse action.

Employees shall refer any questions regarding their right and obligations under the policy to their immediate supervisor.

E. ELEVATION OF AN INCIDENT

Appropriate elevation and response need to be determined at the time of the incident whether it is an in-person event or a threat of future harm. With any incident, employee safety is of the highest importance. Elevation and response mechanisms can include the employee leaving the area, calling for help, or, with a more imminent threat, calling 9-1-1. The employee must share the specifics of the violent incident with a supervisor/manager or other leader.

The HR Manager may need to elevate the violent incident issue to the Principal and should do so in an urgent manner. Together, they will determine appropriate next steps on a case-by case basis.

Next steps could include seeking a restraining order (RO). ROs can be used both in response to a current violent incident and in prevention of a violent incident. In the setting of a credible threat of violence⁴, a RO may be used preventatively to avoid a violent incident. Credible threats of violence can result from a pattern of behavior, or from a one-time situation.

F. VIOLENT INCIDENT REPORT

The Violent Incident Report shall be completed by the individual's immediate supervisor. If the immediate supervisor is not available, the report shall be completed by the next level of management or the HR Manager. Prior to proceeding with any formal investigation, the management level supervisor shall report any incidents of threats or acts of physical violence to the HR Manager. The Violent Incident Report should be completed as quickly as possible while the details of the event are still current, ideally within 24 hours. The report is mainly data collection, so creating a culture and environment where an employee is comfortable coming forward to report a violent incident is crucial. If the incident is between an employee and their supervisor, the HR Manager must complete the report. The report template is Addendum A.

G. VIOLENT INCIDENT INVESTIGATION

The supervisor is required to complete the incident investigation in a timely manner, such as within seven (7) calendar days. Addendum B includes the materials, questions, and required analysis. As required by SB 553, completed reports should be made available to the employee within 15 days from the date of the request.

⁴“Credible threat of violence” is a known and willful statement or course of conduct that would place a reasonable person in fear for his or her safety, or the safety of his or her immediate family, and that serves no legitimate purpose.

Procedures for investigating workplace violent incidents may include the following:

- A visit to the incident scene as soon as possible.
- Interviews of threatened or injured workers and witnesses.
- Examination of the workplace for factors associated with workplace security, including any previous reports of inappropriate behavior by the perpetrator.
- Determination of the cause of the violent incident.

H. VIOLENT INCIDENT LOG COMPLETION

Complete the incident log (Addendum C) with the details required, and forward to the HR Manager after completion of the investigation. Identifying a record number (as shown with an example in addendum C) instead of employee names allows tracking while protecting confidentiality. The log and supporting materials should be audit ready.

I. POST INCIDENT REPORT AND ANALYSIS

The intent of the log is to identify trends and opportunities for further hazard reduction. The log should be reviewed by the HR Manager annually, or sooner if there are more frequent incidents of workplace violence. Per SB 553, the log data must be maintained for a minimum of 5 years.

J. WORKPLACE HAZARD CORRECTION

The ongoing reporting and tracking of violent incidents support identification of trends and the potential for hazard reduction or mitigation. Hazards that are identified with potential solutions will be addressed and implemented in a timely manner. If corrections are significant enough, they may require an update and modification to the current WVPP. Such updates to the WVPP must be brought to the attention of all employees in a timely manner.

K. COMPLIANCE

Organization will ensure that all workplace security policies and procedures are clearly communicated and understood by all affected workers. The WVPP will be made accessible on the school's website. The HR Manager will enforce the rules fairly and uniformly.

Annual completion of education and training by all employees is required to reinforce best practices for violence prevention. All employees will follow all workplace security directives, policies, and procedures, and assist in maintaining a safe work environment.

Failure to comply with the Workplace Violence Prevention Plan (WVPP) and/or the policy prohibiting employee violence in the workplace may result in employee discipline up to and including termination as well as criminal prosecution.

L. RECORDKEEPING

SB 553 has several requirements of recordkeeping that must be followed. The documentation of completion of the annual training by all employees must be maintained for at least one year following the date of completion. The retention of violent incident reports and investigations must be maintained for five years following the year of incident. The violent incident logs must be maintained for at least five years following the year of incidents.

Records should be maintained, including workplace security and hazard assessments and inspections (including the person or persons conducting the inspection), the workplace security concerns that have been identified, and the actions taken to correct the identified concerns.

M. ANNUAL WVPP REVIEW

Annual review of the WVPP includes confirming accessibility to the plan and assessing its effectiveness and overall employee compliance with the process outlined in the WVPP. This includes updates and new procedures if improvements can be identified that would reduce workplace violent incidents. The whole plan should be reviewed at least annually or more often if there are violent incidents.



Addendum A – Violent Incident Report

Log # _____

Violent Incident-Report Instructions

The supervisor receiving a report of workplace violence must complete this form with as much detail as possible to support an investigation. The original report must be forwarded to the HR Manager. The HR Manager must maintain the original form.

Employee Information

Reporting Employee: _____

Affected Employee(s): _____

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

Department: _____

Facility Address: _____

Incident Information

Date incident occurred: _____

Time incident occurred: _____

Specific address and detailed description of where incident occurred (i.e. empty hallway, bathroom next to the custodian's office):

Definition 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: Parent Passenger Person in Custody Visitor Other

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

Type IV: Current Spouse or Partner Former Spouse or Partner

Employee's Friend Employee's Relative Family/Friend of client or patient

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) that may have witnessed the incident?

5. Were there threats made before the incident occurred? Yes No

If yes, was it ever reported to the HR 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

Log # _____

The Human Resource (HR) Manager will complete the investigation into the violent incident. Further investigation and resolution of the incident is expected withing seven (7) days in addition to submitting a copy of the completed investigation to the HR file.

Incident Analysis to be completed by HR Manager:

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 as a result of the incident?

Yes No Did the employee(s) miss work as a result of the incident?

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

Yes No Was School Police or LAPD contacted?

Yes No Was LAUSD contacted?

Yes No Was the Prop 39 Principal 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 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: _____

Report Completed By: _____

Department/Job Title: _____

Date: _____ Phone Number: _____

Email: _____



Addendum C – Violent Incident Log and Instructions

Every workplace violence incident is reported and recorded in a violent incident log. Any element of personal identifying information sufficient to allow identification of any person involved in a violent incident will NOT be recorded. Such personal identifying information includes the person’s name, address, electronic mail address, telephone number, social security, or other information that, alone or in combination with other publicly available information, could reveal the person’s identity.

Upon receipt of report, Human Resources Manager assigns a number system for tracking including date of report, initials of who completed the log entry, without including employee name. The log should include date, time and location, violence type, type of assault, and incident detailed description.

It is expected that the log will be populated by the HR Manager on a timely basis.

Log #	Person who completed the Log	Incident Date	Incident Time	Physical Location	Violence and Incident Type, e.g., I Stranger; verbal threats II: Parent; physical attack III: Employee (current or former); IV: Personal relationship	Consequence	ACS Board Notified Y/N	Police Notified Y/N
Example: ACS #1_12132024	Giano Bito	12/13/23	2:00 pm	1 S Van Ness, 4 th floor	III – verbal threat	On leave of absence until investigation complete	Y	Y