

WORKPLACE VIOLENCE PREVENTION

SAFE PASSAGE YOUTH FOUNDATION

CALIFORNIA REQUIREMENTS

An employer shall establish, implement, and maintain an effective workplace violence prevention plan.

OUR WRITTEN PLAN

Who is responsible for our written plan and where can I obtain a copy?

*SAFE PASSAGE MAINTAINS A PLAN ONLINE
FOR ALL EMPLOYEES AND POSTED AT THE
SAFE PASSAGE OFFICE*

IMPORTANT NUMBERS

According to the Bureau of Labor Statistics, 20,050 workers in the private industry experienced trauma from nonfatal workplace violence in 2020. These incidents required days away from work.

Of those victims who experienced trauma from workplace violence:

- ✓ 73% were female
- ✓ 62% were aged 25 to 54
- ✓ 76% worked in the healthcare and social assistance industry
- ✓ 22% required 31 or more days away from work to recover, and 22% involved 3 to 5 days away from work

IMPORTANT NUMBERS

According to the Bureau of Labor Statistics, **392** U.S. workers were workplace homicide victims in 2020.

Of those victims who died from homicide:

- ✓ 81% were men
- ✓ 44% were aged 25 to 44
- ✓ 28% were Black and 18% were Hispanic
- ✓ 30% of workplace homicide victims were performing retail-related tasks such as tending a retail establishment or waiting on customers

EMPLOYEE PARTICIPATION

How do our employees participate and help develop and implement this plan?

EMPLOYEES ARE ENCOURAGED TO PARTICIPATE DURING WORK HOURS. IN ADDITION THEY MAY USE VIRTUAL TRAINING, EMAIL AND VOICE METHODS

WORKPLACE VIOLENCE

“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:

- (i) 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.
- (ii) 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.

THREAT OF VIOLENCE

“Threat of violence” 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 reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

REMEMBER

“Workplace violence” does not include lawful acts of self-defense or defense of others.

FOUR WORKPLACE VIOLENCE TYPES

“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.

“Type 2 violence,” which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

“Type 3 violence,” which means workplace violence against an employee by a present or former employee, supervisor, or manager.

“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.

TYPE 1

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.

Examples

A woman brandishing a gun demands the cashier open the till and hits the cashier across the face.

A nearby neighbor is angry at the noise created by the construction workers and goes on to the property and pushes the foreman in the chest as he angrily demands the workers be more quiet.

TYPE 2

Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Examples

The store customer becomes irate at the lack of customer service and aggressively grabs the young clerk by the arm while yelling at him.

Marcia is a social worker and visits clients on a monthly basis. During a visit, her client becomes irate and strikes Marcia in the face.

TYPE 3

Workplace violence against an employee by a present or former employee, supervisor, or manager.

Examples

John and Steve have a verbal altercation over Steve's use of profanity in the workplace. John follows Steve to the parking lot and pushes Steve in the chest.

Chris, a disgruntled former employee who was recently fired, returned to the company property and accessed the manager's area. Chris used a hammer to attack the manager.

TYPE 4

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.

Examples

Pat, a former domestic partner of Sally, comes to the store and attempts to plead with Sally for a reconciliation. When Sally rebuffs Pat, Pat becomes angry and grabs Sally trying to drag her from the store.

George is enjoying his break in the outdoor break area. His former brother-in-law, angry over money George owes him, approaches George and proceeds to punch George repeatedly as he demands repayment.

WHAT WOULD YOU DO?

Melanie and Michelle are sisters who work together on the first shift. Michelle reports that Melanie's husband has threatened to come to the facility and "shoot it up."

Melanie offers that she's going through some tough times at home, but refuses to talk about any details.

What would you do?

Is this workplace violence?

REPORTING WORKPLACE VIOLENCE

How do I report a threat or incident of workplace violence?

*TO: TIM HAGEL 805-558-8987 OR
HAGEL@SAFEPASSAGEYOUTH.ORG OR IN
PERSON OR BY MAIL AT 482 GREENMEADOW
AVENUE, THOUSAND OAKS*

WORKPLACE VIOLENCE EMERGENCY PROCEDURES

- 1. SEEK IMMEDIATE SAFETY*
- 2. CALL 911*
- 3. RENDER FIRST AID*
- 4. WARN OTHERS AND REPORT TO OTHER EMPLOYEES.*

INVESTIGATIONS

How do I report a threat or incident of workplace violence?

*CALL 911 IF LIFE AND DEATH OR IN PROGRESS
OR LIKELYHOOD.*

CONTACT YOUR SUPERVISOR

*CONTACT AGENCY WORKPLACE SAFETY OFFICER
AT 805-558-8987*

INVESTIGATIONS (cont.)

All incidents of workplace violence are investigated. Investigations can include witness interviews, review of documents, coordination with law enforcement, and other activities to ensure that every occurrence is thoroughly addressed.

INVESTIGATIONS (cont.)

No employee will ever suffer retaliation or discrimination for reporting workplace violence or participating in an investigation!

WHAT WOULD YOU DO?

Harold and Gerald are coworkers who have a long standing grudge over promotions, perceived slights, and harsh words exchanged over the years. Gerald sends a text to his manager, “If Gerald comes near me, I’m going to kick his butt.”

What would you do?

Is this workplace violence?

WHAT WOULD YOU DO?

Roger and Janet work at the same company and used to date. It was a bad breakup. Roger tells his coworkers that he has a gun in his vehicle in the company parking lot, and “I’m feeling like shooting up this damn place.”

What would you do?

Is this workplace violence?

VIOLENT INCIDENT LOG

Our company maintains a violent incident log.

IT IS POSTED AT 482 GREENMEADOW
AVENUE, THOUSAND OAKS CA 91361

DO YOU KNOW?

- ✓ How to report workplace violence
- ✓ What to do in an emergency
- ✓ Who can answer questions about the plan and policies
- ✓ How a workplace violence investigation proceeds
- ✓ How to obtain a copy of the plan