

Our establishment'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](#).

DEFINITIONS

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 and includes, but is not limited to, the following:

1. 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.
2. 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.
3. The following four workplace violence types:
 - 3.1. *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.

- 3.2. *Type 2 violence* - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- 3.3. *Type 3 violence* - Workplace violence against an employee by a present or former employee, supervisor, or manager.
- 3.4. *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.
4. *Workplace violence* does not include lawful acts of self-defense or defense of others.
5. *Work practice controls* - Procedures and rules which are used to effectively reduce workplace violence hazard

RESPONSIBILITY

The WVPP administrator, the Executive Director or Designee, has the authority and responsibility for implementing the provisions of this plan for AeroSTEM Academy. If there are multiple persons responsible for the plan, their roles will be clearly described.

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

AeroSTEM Academy ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

1. Administration will work with and allow employees and authorized employee representatives to participate in:
 - 1.1. Identifying, evaluating, and determining corrective measures to prevent workplace violence.
 - 1.2. Designing and implementing training
 - 1.3. Reporting and investigating workplace violence incidents.
2. Administration will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
3. All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
4. The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are 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, include at a minimum:

1. Training employees, supervisors, and managers in the provisions of AeroSTEM Academy Workplace Violence Prevention Plan (WVPP)

2. Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
3. Provide retraining to employees whose safety performance is deficient with the WVPP.
4. Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace.
5. Discipline employees for failure to comply with the WVPP.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employers, 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, and consists of one or more of the following:

1. New employee orientation includes workplace violence prevention policies and procedures.
2. Workplace violence prevention training programs.
3. Regularly scheduled meetings that address security issues and potential workplace violence hazards
4. Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
5. Posted or distributed workplace violence prevention information.
6. How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
7. Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.

COORDINATION WITH OTHER EMPLOYERS

AeroSTEM Academy will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

1. All employees will be trained on workplace violence prevention.
2. Workplace violence incidents involving any employee are reported, investigated, and recorded.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

In the event of a workplace violence incident school sites should use the protocols listed in the Comprehensive School Safety Plan as deemed necessary. In the event of a threat or perceived threat notify the appropriate law enforcement agency, if necessary.

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by AeroSTEM Academy to ensure that workplace violence hazards are identified and evaluated:

1. Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
2. Review all submitted/reported concerns of potential hazards.

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence.

Inspections for workplace violence hazards include in part assessing:

1. The exterior and interior of the workplace for its attractiveness to robbers.
2. The need for violence surveillance measures, such as mirrors and cameras.
3. Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
4. Procedures for reporting suspicious persons or activities.
5. Posting of emergency telephone numbers for law enforcement, fire, and medical services.
6. Whether employees have access to a telephone with an outside line.
7. Whether employees have effective escape routes from the workplace.
8. Whether employees have a designated safe area where they can go in an emergency.
9. Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
10. The use of work practices such as the "buddy" system for specified emergency events.

11. How well our establishment's management and employees communicate with each other.
12. Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
13. Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
14. Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. AeroSTEM Academy will implement the following effective procedures to correct workplace violence hazards that are identified:

1. If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition.
2. All corrective actions taken will be documented and dated on the appropriate forms.
3. Corrective measures for workplace violence hazards will be specific to a given work area.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

1. After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:
 - 1.1. Visit the scene of an incident as soon as safe and practicable.
 - 1.2. Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
 - 1.3. Review security footage of existing security cameras if applicable.
 - 1.4. Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
 - 1.5. Determine the cause of the incident.
 - 1.6. Take corrective action to prevent similar incidents from occurring.
 - 1.7. Record the findings and ensure corrective actions are taken.
 - 1.8. Obtain any reports completed by law enforcement.
 - 1.9. The violent incident log will be used for every workplace violence incident and will include information, such as:
 - 1.9.1. The date, time, and location of the incident.
 - 1.9.2. The workplace violence type or types involved in the incident.
 - 1.9.3. A detailed description of the incident.
 - 1.9.4. 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.
 - 1.9.5. 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.
- 1.9.6. A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - 1.9.7. The type of incident, including, but not limited to, whether it involved any of the following:
 - 1.9.7.1. Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - 1.9.7.2. Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - 1.9.7.3. Threat of physical force or threat of the use of a weapon or other object.
 - 1.9.7.4. Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - 1.9.7.5. Animal attack.
 - 1.9.7.6. Other.
 - 1.9.8. Consequences of the incident, including, but not limited to:
 - 1.9.8.1. Whether security or law enforcement was contacted and their response.
 - 1.9.8.2. Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - 1.9.8.3. Information about the person completing the log, including their name, job title, and the date completed.
 - 1.10. Reviewing all previous incidents.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

AeroSTEM Academy will ensure that employees receive training to familiarize them with the workplace prevention plan, how to obtain the plan and participate in implementation, definitions, how to report workplace violence, and incident logs. Training will be conducted at the implementation of the plan, upon hire, annually, and again upon the establishment of new programs, or when new job assignments, substances, processes, procedures, equipment or hazards are introduced or discovered. All employees will have an opportunity to participate in a question and answer session with an individual who is knowledgeable about the plan

Note: *Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

EMPLOYEE ACCESS TO THE WRITTEN WVPP

AeroSTEM Academy 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 by:

1. 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.
2. We will provide unobstructed access through a website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.

RECORDKEEPING

Records of training, audits, incidents, investigations, and corrections made will be maintained as required by law.

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**:

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

REVIEW AND REVISION OF THE WVPP

The WVPP will be reviewed by AeroSTEM Academy for possible revision at least annually. The WVPP will also be reviewed by AeroSTEM Academy for possible revision when any deficiency is observed or becomes apparent and after each incident. Employees and their authorized representatives are encouraged to have active involvement in the review process.

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\), Reporting Work-Connected Fatalities and Serious Injuries](#), [Name of employer] 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.

Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

1. Information provided by the employees who experienced the incident of violence.
2. Witness statements.
3. All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

1. Names
2. Addresses – physical and electronic
3. Telephone numbers
4. Social security number

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4))

Check which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. **For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.**

1. Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
2. Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
3. Threat of physical force or threat of the use of a weapon or other object.
4. Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
5. Animal attack.
6. Other.

[illegible]

Consequences of the incident, including, but not limited to:

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Were there any injuries? Yes or No. Please explain:

Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by: