

Workplace Violence Prevention Program





California SB 553



California Senate Bill 553 (SB 553) amended California Labor Code section 6401.7 and created section [6401.9](#). The new requirements (Workplace Violence Prevention) found in those Labor Code sections will be in effect and enforceable on July 1, 2024 and includes the development of a Workplace Violence Prevention Plan (WVPP).

This training will cover:

- An overview of the WVPP and how to obtain a copy.
- How to report instances of workplace violence.
- How participate in the development of the plan.

Workplace Violence Prevention Plan

The WVPP addresses and implements corrective measures for workplace violence hazards specific to California State Polytechnic University, Humboldt's (the "University" or "Cal Poly Humboldt") work areas and operations.

- The WVPP applies to all University employees, including faculty and staff, as well as volunteers and persons present in University worksites.
- The WVPP does not apply to University employees when telecommuting from a location of the employee's choice, not under the control of the University. University auxiliary organizations are responsible for applying similar practices to their respective employees, programs and activities.



Definitions



- **Emergency:** Unanticipated circumstances that can be life threatening or pose risk of significant injuries/harm to an individual.
- **Engineering controls:** An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between an individual and the hazard.
- **Log:** The violent incident log required by Labor Code Section 6401.9 which is maintained by UPD.
- **Members of the University Community:** University faculty, staff, students and volunteers.
- **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 intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Definitions

Workplace Violence: Any act of violence or threat of violence that occurs in a place of employment. This term includes but is not limited to the following:

- 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 an individual sustains an injury.
- The following four types of violence based on who commits the violence:
 - **Type 1:** A stranger with no business relationship to the workplace or employees.
 - **Type 2:** By customers or clients who receive services from the affected workplace or victim (i.e. patrons or students).
 - **Type 3:** Co-workers who have some employment- related involvement with the workplace. This can include a current or former employee, supervisor or manager.
 - **Type 4:** Someone the victim (an employee) has a personal relationship with outside of work. This can include current or former spouse/partner, relative, friend or acquaintance.
- Workplace violence does not include lawful acts of self defense or defense of others.

Persons Responsible for Development & Implementation of the WVPP



- The Campus Threat Assessment Team (Team) is tasked with addressing any reported concerns of violence or potential acts of violence on campus and developing procedures and rules to effectively reduce workplace violence hazards. The Team includes:
 - University Police Chief
 - AVP Campus Resilience and Response
 - Chief HR Officer
 - Campus General Counsel
 - AVP Faculty Affairs
 - Dean of Students
 - Title IX Coordinator
 - Clery Director
- There may be additional subject matter experts pulled in to consult (examples could include: Director of housing, Executive Director of Sponsored Programs, etc.)

Campus Threat Assessment Team Responsibilities

- If the Campus Threat Assessment Team determines an individual is a threat, they will create a threat mitigation plan specific to that individual/situation. This may include other enforcement and government agencies when applicable.
- Roles and responsibilities for the execution of the mitigation plan will be assigned and the team will meet regularly until the threat is deemed to no longer be an active threat to the University community.
- Annually and/or when deemed necessary due to the emergence of a newly identified workplace violence hazard, the Campus Threat Assessment Team will oversee the identification of workplace violence physical hazards.



EHS/Risk Management Responsibilities for Preparation and Prevention

- EHS/Risk Management will coordinate and conduct campus inspections in conjunction with other required inspections with the purpose of identifying and documenting unsafe physical conditions, including those that may make a crime more likely to occur.
- EHS/Risk will conduct an inspection when the WVPP is first established, when there is a significant change to a work site or location, after any workplace violence incident and when the department IIPP has identified a potential hazard.
- EHS/Risk will communicate their findings with the Campus Threat Assessment Team and work to resolve any issues identified.
- All corrective actions taken/engineering controls adopted will be documents, dated and recorded. Corrective measures for workplace violence hazards will be specific to a given work area.



University Responsibilities for Preparation and Prevention

To prepare for a workplace violence emergency and enhance the likelihood that a member of the University Community will report an incident, the University will take the following actions:

- Require all departments and administrative units to at least annually discuss, review and communicate to their employees the security protocols and workplace hazards and mitigation in their work areas.
- Post and distribute workplace violence prevention information on employee and student portals.
- Communicate in writing at the beginning of the semester to all members of the University how individuals can report a violent incident, threat, or other workplace violence concern without fear of reprisal or adverse action.

Members of the University Community Responsibilities

Reporting Workplace Violence

Members of the University community who witness or perceive an act of violence or a threat of violence on campus may report that incident of workplace violence or other workplace violence concern using one of the following methods:

- Call 911 (when safe to do so).
- Text UPD through the RAVE GUARDIAN app. This can also be submitted anonymously.
- Notify their supervisor, lead, or appropriate administrator.



Members of the University Community Responsibilities

Help to Reduce Workplace Violence

- Submit a safety/action suggestion form to environmental health and safety which can be found here:
<https://risksafety.humboldt.edu/safety-suggestionaction-form>
- Submit a referral to the campus threat assessment team through the campus complaints form
<https://reporting.humboldt.edu/>

*The University ***strictly prohibits any retaliation*** for reporting an instance of workplace violence. Any member of the University community who retaliates against someone for reporting an incident is subject to discipline, including and up to dismissal, non-retention, expulsion and/or removal from campus.

Emergency Response Communications

In the event of a workplace violence emergency, the University will communicate through the following means in a manner readily understandable by all members of the University Community:

- Send alerts to members of the University community through the Timely Warning, Emergency Notification and/or Safety Bulletin process.
- Broadcast alerts through the emergency alert systems.



Violent Incident Logs

The UPD is primarily responsible for maintaining the violent incident log, which will be used to record every workplace violence incident. The dated log includes who was involved, what happened, where it happened, type of violence category type, and what caused it to happen.

After a workplace violence incident, the campus Threat Assessment Team will conduct an after action which will review the following elements:

- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of an incident.
- Record the details of the workplace violence incident and findings and ensure corrective actions are taken.

*These logs will be available to employees and their representatives upon request within 15 calendar days.



Questions?

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