

YUBA COUNTY OFFICE OF EDUCATION

WORKPLACE VIOLENCE PREVENTION PLAN



ROB GREGOR
YUBA COUNTY SUPERINTENDENT OF SCHOOLS

For more info: www.yubacoe.org
Email: hr@yubacoe.k12.ca.us

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Policy Statement

The Yuba County Office of Education (YCOE) has developed this Workplace Violence Prevention Plan to address hazards known to be associated with the four major types of workplace violence.

1. Type I workplace violence involves a violent act committed by a person with no legitimate relationship to the workplace who enters the workplace with the intent to commit a crime.
2. Type II involves a violent act or threat of violence directed at YCOE employees by customers, clients, patients, students, inmates, or visitors.
3. Type III involves a violent act or threat of violence against an employee by a present or former employee, supervisor, or manager.
4. Type IV involves workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee.

YCOE is committed to promoting a safe, respectful, and non-threatening work environment for all employees, students, and members of the public. Intimidating, threatening, and/or potentially violent behaviors are disruptive to YCOE's objective of a secure and humane atmosphere for its students, employees, and visitors. While it is impossible to eliminate all risks, the following Workplace Violence Prevention Plan is designed to educate members of the YCOE community (students, employees, and visitors) on how to report alarming/threatening behavior and/or potentially violent acts and how this information will be assessed and analyzed.

YCOE will also take action, including involving state or local law enforcement, in pursuing prosecution through judicial or other appropriate administrative remedies when such incidents occur.

The guidelines provided in this plan shall apply to all YCOE students and employees as well as visitors on YCOE-operated grounds. These guidelines also apply to activities and events that occur on YCOE-owned and/or controlled property, buildings, premises, facilities, etc., and to activities and events, regardless of the location, sponsored by YCOE or by any YCOE-recognized organizations.

These guidelines are not intended to be a set of inflexible requirements, nor are they intended to limit the appropriate discretion of officials as warranted by the specific circumstances of a particular individual/incident.

These guidelines do not provide for adjudication of misconduct by, discipline of, or imposition of sanctions on YCOE employees, students, or visitors. Such action may be taken against individuals whose behavior is addressed under these guidelines pursuant to YCOE's employee or student disciplinary policies and procedures as well as applicable federal, state, or local laws. This Workplace Violence Prevention Plan does not have the force and effect of law.

Responsibility

Workplace Violence Prevention Plan Administrator

The Executive Director of Human Resources has the authority and responsibility for implementing the provisions of this program.

Management

Management is responsible for ensuring compliance and addressing complaints with the provisions of the Workplace Violence Prevention Plan. Management must take immediate action when employees or students have made him/her aware of a perceived threat, and/or act of violence. YCOE Executive Cabinet and Management may delegate logistical aspects of the Workplace Violence Prevention Plan to members of staff but are responsible for ensuring that all aspects of their onsite Workplace Violence Prevention Plan are being met.

Managers or supervisors who are YCOE employees and have the responsibility and authority to take action in a case involving campus violence, threats of violence, and risks of disruption/alarming behavior must implement all approved recommendations from YCOE officials and Probation officials involved in the assessment of such a situation (e.g. –Threat Assessment Team or Labor Relations).

Employees

YCOE employees are expected to act professionally, courteously, and responsibly at all times, which ensures compliance with YCOE’s workplace violence prevention plan. It is the responsibility of every employee to immediately report any acts of workplace violence to their supervisor or manager without fear of reprisal.

YCOE employees are urged to be alert for any behavior that presents a threat of violence. Further, YCOE employees should be familiar with these guidelines and with the methods for reporting actual or potential threats to the YCOE community.

All reports must be taken seriously. The initial verbal report must be followed up with written documentation which should include the following critical information:

- Names of the involved parties (i.e., perpetrator, victim, and witnesses),
- Exactly what occurred,
- When the incident occurred,
- Where the event took place, and if known, why it happened.

