



BEVERLY HILLS
UNIFIED SCHOOL DISTRICT
EDUCATION REIMAGINED

**WORKPLACE VIOLENCE
PREVENTION
PLAN**

June, 2024

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PURPOSE AND AUTHORITY

California SB 553 requires California employers to establish, implement, and maintain at all times in all work areas an effective Workplace Violence Protection Plan (WVPP).

The WVPP, a component of the Injury and Illness Prevention Program, is intended to establish a framework for protecting employees from workplace violence. In addition to any statutory definition of workplace violence, for purposes of this document, workplace violence is defined as any verbal abuse, act of violence or threat of violence that occurs in a place of employment, and includes a threat 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. This plan includes the following components:

1. Names or job titles of the persons responsible for implementing the plan. If there are multiple persons responsible for the plan, their roles shall be clearly described.
2. Effective procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan.
3. Methods that will be used to coordinate implementation of the plan with other employers, when applicable, to ensure that those employers and employees understand their respective roles, as provided in the plan.
4. Effective procedures for the employer to accept and respond to reports of workplace violence, and to prohibit retaliation against an employee who makes such a report.
5. Effective procedures to ensure that supervisory and nonsupervisory employees comply with the plan
6. Effective procedures to communicate with employees regarding workplace violence matters, including, but not limited to, both of the following:
 - a. How an employee can report a violent incident, threat, or other

workplace violence concern to the employer or law enforcement without fear of reprisal.

b. How employee concerns will be investigated.

7. Effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following: a. Effective means to alert employees of the presence, location, and nature of workplace violence emergencies. b. Evacuation or sheltering plans that are appropriate and feasible for the worksite.

c. How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement.

8. Procedures to develop and provide employee training.

9. Procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns.

Inspections shall be conducted:

a. When the plan is first established

b. After each workplace violence incident

c. Whenever the employer is made aware of a new or previously unrecognized hazard.

10. Procedures to correct workplace violence hazards identified above, in a timely manner consistent with the IIPP, including:

a. Procedures for post incident response and investigation.

b. Procedures to review the effectiveness of the plan and revise the plan, including:

i. Procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan.

11. Maintain a written log recording incidents of workplace violence.

1. PERSON(S) RESPONSIBLE FOR IMPLEMENTING THE WVPP

The ultimate responsibility for overseeing the development, implementation, and maintenance of the WVPP, rests with the **Assistant Superintendent, Personnel Services.**

2. PROCEDURES FOR INVOLVING EMPLOYEES IN THE DEVELOPMENT AND IMPLEMENTATION OF THE WVPP

Involving employees in the development and implementation of our WVPP is a critical component to the program's overall effectiveness. We welcome and encourage employees to participate in both the initial development and implementation as well as the ongoing/annual refresher of this plan. We will utilize the following procedures to involve employees in the development and implementation of this plan:

Recommendations for compliance with this section:

The BHUSD will establish a WVPP committee represented by each of the following groups:

- Representatives from each of the four campuses
- At least One Member from BHEA
- At least One Member from BHEA IA
- At least One Member from BHEA OTBS
- At least One Member from CSEA
- At least Two District Representatives

Committee meetings will be held quarterly to solicit feedback and input on the development and ongoing input and feedback on the plan

3. WVPP IMPLEMENTATION & COORDINATION

In an effort to ensure that all BHUSD employees understand their respective roles in this plan, that they understand all aspects of this plan, and they understand how to report incidents of workplace violence, we will take the following steps:

1. Provide employee training and verify comprehension (i.e., quizzes/tests).
2. Post and share meeting agendas and minutes from committees or teams involved in the development of this plan as outlined in Section 2 above.
3. Generating emails, newsletters, memos, or other means of communication providing updates to all employees at various stages throughout the development and implementation of this plan, including timelines and next steps.

4. PROCEDURES TO ACCEPT & RESPOND TO REPORTS OF WORKPLACE VIOLENCE

Employees should report workplace violence to their **Site Administrator(s)** and/or call 9-1-1 if the threat/act of violence is imminent and serious. **The Site Administrator with support from the Assistant Superintendent, Personnel Services** will adhere to the following process for accepting and responding to reports of workplace violence:

1. Determine any steps that need to be taken to protect the reporting employee, or any other employee, against an immediate threat of violence.
2. Investigate the report to gather all relevant information (interview employees, visit the location, document evidence, ask follow-up questions).
3. Evaluate the findings to identify the root cause.
4. Define corrective actions/steps to be taken to address each cause.
5. Coordinate with the necessary departments/staff to implement the corrective actions.
6. Communicate the findings and corrective actions back to the reporting employee.
7. Monitor the effectiveness of the corrective actions.
 8. Document the incident and all correlating information in the "Violent Incident Log" for recordkeeping and reporting purposes.

All employees are encouraged to report any concerns or incidents related to workplace violence, and that they can do so without fear of reprisal.

