

Select Painting & Construction Inc.

Workplace Violence Prevention Program

Select Painting ("Company") is committed to employees' safety and health. We will not tolerate any form of violence in the workplace and will endeavor to prevent violent incidents from occurring and/or addressing such incidents if they should occur by implementing this Workplace Violence Prevention Program (WVPP).

The company's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review: 06/19/2024

Date of Last Revision:

DEFINITIONS

As used in this WVPP, the following definitions apply to these terms:

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - 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.

Workplace violence - 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:

- 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.
- 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:

Type 1 violence - 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 employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - 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.

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

Work practice controls - Procedures and rules that are used to effectively reduce workplace violence hazards.

“Environmental risk factors” means factors in the workplace, work site or their surrounding areas (such as employee parking areas) that may contribute to the likelihood or severity of a workplace violence incident.

“Risk factors” means factors specific to an individual (such as drug or alcohol use, past violent behavior, or a psychiatric or physical condition) that may increase the likelihood or severity of a workplace violence incident.

RESPONSIBILITY

The WVPP will be administered by **Edith Orozco / HR** ("Administrator"). The WVPP Administrator has been assigned by Select Painting and provided the authority and responsibility for implementing the provisions of this WVPP.

Example:

Responsible Persons	Job Title/ Position	WVPP Responsibility	Phone #	Email
Lotte Franck	Owner /CEO	Overall responsibility for the plan. <i>Approves the final plan and any major changes.</i>	800 493 – 8724 Ext: 201	lotte@select-painting.com
Edith Orozco	[HR Manager.]	Employee involvement and training. <i>Organizes safety meetings, updates training materials, and handles any reports of workplace violence.</i>	800 493 – 8724 Ext: 202	hr@select-painting.com
Jeison Silva	[Supervisor/ Project Manager]	Emergency response, hazard identification, and coordination with other employers. <i>Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]</i>	805 432-6372	jeison@select-painting.com

Supervisors and managers are responsible for implementing and maintaining this WVPP in their work areas and for answering questions about it. A copy of this WVPP will be available upon request and Employees will be timely informed of any updates or revisions to the WVPP.

EMPLOYEE PARTICIPATION & COMMUNICATION

The Company believes that to maintain a safe, healthy and secure workplace there should be open communication among employees, including supervisors and managers, on all workplace safety, health and security issues. The Company considers as valuable and important employee input and views about (i) workplace violence hazards, (ii) how to investigate, train for and address those hazards, and (iii) how to implement, maintain and improve the WVPP

Employees may, at any time, provide input or convey their concerns or views about matters relating to this WVPP or workplace violence, including (i) the identification, evaluation and correction of workplace violence hazards, (ii) training, and (iii) the reporting and investigation of workplace violence incidents.

Among the ways employees can communicate their views or concerns are by providing them:

- Directly to the WVPP Administrator.
- Directly to supervisors.
- During regularly scheduled staff meetings; or
- During an employee survey concerning workplace violence that the Company may conduct.

COMPLIANCE & COMMUNICATION

Our system is to ensure that employees comply with the rules and work practices designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace

Employees are prohibited from engaging in any threats or physical actions which create a safety or security hazard for others in this workplace. All employees are expected to follow and comply with this WVPP and its provisions and to maintain a safe and secure workplace.

We recognize that open, two-way communication between our management team, staff, and other employees about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees

To help ensure that employees, including supervisors and managers, are complying with the provisions of this WVPP, the Company will inform employees, either by electronic or hard copy means, of the provisions of the WVPP, periodically review their performance regarding the WVPP, and address in appropriate fashion any identified deficiency in complying with the provisions of the WVPP. The Company may also identify and commend employees who help promote workplace security. The Company will also provide training to employees in accordance with **Section 9** regarding work practices designed to ensure workplace safety and security.

REPORTING INCIDENTS

All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator.

- a) In **emergency** situations, employees will immediately report any workplace violence incident by calling 911, as well as their immediate supervisor and the WVPP Administrator.
- b) In **non-emergency** situations, employees will immediately report any workplace violence incident to their immediate supervisor and the WVPP Administrator.

- c) Employees are expected to report any incident or occurrence involving workplace violence. No punitive or retaliatory action will be taken against an employee who makes such a report. Employees may make such a report without any fear of reprisal.
- d) Employees may seek assistance and intervention from local emergency services or law enforcement when a violent incident occurs. No punitive or retaliatory action will be taken against an employee who seeks assistance and intervention from local emergency services or law enforcement should a violent incident occur.

POST-INCIDENT INVESTIGATION AND RESPONSE & RECORDKEEPING

- a) The WPVV Administrator or his/her designee(s) will timely investigate the reported incident. The purpose of the investigation is to determine the root cause(s) of the incident, whether the corrective measures developed under the WVPP (for example, adequate staffing, other means of summoning assistance, and response by staff or law enforcement) were effectively implemented and/or complied with, and whether there is a need for additional corrective action(s). The intent of the investigation is not to establish blame, but to ensure a like incident does not occur in the future.

Employees are expected to cooperate fully and completely in any such investigation. Employees will be timely informed of the results of the investigation and corrective actions, if any, to be taken.

- b) In the event there is an actual incident of workplace violence, the Company will: (i) provide timely and appropriate medical care or first aid, if needed; (ii) make available individual trauma counseling to all employees affected by the incident; (iii) conduct a timely post-incident debriefing with the involved employees and any other available individuals; (iv) if the incident involved Type 2 violence, review any known employee-specific risk factors and any risk reduction measures that were specified for the employee; (v) review whether corrective measures developed under the WVPP were effectively implemented; and, (vi) solicit from employees involved in the incident their thoughts about the cause of the incident and whether any measure would have prevented the injury. Employees are expected to cooperate fully and completely with any such post-incident response.
- c) All workplace violence incidents shall be recorded by the WVPP Administrator in the Company's Violent Incident Report Log attached as **Appendix 1**, or in a form substantially similar to it. The Violent Incident Report Log will be maintained by the WVPP Administrator. The following information will be placed into the Log if known, and only to the extent that its inclusion is permitted by and consistent with federal and/or state law or regulations:

- A description of the incident and any resulting injury.
- The date, time and location of the incident.