Yuba County Department of Probation

The Yuba County Probation Department provides for the care, safety, and control of minors in Harry H.B. Carden and Tri-County Juvenile Rehabilitation Facility; maintains group and individual behavioral standards; performs case management and life-skills assessment activities; conducts the living group process, including the proper supervision of wards eating, showering, using restroom facilities, visiting, and performing school and recreation activities.

Compliance

YCOE Threat Assessment Team

The YCOE Threat Assessment Team (TAT) reviews alarming/threatening behavior and potential acts of violence where employees, visitors, and other outside parties are involved. The team will employ its judgment and discretion in working toward a recommended response to adverse behaviors that may be perceived as violent, condoning violence, provoking violence, and/or alarming behaviors that have the potential to negatively impact the YCOE community.

Each situation is unique and must be addressed based on individual circumstances. When necessary, the team may consult with other subject matter experts. When appropriate the team will recommend a course of action to affected administration.

The objectives of the TAT generally, but not always, include the following:

- To review provided information regarding a threat or potential act of violence and identify its elements.
- To categorize the Level of Concern for a specific threat and recommend a reasonable response. In the case of a completed act of violence, determine, with the available information, the risk of any additional acts of violence.
- To develop a case management strategy for addressing the perceived threat or act of violence and to determine a plan for implementing that strategy including reasonable monitoring as needed. The TAT is a problem-solving team, not a replacement for appropriate managerial action.

YCOE Risk Management Team

YCOE Risk Management assists with the periodic evaluation of the site's Workplace Violence Prevention Plan to determine the location's compliance with the plan's elements. The team will request documents from the site to appraise the division's capability to satisfy the plan's principles. Risk Management will also serve as a member of the YCOE Threat Assessment Team acting in a consultative role to the site, in matters concerning safety subject matter expertise, including but not limited to training.

School/Site Threat Assessment Team

If a situation becomes the focus of a threat assessment inquiry or investigation, appropriate authorities gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, team members conducting the threat assessment collaborate with others (e.g. – Student Planning Team, Positive Behavior Intervention Support Team, Probation, Threat Assessment Team, etc.) to develop and implement a plan to manage or reduce the threat posed by the student in that situation.

The School Threat Assessment Team may be comprised of a site administrator, site staff, a mental health professional, and a Probation Officer (if applicable). The role of the multi-disciplinary Threat Assessment Team is to gather information and assess

whether an individual poses a risk of violence at school and to develop an action plan to mitigate that risk.

Communication

YCOE recognizes that to maintain a safe, healthy, and secure workplace YCOE must communicate to all employees, including managers and supervisors, all workplace safety, health, and security issues. YCOE has a communication system designed to encourage a continuous flow of safety, health, and security information between management and employees, **without fear of reprisal** and in a form that is readily understandable. YCOE will communicate the Workplace Violence Prevention Plan policies and procedures through:

- New employee orientation YCOE's workplace security policies, procedures, and work practices.
- Annual review of the Workplace Violence Prevention Plan with all employees.
- Provide training designed to address specific aspects of workplace violence prevention and security unique to each of YCOE's operating locations.
- Posting and distributing workplace violence prevention information.
- Reporting workplace violence/security hazards or threats of violence.
- Employees who report incidents of workplace violence will be protected from the person making the threats by YCOE immediately taking the appropriate actions such as removing the person making the threats from the work area until the situation is resolved. For serious threats or acts of violence, Security and/or the local police will be called.
- Addressing security issues at YCOE's workplace violence prevention/security team meetings. Security issues will be discussed at safety committee meetings and threat assessment committee meetings. The committees will recommend solutions to management.
- Recognize employees who perform work practices that promote security in the workplace.
- Discipline employees for failure to comply with workplace security practices.

Reporting

All acts or threats of violence against a YCOE employee, service provider, or student, regardless of the source of the act or threat, will be reported promptly and accurately regardless of whether or not physical injury has occurred. The following additional practices ensure employee compliance with workplace security directives, policies, and procedures:

- Immediately report any situation or incident that generates a sense of fear for personal safety or the safety of others to the police.
- If the reporting individual is an employee, the incident will also be reported to his or her supervisor as soon as possible. In situations where an employee is unable to report the matter to their supervisor, the report can be made to Labor Relations.

