

## **CALIFORNIA WORKPLACE VIOLENCE PREVENTION PLAN**

### **Adopted 7-6-24. SAFE PASSAGE YOUTH Pursuant to California Labor Code Section 6401.9.**

#### **A. APPLICABILITY AND IMPLEMENTATION**

1. The Workplace Violence Prevention Plan (“plan”) aims to protect employees from aggressive and violent behavior in the workplace. This plan is applicable to the following workplace. 482 GREENMEADOW AVENUE, THOUSAND OAKS
2. The following individuals are responsible for implementing the plan: *TIMOTHY HAGEL*  
  
The plan is accessible to employees and authorized employees representatives.
3. [WWW.SAFEPASSAGEYOUTH.ORG](http://WWW.SAFEPASSAGEYOUTH.ORG) AND POSTED AT 482 GREENMEADOW AVENUE, THOUSAND OAKS

#### **B. WORKPLACE VIOLENCE DEFINED**

1. Workplace violence means any act of violence or threat of violence that occurs in a place of employment. Workplace violence includes, but is not limited to, the following:
  - a. The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
  - b. 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.
  - c. The following four workplace violence types:
    - i. “Type 1 violence,” which means workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
    - ii. “Type 2 violence,” which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
    - iii. “Type 3 violence,” which means workplace violence against an employee by a present or former employee, supervisor, or manager

- iv. “Type 4 violence,” which means 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. ACTIVE EMPLOYEE INVOLVEMENT**

1. SAFE PASSAGE obtains the active involvement of employees and authorized employee representatives in developing and implementing the plan.

SAFE PASSAGE involves employees and authorized representatives in the identification, evaluation, and correction of workplace violence hazards, including soliciting involvement in designing and implementing training, and in reporting and investigating workplace violence incidents. *Safe Passage Employees participate in training, collective awareness groups.*

**D. COORDINATION WITH OTHER EMPLOYERS**

1. SAFE PASSAGE will 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.
2. SAFE PASSAGE will coordinate with other employers, when applicable, to ensure that all employees are provided workplace violence prevention training and that workplace violence incidents involving any employees are reported, investigated, and recorded. The coordination procedures are as follows: *LIVE DISCUSSIONS AND GROUP INPUT*

**E. COMMUNICATION, REPORTING, AND RESPONSE TO WORKPLACE VIOLENCE**

1. SAFE PASSAGE’s system for communicating the plan and workplace violence matters. SAFE PASSAGE Implements this plan in a form readily understandable by employees that suits our culture, technology, methods, and workplaces.
2. SAFE PASSAGE accepts and responds to all reports of workplace violence. Employees can report a violent incident, threat, or other workplace violence concern to SAFE PASSAGE or law enforcement. *THOUSAND OAKS POLICE DEPARTMENT*

3. SAFE PASSAGE strictly prohibits any retaliation against any employee who reports workplace violence. Any employee who believes they have experienced retaliation due to reporting workplace violence should contact: *TIMOTHY HAGEL*

**F. COMPLIANCE WITH PLAN**

1. All employees must comply with the plan.  
SAFE PASSAGE ensures that all supervisory and nonsupervisory employees comply with the plan. Failure to comply with the plan could result in discipline, up to and including termination.

**G. POST-INCIDENT RESPONSE AND INVESTIGATION PROCEDURES**

1. SAFE PASSAGE responds and investigates all reports of workplace violence, workplace violence incidents, and/or employee concerns about workplace violence.
  - a.
  - b. SAFE PASSAGE has procedures in place to investigate reports of workplace violence in its workplace.
  - c. 1. *CONTACT A SHIFT OR CREW LEADER OR ANY SAFE PASSAGE SUPERVISOR. Supervisor must follow-up and investigate timely and report to Timothy Hagel and or any leader in Safe Passage management.*
  - d. 1. SAFE PASSAGE will inform employees of the results of investigation and any corrective actions taken.

**H. EMERGENCY RESPONSE**

1. SAFE PASSAGE responds to actual or potential workplace violence emergencies.
  - a. SAFE PASSAGE has procedures to alert employees to the presence, location, and nature of workplace violence emergencies. Group Diamonte text group, GROUP ME APP. TEXTING AND CALLS.
  - b. SAFE PASSAGE has procedures for evacuation or sheltering that are appropriate and feasible for the worksite. FLEE TO GOLF COURSE. CALL 911
  - c. SAFE PASSAGE has procedures for employees to obtain help from staff assigned to respond to workplace violence emergencies [such as security personnel or law enforcement, if applicable]. CALL 911 AND OR SEEK HELPF FROM GOLF COURSE STAFF.

## **I. TRAINING PROCEDURES**

### **1.**

SAFE PASSAGE provides effective training on the plan to all employees. The training will be provided when the plan is first established, and annually thereafter. The training consists of the following.

- a. The plan, how to obtain a copy of the plan at no cost, and how employees participate in development and implementation of the plan;
- b. The definitions and requirements contained in Labor Code Section 6401.9;
- c. How employees can report workplace violence incidents or concerns to SAFE PASSAGE or law enforcement without fear of reprisal;
- d. Workplace violence hazards specific to the employees' jobs, the corrective measures
- e. SAFE PASSAGE has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm;
- f. The violent incident log and how to obtain copies of the following records: (1) records of workplace violence hazard identification, evaluation, and correction; (2) workplace violence prevention training records; and (3) violent incident logs.

## **J. WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION**

### **1. SAFE PASSAGE identifies and evaluates workplace violence hazards.**

- a.
- b. SAFE PASSAGE conducts inspections as needed to identify unsafe conditions, work practices, and employee reports or concerns related to workplace violence and to ensure compliance with employer's workplace violence prevention policies and procedures. Inspections are conducted when the plan is first established, after each workplace violence prevention incident, and whenever
- c. SAFE PASSAGE is made aware of a new or previously unrecognized hazard.
- d. The following individual maintains records of these inspections: **TIMOTHY HAGEL**

**K. CORRECTION OF WORKPLACE VIOLENCE HAZARDS**

1. SAFE PASSAGE corrects identified workplace violence hazards.
  - a. SAFE PASSAGE 's correction of workplace violence hazards are implemented with effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard. ALL EMPLOYEES CONTACTED.

**L. REVIEW OF PLAN EFFECTIVENESS**

1. SAFE PASSAGE will review the effectiveness of the plan and revise the plan as needed. The plan will be reviewed at least annually, when a deficiency is observed or becomes apparent, and after a workplace violence incident.
2. SAFE PASSAGE will obtain the active involvement of employees and authorized employee representatives in reviewing the plan. SAFETY MEETINGS

**M. VIOLENT INCIDENT LOG**

1. SAFE PASSAGE will record information in a violent incident log for every workplace violence incident. The log shall include all of the following:
  - The date, time, and location of the incident.
  - The workplace violence type or types.
  - A detailed description of the incident.
  - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
  - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
  - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.

- The type of incident, including, but not limited to, whether it involved any of the following:
  - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
  - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
  - Threat of physical force or threat of the use of a weapon or other object.
  - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
  - Animal attack.
  - Other.
- Consequences of the incident, including, but not limited to:
  - Whether security or law enforcement was contacted and their response.
  - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
- Information about the person completing the log, including their name, job title, and the date completed.

## N. **RECORD KEEPING**

1. SAFE PASSAGE will create and maintain the following records:
  - a. Records of workplace violence hazard identification, evaluation, and correction.
  - b. Training records.
  - c. Violent incident logs.
  - d. Records of workplace violence incident investigations.