5. PROCEDURES TO ENSURE EMPLOYEES COMPLY WITH THE WVPP

While the **Assistant Superintendent, Personnel Services** is responsible for overseeing the development, implementation, and maintenance of the WVPP, all employees are responsible for adhering to their roles, responsibilities and training provided under this plan. Supervisors and managers will use the following procedures to ensure employees comply with the WVPP:

- Ensuring employees take/attend the training(s) and refresher training(s) assigned to them.
- Monitor employee adherence to topics and concepts covered in the training they received.
- Follow our established disciplinary action process if an employee or supervisor does not follow elements of this plan.

Disciplinary Action

We will actively enforce all aspects of the WVPP. An employee that fails to adhere to the procedures and practices of this plan shall be disciplined including but not limited to the following:

1. Retraining
2. Warning
3. Warning with reprimand placed in personnel file
4. Possible Suspension from work with no compensation and record added to personnel file
5. Possible discontinue employment with record added to personnel file

Nothing in this document shall be interpreted as reducing any rights that a bargaining unit member enjoys under the law, a Union's collective bargaining agreement ("CBA") or any other Union agreement with the District.

6. EMPLOYEE COMMUNICATION

Employees should report any and all workplace violence related incidents, threats and concerns to their **Site Administrator**, or by contacting emergency services directly by calling 9-1-1 if the threat/act of violence is imminent and serious. When making a report of workplace violence, please include the following information (please note, workplace violence does not include lawful acts of self-defense or defense of others):

1. Date
2. Time
3. Location
4. Type of workplace violence:
 - a. Type 1 = Committed by a person who has no legitimate purpose at the worksite
 - b. Type 2 = Committed by a person who does have a legitimate purpose at the worksite (customer, client, patient, student, inmate, or visitor).
 - c. Type 3 = Committed by a present or former employee, supervisor, or manager.
 - d. Type 4 = Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee
5. Circumstances at the time of the incident, including but not limited to the following:
 - a. Was the employee completing usual job duties?
 - b. Was the area poorly lit?
 - c. Was the work being "rushed"?
 - d. Was the employee working during a low staffing level?
 - e. Was the employee isolated/alone?
 - f. Was the employee able to get help/assistance?
 - g. Was the employee working in a community setting?
 - h. Was the employee working in an unfamiliar/new location?
 - i. Other: please explain
6. Classification of where the incident occurred:
 - a. At the workplace, indoors (please include building name and/or room number)
 - b. At the workplace, outdoors (please specify)
 - c. Other area (please explain)
7. Type of incident (including but not limited to):
 - a. Physical attack – no weapon/object
 - b. Physical attack – with a weapon/object
 - c. Threat of physical force or threat of use of a weapon/object
 - d. Sexual assault/threat (including rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
 - e. Other (please specify):

Employer's Evaluation & Response

When responding to a report of workplace violence, the **Site Administrator with support from the Assistant Superintendent, Personnel Services** as outlined above, will adhere to the following process:

1. Determine any steps that need to be taken to protect the reporting employee, or any other employee, against an immediate threat of violence.
2. Investigate the report to gather all relevant information (interview employees, visit the location, document evidence, ask follow-up questions), including capturing the following information:
 - a. Consequences of the incident (including but not limited to):
 - i. Was security or law enforcement contacted?
 1. If so, what was their response (please explain):
 - ii. Actions taken to protect employees from a continuing threat or any other hazards resulting from the incident (please explain)
 - b. Information about the person completing the employer's response/log:
 - i. Name
 - ii. Title
 - iii. Date
3. Evaluate the findings to identify the root cause.
4. Define corrective actions/steps to be taken to address each cause.
5. Coordinate with the necessary departments/staff to implement the corrective actions.
6. Communicate your findings and corrective actions back to the reporting employee.
7. Monitor the effectiveness of the corrective actions.
8. Document the incident and all correlating information in the "Violent Incident Log" for recordkeeping and reporting purposes.

WORKPLACE VIOLENCE REPORTING FORM

THIS FORM IS TO BE USED BY EMPLOYEES THAT HAVE IDENTIFIED AN INCIDENT, THREAT OR CONCERN RELATED TO WORKPLACE VIOLENCE. THIS FORM BRINGS THE ISSUE TO THE ATTENTION OF THE MANAGEMENT.

IT IS ILLEGAL FOR THE EMPLOYER TO TAKE ACTION AGAINST AN EMPLOYEE FOR MAKING SUCH A REPORT. THE EMPLOYER MUST INVESTIGATE THE REPORT AND EXPLAIN TO EMPLOYEES THE ACTION TAKEN AND ANY SUBSEQUENT ACTIONS, AS NECESSARY.