- Employees who work directly with students shall adhere to the Positive Behavior Intervention Support (PBIS) process when managing and reporting potential issues with students related to hazards associated with violence.
- If the reporting individual is not an employee, he or she will also report the incident to a site administrator or management.
- The supervisor or Labor Relations staff will immediately provide the reporting individual with a copy of the Incident Report and ask him or her to complete it.
- Anyone involved in a violent attack or who witnesses an attack resulting in an injury that requires more than first aid will contact emergency services.
- Injured persons will receive prompt and appropriate medical care and be transported to medical care facilities.
- The incident will be reported to police and other authorities as required by law.
- The area where the violent actions occurred will be secured to protect evidence and minimize any disturbance during the post-incident response process.
- An Incident Report will be prepared.
- Injured persons, witnesses to the incident, and other affected employees will be provided psychological assistance and counseling to reduce trauma and stress.
- Suggestions for improving the Workplace Violence Prevention Plan employee may be provided by completing the Employee Safety Concern Form (this form may be completed anonymously).

Workplace Violence Emergencies

Employees may be alerted to workplace violence in a variety of ways including direct communication, email, phone calls, text messages, alarms, announcements of public address systems, or other methods.

Employees should activate our emergency response plan and be ready to shelter in place or evacuate. Employees should follow our protocols for run, hide, fight.

Information about the exact location, presence, and nature of the incident will be communicated as information is obtained through the various communication channels listed above. Understand that unannounced imminent threats may have no warning and information may be highly limited.

- In the event that you need immediate assistance, you may contact security or law enforcement by dialing 9-1-1. For non-imminent assistance, you should contact your supervisor or human resources department/risk management team.

Hazard Assessment

YCOE will perform a workplace hazard assessment for workplace security in the form of periodic inspections. Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence are performed by onsite administration.

Periodic inspections are performed according to the following schedule:

1. Annually
2. When the Workplace Violence Prevention Plan is implemented
3. When new, previously unidentified security hazards are recognized
4. When occupational injuries or threats of injury occur
5. Whenever workplace security conditions warrant an inspection

Periodic inspections for security hazards consist of the identification and evaluation of workplace security hazards and changes in employee work practices and may require assessing for more than one type of workplace violence. YCOE performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

Type I workplace violence inspections. Inspections for Type I workplace security hazards include assessing:

1. The exterior and interior of the workplace for its attractiveness to robbers;
2. The need for security surveillance measures, such as mirrors or cameras;
3. Procedures for employee response during a robbery or other criminal act;
4. Procedures for reporting suspicious persons or activities;
5. Posting of emergency telephone numbers for law enforcement and fire and medical services where employees have access to a telephone with an outside line.

Type II workplace violence inspections. Inspections for Type II workplace security hazards include assessing:

1. Access to, and freedom of movement within, the workplace.
2. Adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.
3. Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of YCOE.
4. Employee's skills in safely handling threatening or hostile service recipients.
5. Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
6. Procedures for a "buddy" system for specified emergency events.
7. The availability of employee evacuation routes.

Type III & IV workplace inspections. Inspections for Type III & IV workplace security hazards include assessing:

1. YCOE's communication with employees, supervisors, and managers.
2. YCOE employees', supervisors', and managers' knowledge of the warning signs of potential workplace violence.

3. Access to, and freedom of movement within the workplace by non-employees, including former employees or persons with whom one of YCOE's employees is having a dispute.
4. Frequency and severity of employee reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
5. Any prior violent acts, threats of physical violence, verbal abuse, property damage, or other signs of strain or pressure in the workplace.
6. Employee disciplinary and termination procedures.

Incident Investigations

YCOE has established the following procedures for investigating incidents of workplace violence that include threats and physical injury:

1. Review all previous incidents.
2. Visit the scene of an incident as soon as possible.
3. Interview threatened or injured employees and witnesses.
4. Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
5. Determine the cause of the incident.
6. Take corrective action to prevent the incident from recurring.
7. Record the findings and corrective actions taken.
8. Review the corrective measures and outcome of the investigation with reporting parties and victims of workplace violence.

