



# **Tuolumne County Superintendent of Schools Workplace Violence Prevention Program**

175 Fairview Lane  
Sonora, CA 95370

*Last Update: June 2024*

# 2024-2025 WORKPLACE VIOLENCE PREVENTION PLAN

## Section 1: Policy Statement July 1, 2024

Tuolumne County Superintendent of Schools (TCSOS), hereinafter referred to as District, is committed to the safety and health of all employees. We refuse to tolerate any form of violence, or threat thereof, in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP).

All staff are responsible for complying with our WVPP Program. District encourages employee participation in development and implementation in designing a WVPP. This includes participation in identifying, evaluating, correcting workplace violence hazards, designing and implementing training, and in reporting and investigating workplace violence incidents. To ensure a successful WVPP, prompt and accurate reporting of all violent incidents whether or not physical injury has occurred is required. District will not discriminate against victims of workplace violence or anyone who reports the same.

A copy of this policy statement and WVPP Plan is written, available, and easily accessible to all staff and will be provided at the beginning of each school year and at the beginning of employment at District. A written copy will also be posted at the District Office, each school site, and any other site where District staff are located.

All employees are responsible and accountable for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

The WVPP will be reviewed annually, when a deficiency is observed or becomes apparent, and after any workplace violence incident.

## Section II: Responsibility

Mark Pintor, Director of Continuous Improvement, is responsible for implementing the WVPP. In addition, a WVPP Committee will be established to assess the vulnerability to workplace violence at District and reach agreement on preventive actions to be taken. This group will be responsible for developing employee training programs in violence prevention and steps for responding to acts of violence. They will also audit District's overall Workplace Violence Prevention Program.

The WVPP Committee will consist of:

Name: <u>Diana Harford</u>	Title: <u>Deputy Sup, Ed Services</u>	Phone: <u>209-536-2074</u>
Name: <u>Tracy Rasmussen</u>	Title: <u>Executive Director, HR</u>	Phone: <u>209-536-2011</u>
Name: <u>Lisa Rico</u>	Title: <u>Deputy Sup, Business</u>	Phone: <u>209-536-2020</u>
Name: <u>Troy Ashton</u>	Title: <u>Division Director II</u>	Phone: <u>209-536-2018</u>
Name: <u>Mark Pintor</u>	Title: <u>Director of Cont Improv</u>	Phone: <u>209-536-2078</u>

### **Section III: Involvement of Staff and Authorized Employee Representatives in Development and Implementation**

District shall seek the input of staff and authorized employee representatives in developing and implementing the plan, including but not limited to, through their participation in identifying, evaluating, and correcting workplace violence hazards, in designing and implementing training, and in reporting and investigating workplace violence incidents.

The District will set a meeting prior to the development and implementation of the WVPP to obtain involvement from any interested staff and authorized employee representatives. The District shall seek input from staff on the following:

1. Development and implementation of plan,
2. Identifying, evaluating, and correcting workplace violence hazards,
3. Designing and implementing training, and
4. Reporting and investigating workplace violence incidents.

All employees are responsible and will be held accountable for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

### **Section IV: Coordination with Other Employers**

The District may engage outside employers to conduct work and/or services at District sites. Other employers are required to have their own WVPP, as required by law. The District will work with any employer who the District engages for services to ensure there is not a contradiction in roles and responsibility of employees.

### **Section V: Compliance**

The District requires safe work behavior from all employees. Noncompliance is not

permitted and may result in discipline, up to and including termination.

## **Section VI: Communication, Reporting Workplace Violence, and Response to Investigation**

Matters concerning workplace violence will be communicated to employees by written documentation, meetings, training and/or postings. Communication from employees about workplace violence is encouraged and may be verbal, written, or electronic. Employees may also send anonymous recommendations through intra-office mail. No employee will be subjected to termination, retaliation, or discrimination for making complaints, instituting proceedings, testifying with regards to employee workplace violence, or reporting a workplace violence incident.

Any report of workplace violence will be investigated by the District and/or appropriate law enforcement agency. The District will inform the reporting employee, if known, the results of the investigation and corrective action taken, if any.

## **Section VII: Workplace Violence Response Procedures**

In the event of a workplace violence incident school sites should use the following quick reference sheet to HOLD, LOCKOUT, LOCKDOWN, EVACUATE, SHELTER and/or Active Assailant Protocol (e.g., Run, Hide, Fight). In the event of a threat or perceived threat notify the appropriate law enforcement agency, if necessary.

## PROTOCOLS:

### **HOLD! In your room or area – clear the halls**

#### **STUDENTS**

Clear the hallways and remain in room or area until the “All Clear” is announced Do business as usual

#### **ADULTS**

Close and lock door  
Account for students and adults  
Do business as usual  
Do business as usual

### **SECURE! Get inside – lock outside doors**

#### **STUDENTS**

*Return to inside of building*  
Do business as usual

#### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual

### **LOCKDOWN! Locks, lights, out of sight**

#### **STUDENTS**

Move away from sight Maintain silence  
Do not open the door

#### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door

### **EVACUATE! (A location may be specified)**

#### **STUDENTS**

Leave stuff behind if required to If possible, bring your phone Follow instructions

#### **ADULTS**

Lead students to evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults

### **SHELTER! Hazard and safety strategy**

#### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

## **Section VIII: Identify, Evaluate, and Correct Workplace Violence**

Whenever a workplace violence condition is observed, discovered, or reported, the District will take appropriate corrective measures in a timely manner. Employees will be informed of the workplace violence condition and interim protective measures will be taken until the workplace violence incident is corrected. In the event of an imminent workplace violence, all impacted employees will be removed from the area at the earliest and safest opportunity, except those assigned to correct the workplace violence.

## **Section IX: Post Workplace Violence Response and Investigation**

All workplace violence incidents will be reported immediately to your supervisor. Your supervisor will complete the required forms by collecting information regarding the workplace violence incident and submit the forms to Tracy Rasmussen, Executive Director Human Resources who will review the information provided and determine if further investigation is warranted. The reporting individual, if known, will be informed of the completed investigation and corrective measures taken, if any.

## **Section X: Periodic Review and Revision of Workplace Violence Prevention Plan**

The WVPP will be reviewed for possible revision at least annually. The WVPP will also be reviewed for possible revision when any deficiency is observed or becomes apparent and after each incident. Employees and their authorized representatives are encouraged to have active involvement in the review process.

## **Section XI: Training**

Mark Pintor, Director of Continuous Improvement, a person knowledgeable about the plan, will ensure that employees receive training to familiarize them with the workplace prevention plan, how to obtain the plan and participate in implementation, definitions, how to report workplace violence, and incident logs. Training will be conducted at the implementation of the plan, upon hire, annually, and again upon the establishment of new programs, or when new job assignments, substances, processes, procedures, equipment or hazards are introduced or discovered. All employees will have an opportunity to participate in a question and answer session with an individual who is knowledgeable about the District's plan.

## **Section XII: Recordkeeping**

Records of training, audits, incidents, investigations, and corrections made will be maintained as required by law.

## Logs

### WV Hazard Identification:

Date	Identification/Evaluation	Correction

### Trainings:

Date	Summary	Trainer	Attendees

### Incident Log:

Date	Summary	Action	Evaluation