- Whether the incident involved a physical attack, an attack with a weapon or object, a threat of physical force or use of a weapon or object, sexual contact, sexual assault, or a threat of sexual assault.
- Whether any medical treatment was required and provided.
- The person(s), if anyone, who were involved in addressing the incident.
- Whether law enforcement was contacted or involved.
- If the incident involved a continuing threat, the actions taken to protect employees

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION: ENVIRONMENTAL RISK FACTORS

The Company will perform an assessment of environmental risk factors according to the following schedule:

- Prior to initiation of the WVPP.
- Annually, or
- Upon the occurrence of any of the following events:
 - Whenever a new or previously unidentified hazard is recognized.
 - Whenever an incident of workplace violence occurs; or
 - Whenever new workplace practices (e.g., office procedure, work schedule change, office location change, office remodel) are introduced or adopted.

Assessments will consider all prior workplace violence incidents that occurred in the Company during the preceding twelve (12) months, regardless of whether the incident resulted in an actual injury.

Assessments will be documented on the WVPP Risk Factors and WVPP Assessment checklists attached as **Appendix 2** and **Appendix 3**, or forms substantially like them.

An evaluation of the safety issues identified because of the assessment, recommendations for corrective measures, and a timeline for implementation will be documented on the WVPP Assessment Checklist Annual Review and Recommendations form attached as **Appendix 4**, or a form substantially similar to it.

The Company will (i) take immediate measures to protect employees from any imminent workplace violence hazard it identifies, and (ii) take measures to protect employees from any identified serious hazard within seven (7) days of its discovery. If an identified corrective measure cannot be implemented within this time, the Company will take interim corrective measures in an effort to mitigate the imminent or serious nature of the workplace violence hazard until such time as the permanent corrective measure can be put into place.

WORKPLACE VIOLENCE HAZARD ASSESSMENT - SPECIFIC RISK FACTORS

To the extent permitted by and consistent with federal and/or state law or regulation, the Company will attempt to identify situations in which specific Type 2 violence is more likely to occur by utilizing industry and professionally accepted techniques designed to identify and evaluate specific risk factors such as (i) any mental status or condition that may cause the employee to be nonresponsive to instructions or to behave unpredictably, disruptively, uncooperatively, or aggressively; (ii) any known history of violence; and, (iii) any disruptive or threatening behavior displayed by the employee.

ANNUAL REVIEW

The Company will review the effectiveness of the WVPP at least annually. In conjunction with its annual review, the Company will (i) review its Violent Incident Log; (ii) perform the environmental risk factor assessment set out in Section 4; (iii) survey its supervisors and employees to identify any additional issues not identified by the records review and the assessment; and, (iv) if necessary, implement corrective measures.

The environmental risk factor assessment will include an evaluation of (i) whether the Company or staff is sufficient to address the risk of workplace violence, (ii) whether the risk, likelihood or severity of a workplace violence incident had increased or materially changed since the last assessment; and, (iii) whether new and additional workplace violence risks specific to the Company had become known or developed since the last assessment.

TRAINING

All current and new employees, whether permanent or temporary, will receive training and instruction on general and job specific workplace violence hazards, the safety and corrective practices the Company has implemented, including activities that each employee is expected to perform under this WVPP. Training will be provided verbally and through written and/or on-line materials. Subject to any limitations imposed by, and to the extent permitted by and consistent with, federal and/or state labor laws or regulations, training and instruction will be provided as follows:

- 1) Basic workplace violence training and instruction will be provided:
 - a) To all employees at the time this WVPP is first established, and at least annually thereafter.
 - i. To a newly hired, assigned or transferred employee who has not previously received training and instruction, and at least annually thereafter;
 - ii. When an employee is assigned to a new job duty or activity, the employee will be provided with training and instruction about the workplace violence

hazards associated with the new duty or activity, and at least annually thereafter;

- iii. When new equipment or new work practices are introduced, employees will be provided training and instruction specific to any new workplace violence hazards associated with the equipment or practices, and at least annually thereafter; and,
- iv. When a new or previously unrecognized workplace violence hazard is identified, employees will be provided with training and instruction concerning the hazard, and at least annually thereafter.

2) To the extent applicable, basic training and instruction will include, but is not limited to, the following:

- b) An explanation of this WVPP and its provisions, and how to obtain or access a copy of the WVPP;
 - i. An explanation of the risk factors identified in the most recent environmental risk factors assessment, and the corrective or safety measures taken to address identified hazards;
 - ii. How to identify situations with a potential for workplace violence and possible response strategies;
 - iii. Strategies for responding to and protecting oneself during a workplace violence incident;
 - iv. How the Company will respond to and address workplace violence incidents;
 - v. How to report concerns, threats and incidents to the Company or outside law enforcement;
 - vi. How to participate in the development or improvement of the WVPP;
 - vii. The resources available to employees for coping with incidents of violence; and,
 - viii. A question and answer period for employees.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

The Company ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished Whenever an

employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.

RECORDKEEPING

The Company will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The Company's WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE PARTICIPATION & COMMUNICATION section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of the Company's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#) the Company will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

I, Edith Orozco / HR of Select Painting, hereby authorize and ensure the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention.

Edith Orozco / HR person authorizing this WVPP



Signature

06/19/2024

Date