Hazard Correction

Hazards that threaten the security of employees will be corrected in a timely manner based on severity when they are first observed or discovered.

Type I workplace violence. Corrective measures for Type I workplace security hazards include:

1. Making the workplace unattractive to criminal acts.
2. Utilizing surveillance measures, such as cameras or mirrors, to provide information as to what is going on outside and inside the workplace.
3. Procedures for the reporting of suspicious persons or activities.
4. Posting emergency telephone numbers for law enforcement and fire and medical services where employees have access to a telephone with an outside line.
5. Employee, supervisor, and management training on emergency action procedures.

Type II workplace violence. Corrective measures for Type II workplace security hazards include:

1. Controlling access to the workplace and freedom of movement within it, consistent with business necessity.
2. Ensuring the adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.
3. Providing employee training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of YCOE.
4. Placing effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
5. Providing procedures for a “buddy” system for specified emergency events.
6. Ensuring adequate emergency evacuation routes.

Type III & IV workplace violence. Corrective measures for Type III & IV workplace security hazards include:

1. Effectively communicating YCOE’s antiviolence policy to all employees, supervisors, or managers.
2. Improving how well YCOE’s management and employees communicate with each other.
3. Increasing awareness by employees, supervisors, and managers of the warning signs of potential workplace violence.
4. Controlling access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of YCOE’s employees is having a dispute.
5. Providing counseling to employees, supervisors, or managers who exhibit behavior that represents strain or pressure that may lead to physical or verbal abuse of coworkers.
6. Ensuring 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.
7. Ensuring employee disciplinary and discharge procedures address the potential for workplace violence; *and*
8. Applying crime prevention measures through environmental design and administrative measures including but not limited to:
 - A. Well-lighted areas
 - B. Employees must visibly display employee ID badge at all times while in a YCOE facility
 - C. Visitor sign-in
 - D. Visitor badges
 - E. Well-lighted parking lots and area surrounding the building
 - F. Locks on restroom doors
 - G. Remove sharp objects from view that could be used as a weapon

H. Caller ID on phones

Training and Instruction

YCOE has established the following policy on training all employees with respect to workplace security.

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace security practices. Training and instruction will be provided when the Workplace Violence Prevention Plan is first established and periodically thereafter.

Training will also be provided to all new employees and to other employees for whom training has not previously been provided and to all employees, supervisors, and managers given new job assignments for which specific workplace security training for that job assignment has not previously been provided.

Additional training and instruction will be provided to all personnel whenever YCOE is made aware of new or previously unrecognized security hazards.

General workplace security training and instruction includes, but is not limited to, the following:

1. Explanation of the Workplace Violence Prevention Plan, including measures for reporting any violent acts or threats of violence.
2. Recognition of workplace security hazards, including the risk factors associated with the four types of workplace violence.
3. Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.
4. Ways to defuse hostile or threatening situations.
5. Measures to summon others for assistance.
6. Employee evacuation routes.
7. Notification of law enforcement authorities when a criminal act may have occurred.
8. Emergency medical care provided in the event of any violent act on an employee *and*
9. Post-event trauma counseling for those employees desiring such assistance.

In addition, YCOE provides specific instructions to all employees regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training.

Training Type	Addresses	Frequency	Provided To
YCOE New Hire Orientation and Annual Back-to-School Meeting	Employee handbook, safety, and compliance videos	Upon assignment, annual	<ul style="list-style-type: none"> ✓ Teachers ✓ Substitutes ✓ On-Site Administrators ✓ On-site support and Instructional Staff
Nonviolent Crisis Intervention Training	Identifies escalation of student behaviors, which may lead to violence. Strategies to mitigate student violence. Provides methods of control, and defensive holding positions (as a final preventative measure).	Upon assignment, annual	<ul style="list-style-type: none"> ✓ Teachers ✓ Substitutes ✓ On-Site Administrators ✓ On-site support and Instructional Staff
Workplace Violence Prevention Plan	Identifies roles and responsibilities, methods of reporting, incident investigations/reporting, and hazard assessments as they relate to workplace violence. Union information, administrative regulations, post-event trauma counseling, California Victim Compensation, and Government Claims Board Information.	Upon assignment, annual	<ul style="list-style-type: none"> ✓ Teachers ✓ Substitutes ✓ On-Site Administrators ✓ On-site support and Instructional Staff

Review of this Plan

The plan and the incident log shall be reviewed annually and shall allow for the inclusion of the employee input, and authorized employee representatives (union representatives). The plan shall also be reviewed following workplace violence incidents and when deficiencies are observed, reported, and the like.

Active Involvement

Employee involvement is appreciated and often better suited to correcting hazards in the workplace due to the intimate knowledge of the location and operation. Employee and authorized representatives may participate in plan development, hazard correction, and identifying, evaluating, and implementing of the plan in a variety of methods including:

- Participating with the safety committee
- Submitting concerns
- Submitting feedback for the annual review
- Expressing interest in serving on the workplace violence annual review committee

Recordkeeping

YCOE has established the following recordkeeping policies:

1. Records of workplace violence hazard identification, evaluation, and correction will be maintained for a minimum of one year.
2. Training records will be maintained for a minimum of one year and include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.
3. Violent incident logs will be maintained for a minimum of five years.
4. Records of workplace violence incident investigations will be maintained for a minimum of five years. These records shall not contain “medical information” as defined by Civil Code Section 56.05(j).

Definitions

For the purpose of this section, the following definitions apply:

1. “Emergency” refers to unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other individuals.
2. “Engineering controls” denote an aspect of the built space or a device designed to eliminate a hazard from the workplace or establish a barrier between the worker and the hazard.
3. “Log” signifies the violent incident log mandated by this section.
4. “Plan” signifies the workplace violence prevention plan required by this section.
5. “Threat of violence” encompasses 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 is reasonably perceived to convey an intent, to cause physical harm or instill fear of physical harm in someone, and that serves no legitimate purpose.
6. (A) “Workplace violence” encompasses any act of violence or threat of violence occurring in a place of employment.
7. (B) “Workplace violence” includes, but is not limited to, the following:
 - The threat or use of physical force against an employee resulting in, or having 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:

- I. “Type 1 violence,” indicating workplace violence committed by a person with no legitimate business at the worksite, including violent acts by anyone entering the workplace or approaching workers with the intent to commit a crime.
- II. 2. “Type 2 violence,” denoting workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- III. “Type 3 violence,” refers to workplace violence against an employee by a present or former employee, supervisor, or manager.
- IV. “Type 4 violence,” signifying 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.

(C) “Workplace violence” excludes lawful acts of self-defense or defense of others.

Appendix A

YCOE Workplace Violence Incident Form

To be completed by the individual investigating the incidents related to third-party or employee-related workplace violence. For student-related issues, please refer to the PBIS reporting methodology.

Return the completed form within 48 hours following the incident to the Risk Management Team

Attach witness statements to this form.

Report submitted by:	Date:	Telephone:
General Description of Incident:		

Date of Incident:	Time:
Address/Location of Incident:	

Individuals involved in the incident (use additional sheet(s) if necessary)

Name:	Name:
<input type="checkbox"/> Victim <input type="checkbox"/> Assailant	<input type="checkbox"/> Victim <input type="checkbox"/> Assailant
Title:	Title:
Division:	Division:
Phone:	Phone:
Immediate Supervisor:	Immediate Supervisor:

Assailant Relationship to Employee

<input type="checkbox"/> Co-worker	<input type="checkbox"/> Former Employee
<input type="checkbox"/> Other (specify)	

Possible Reason for Incident: (If known, check all that apply)

<input type="checkbox"/> Conflict with co-worker(s)/former co-worker	<input type="checkbox"/> Receiving corrective action
--	--

<input type="checkbox"/> Conflict with management	<input type="checkbox"/> Other (specify)
---	--