To be completed by the individual investigating the incident. Return completed form within 2 days following incident to Dr. Matthew Horvath, Ast Sup, Personnel Services @ mhorvath@bhusd.org **Attach witness statements to this form.**

Report submitted by: Date:
General Description: Phone:

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

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

Name:	Name:
Victim or Assailant	Victim or Assailant
Job Title:	Job Title:
Department:	Department:
Phone:	Phone:
Immediate Supervisor:	Immediate Supervisor:

Classification of Incident (Select One)

Type 1	Type 2	Type 3	Type 4
Committed by a person who has no legitimate purpose at the worksite.	Committed by a person who does have a legitimate purpose at the worksite	Committed by a present or former employee, supervisor, or manager.	Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee.

Classification of Incident Location (Select One)

At Workplace, Indoors (Please Include Bldg. Name/Room No.)	At Workplace, Other Area (Please Explain) Outdoors (Please Specify)
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Type of Incident

Physical Attack – no weapon/object
Physical Attack – with weapon/object
Verbal Abuse
Threat of physical force and/or threat of use of a weapon/object
Physical Assault - Hitting, fighting, pushing, or shoving
Sexual assault/threat (incl. rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
Other (specify)

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

Communicated directly to victim Verbal Mail Note Email
Communicated to another person Verbal Mail Note Email
Other (specify)

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

Situation defused Occupational Medicine notified
Security called Law Enforcement notified If Yes, Name of Agency and Report Number:
First Aid Received? Employee Assistance Program Resources Provided?
Other (specify)

Describe Incident in Detail

Include what happened, where, who was involved, what you heard, saw, etc. Also include the circumstances at time of incident (i.e.: was the employee completing usual job duties, was the area poorly lit, was the work being rushed, was the employee working during a low staffing level, was the employee isolated/alone, was the employee able to get help/assistance, was the employee working in a community setting, was the employee working in an unfamiliar/new location, other – please explain).

List Names of Other Witnesses

Signature Date
Person Receiving Witness Statement Date

Routing

*Yes No Name Signature
Date*

		[APPLICABLE CONTACT/DEPT]		
		[APPLICABLE CONTACT/DEPT]		

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

7. EMPLOYEE TRAINING

BHUSD will provide employees with initial training when the plan is first established, and annually thereafter, on all of the following:

1. Our WVPP plan, how to obtain a copy of the plan at no cost, and how to participate in development and implementation of the plan.
2. The definitions and requirements of SB 553.
3. How to report workplace violence incidents or concerns to us and/or law enforcement, without fear of reprisal.
4. Workplace violence hazards specific to employees' jobs, the corrective measures we have implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
5. The required violent incident log and how to obtain copies of records.
6. An opportunity for interactive questions and answers with a person knowledgeable about the employer's plan.

Additional training shall be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

8. RECORDKEEPING

Records of workplace violence hazard identification, evaluation, and correction will be created and maintained for a minimum of five years.

Training records will be created and 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.

Violent incident logs will be maintained for a minimum of five years.

Records of workplace violence incident investigations will be maintained for a minimum of five years. These records shall not contain "medical information," as defined in subdivision (j) of Section 56.05 of the Civil Code.

All records required above will be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.

The **Assistant Superintendent, Personnel Services** will be responsible for ensuring that all relevant records are completed, maintained, and made available upon request as required by this program and/or Cal/OSHA. A safe and healthy workplace is the goal of everyone at **Beverly Hills Unified School District**, with responsibility shared by management and staff alike.

GENERAL SAFETY TRAINING RECORD LOG

SUBJECT COVERED

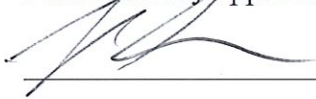

LOCATION OF TRAINING:

DATE OF TRAINING: NAME & QUALIFICATIONS OF TRAINER (Years of related experience, designations, certifications, etc.)

EMPLOYEES NAME/TITLE/DEPARTMENT (print) SIGNATURE

Copy to Dr. Matthew Horvath, Assistant Superintendent, Personnel Services

Parties hereby approve and execute this agreement:

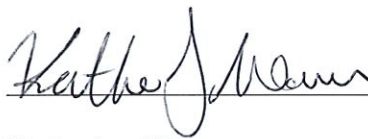
 _____ 8/29/24  _____ 9/30/2024

Joshua Glass
BHEA Bargaining Chair

Date

Matthew Horvath
Assistant Superintendent,
Personnel Services

Date

 _____

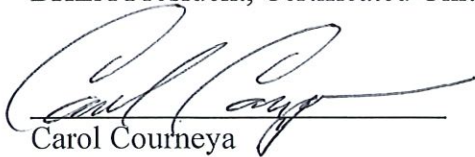
Katherine Warren
BHEA President, Certificated Unit

8/29/24
Date

 _____ 9/20/24

Jose Celis
CSEA President

Date

 _____

Carol Courneya
BHEA IA President

8/29/24
Date

 _____ 9/3/24

Adelfa Kubu
BHEA OTBS President

Date

Dr. Amanda Stern _____ Date
BHUSD Board of Education President