Nature of Incident

<input type="checkbox"/> Stalking
<input type="checkbox"/> Engaging in actions intended to frighten, coerce, or induce duress
<input type="checkbox"/> Destruction of Property
<input type="checkbox"/> Physical Assault - Hitting, fighting, pushing, or shoving
<input type="checkbox"/> Armed Assault - Use of object as weapon (specify)
<input type="checkbox"/> Armed Assault - Use of weapon such as gun, knife, etc. (specify)
<input type="checkbox"/> Verbal Harassment
<input type="checkbox"/> Threats of Physical Violence
<input type="checkbox"/> Other (specify)

How was the incident communicated? (Check one or more)

<input type="checkbox"/> Communicated directly to the victim	<input type="checkbox"/> Verbal	<input type="checkbox"/> Letter	<input type="checkbox"/> Email
<input type="checkbox"/> Communicated to another person	<input type="checkbox"/> Verbal	<input type="checkbox"/> Letter	<input type="checkbox"/> Email
<input type="checkbox"/> Other (specify)			

Victim Injury (Check all that apply)

If an injury has occurred, please notify the Worker's Compensation Unit at 530-749-4869

<input type="checkbox"/> Physical injury
<input type="checkbox"/> Physical Injury - Medical care required

Initial Response or Follow-up Activity: (Check all that apply)

<input type="checkbox"/> Situation defused	<input type="checkbox"/> Threat Assessment Team (TAT) notified
<input type="checkbox"/> Security/Probation called	<input type="checkbox"/> Law Enforcement notified If Yes, Name of Agency and Report Number:
<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Employee Assistance Program (EAP) Applies only to TCSIG enrollees.

Describe the Incident in Detail:

Include what happened, where, who was involved, what you heard, saw, etc.

List Names of Other Witnesses:

Signature

Date

Person Receiving Witness Statement

Date

Routing

Yes	No	Name	Signature	Date
<input type="checkbox"/>	<input type="checkbox"/>	Supervisor		
<input type="checkbox"/>	<input type="checkbox"/>	Director		
<input type="checkbox"/>	<input type="checkbox"/>	YCOE TAT*		
<input type="checkbox"/>	<input type="checkbox"/>	Labor Relations		
<input type="checkbox"/>	<input type="checkbox"/>	Risk Management		
<input type="checkbox"/>	<input type="checkbox"/>	Other:		

*TAT – YCOE Threat Assessment Team.

Upon completion of the investigation, attach a findings/follow-up document to this form

APPENDIX B

YCOE SITE BEHAVIOR FORM

Frequency of this Evaluation: As Needed.

A safety job aid to assist YCOE employees in identifying behaviors that present potential and/or real risk.*

Completed by _____ **Date Completed:** _____
(First and last name and title):

Worksite _____ **Date of Incident:** _____
(Department, location, Room #):

Relationship to Workplace: Staff Temporary Staff Other **Time of Incident:** _____ am/pm

Behavior Observed	Yes/No	Descriptions (What you see, hear, etc.)	Triggers
Verbally Threatening	<input type="checkbox"/> Yes <input type="checkbox"/> No	Violent outbursts (raised voice, yelling/shouting, crying, screaming, using profanity, insults) as an attempt to intimidate or threaten another person is often a precursor to physical violence.	Physical Triggers <input type="checkbox"/> Staff Instruction <input type="checkbox"/> Eye Contact <input type="checkbox"/> Told "No" <input type="checkbox"/> Unfulfilled Request <input type="checkbox"/> Gesture(s) <input type="checkbox"/> Being accidentally touched <input type="checkbox"/> Being tired <input type="checkbox"/> Having to wait <input type="checkbox"/> Hunger <input type="checkbox"/> Pain <input type="checkbox"/> Personal space violated <input type="checkbox"/> Self-stemming <input type="checkbox"/> Other: _____
Attacking People	<input type="checkbox"/> Yes <input type="checkbox"/> No	Physically intimidating behavior causing the recipient to perceive a threat to their physical safety (raising of arm/leg, aggressive posture, making or shaking fist, carrying or brandishing a weapon).	
Attacking Objects	<input type="checkbox"/> Yes <input type="checkbox"/> No	An attack directed only at an object and NOT an individual. E.g., the indiscriminate throwing/tossing of an object, banging, head banging, smashing of furniture, taking other's property, etc.	
Confusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	Disoriented – may be unaware of time, place or person, altered cognitive state (change from normal behavior cause by a medical condition).	Environmental Triggers <input type="checkbox"/> Being isolated <input type="checkbox"/> Withdrawal from room <input type="checkbox"/> Lighting <input type="checkbox"/> Privacy <input type="checkbox"/> Layout <input type="checkbox"/> Male staff <input type="checkbox"/> Female staff <input type="checkbox"/> Loud noises/yelling <input type="checkbox"/> Alarming noise <input type="checkbox"/> Temperature <input type="checkbox"/> Time of day <input type="checkbox"/> Visitors/contractors <input type="checkbox"/> Other: _____
Irritability	<input type="checkbox"/> Yes <input type="checkbox"/> No	Easily annoyed or angered. Unable to tolerate the presence of others. Unable to follow instruction(s) at these times. Strong reaction to instructions.	
Boisterous	<input type="checkbox"/> Yes <input type="checkbox"/> No	Unaware of making overtly loud noise, e.g., raising of voice, slamming doors, shouts when talking, etc.	
Agitated / Impulsive	<input type="checkbox"/> Yes <input type="checkbox"/> No	Unable to remain composed. Very strong emotional reaction to real and imagined disappointments. Feel or appears troubled, nervous, upset. Is spontaneous, haste, emotions, and dissatisfied with waiting.	

* For workplace violence risks that involve students, please refer to PBIS program for management.

Corrective Actions/Comment

APPENDIX C YCOE RISK ASSESSMENT

Frequency of this Evaluation: As Needed.

A safety job aid to assist YCOE employees in identifying the level of risk based on an incident or incidents that present potential and/or real workplace violence risk.**

Completed by: _____ **Date:** _____
 (First and last name and title):

Worksite: _____
 (Department, location, Room #):

Name(s) of Individual(s) Under Review: _____

Relationship to Workplace: Staff Temporary Staff Other

Level of Concern	Yes/No	Descriptions	Reporting Method
Low	<input type="checkbox"/> Yes <input type="checkbox"/> No	The threat is vague and indirect in nature. Information within the threat is inconsistent, implausible, or lacks detail. The threat is NOT realistic in nature/presentation.	<input type="checkbox"/> Urgent Communication* <input type="checkbox"/> Labor Relations <input type="checkbox"/> Threat Assessment Team
Medium	<input type="checkbox"/> Yes <input type="checkbox"/> No	Threat risk to employees, visitors and/or students appears to be moderate. Violent action is possible but not probable. The threat is still not entirely realistic in nature. Analysis of threat suggests some thought/action on how to go forward by person(s) of concern (i.e., a specific time & location noted for actions.) No clear indication of preparatory steps taken by person(s) of concern. Person(s) of concern may attempt to convey the seriousness of the situation, (e.g.) "I'm not joking," "I'm serious."	
High	<input type="checkbox"/> Yes <input type="checkbox"/> No	An attack directed only at an object and NOT an individual. (E.g., the indiscriminate throwing/tossing of an object, banging, head banging, smashing of furniture, taking other's property, etc.).	

**Urgent Communications are distributed to the YCOE's Executive Cabinet: Superintendent, Deputy Superintendent, Assistant Superintendent of Special Education, Chief Business Official, Executive Director of Technology, and Executive Director of Human Resources.*

*** For workplace violence risks that involve students, please refer to PBIS program for management.*

Corrective Actions/Comments:



APPENDIX D

YCOE Communication Evaluation Checklist

Frequency of this Evaluation: Annual

Communication is most effective when it involves two-way communication and the agency's goals and objectives are clearly understood. Our communication process is to ensure a continuous flow of information relating to workplace violence, primarily between management and our workers. This evaluation sheet is intended to assist YCOE employees in ensuring that the communication process is effective. Our goal is to maintain checks in the Yes column.

Completed by: _____ **Date Completed:** _____

(First and last name and title):

Worksite: _____

(Department, location, Room #):

Topic Point		Comments:
New employee orientation on workplace violence policies, procedures, and work practices in place and performed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date(s): <i>Always maintain training slides, sign-in sheet, and training roster.</i>
Annual education on workplace violence policies, procedures, and work practices with all managers, supervisors, and employees is performed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date(s): <i>Always maintain training slides, sign-in sheet, and training roster.</i>
Training has been specialized to address awareness of early warning signs of potential workplace violence present at our worksite.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date(s): <i>Always maintain training slides, sign-in sheet, and training roster.</i>
At regularly scheduled meetings workplace violence is discussed with staff personnel on all shifts.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date(s): <i>Always maintain training slides, sign-in sheet, and training roster.</i>
There is a process in place to ensure everyone understands the workplace security policies. <i>(This process shall be in a form readily understandable to all).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date(s): <i>Always maintain training slides, sign-in sheet, and training roster.</i>

<p>Proper posting and distribution of information relating to workplace violence. Is the information current?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Posting Location(s):</p> <p>Information Date:</p> <p><i>Posting should be in a conspicuous place accessible to all onsite staff.</i></p>
<p>Issues concerning workplace violence are communicated in a timely manner and include suggestions for preventing the incidence of violence.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Action and feedback are communicated in a timely manner and without fear of retaliation by either person making threats or anyone else.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Meetings are conducted in a manner to allow free and open discussions.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Meetings are announced and scheduled to facilitate maximum attendance.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><i>Attach proof of announcement to the evaluation sheet.</i></p>



APPENDIX E

YCOE Workplace Violence Checklist

Frequency of this Evaluation: Annual

Completed by: _____ **Date:** _____

(First and last name and title):

Worksite: _____

(Department, location, Room #)

Topic Point		
Adequate lighting in and around the workplace.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Parking lot well-lighted.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are they aware of the site's WVPP?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Notification date:
Are desk spaces clear of objects that may become a projectile hazard?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are office and classroom exits unobstructed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are visitors required to sign in?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are visitors escorted while on-site?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are ID Badges in use?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are emergency phone numbers posted by phones?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Is there an internal phone system that is operable?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are visits from student's family members limited to designated areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there key control procedures in place?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there limited access to the workplace?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are staff trained in hazardous situation avoidance with students?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dates of training: Attach training documents.
Are staff trained in hazardous situation avoidance with other members of staff, agency employees, visitors, etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do employees when offsite have periodic check-in procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are staff when offsite equipped with a personal alarm or cell phone?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are staff when offsite supplied with the necessary incident report forms?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are trainings on WVPP topics covered prior to assignment of an employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are trainings on WVPP topics covered at least annually after initial training of an employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
When incidents occur is counseling offered to employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are steps taken to evaluate the incident in order to prevent recurrence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are floor plans, and evacuation plans posted in conspicuous locations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the site utilized crime prevention services &/or lectures provided by local or state police?	<input type="checkbox"/> Yes <input type="checkbox"/> No	



APPENDIX F

YCOE IMPROVEMENT ACTION PLAN

For imminent hazards or threats or *emergencies*, please dial 911

For non-emergency concerns please complete and send via email to hr@yubacoe.k12.ca.us or interoffice mail to the HR Department. If condition(s) cannot be corrected by local staff, please call Maintenance & Operations at (530) 749-6921. For questions regarding workers' compensation injuries, please call Jennifer Allread at (530) 749-4869. To report any unsafe conditions, please call Barry Collins at (530) 701-2430. Yuba County Office of Education (YCOE) recognizes that to maintain a safe and secure workplace, there must be open, two-way communication that allows employees to report all potentially unsafe conditions without fear of reprisal. Please complete this form to suggest ideas or report an unsafe workplace condition or practice.

Please describe what YCOE can do to improve safety:

.....

.....

.....

Please describe any unsafe workplace condition or practice:

.....

.....

.....

What do you think are the causes or other contributing factors to this unsafe condition or practice?

.....

.....

.....

Has this matter been reported to the site administrator? YES NO

Print or type the first and last name of the employee (optional)

Department

Site Name

Phone number of site

Email

Date