

Camarillo Academy of Progressive Education (CAPE Charter School) Workplace Violence Prevention Plan

CAPE's Workplace Violence Prevention Plan (WVPP) is intended to identify, evaluate and correct workplace violence hazards; prevent and mitigate workplace violence incidents; and otherwise address workplace violence matters in accordance with Labor Code section 6401.9.

Date of last review: 6/6/2024

Date of last revision(s): 6/6/2024

DEFINITIONS

"Emergency" means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

"Engineering controls" means 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" means the violent incident log required by Labor Code section 6401.9.

"Plan" means the workplace violence prevention plan required by Labor Code section 6401.9.

"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.

"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:

- 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,"** 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 employees 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.

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

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“**Work practice controls**” means procedures and rules, which are used to effectively reduce workplace violence hazards.

Workplace Violence Prevention Plan Responsibility

The following individual(s) have authority and responsibility for implementing the provisions of this plan. If multiple persons are responsible for the plan, their specific roles are described.

Job Title/Position	Name	WVPP Responsibilities	805-384-1415/ Ext. Number	Email
Director of Education	Maryellen Lang	Employee training	205	Maryellen.lang@capecharter.org
Director of Operations	Doreen Learned	Employee training	207	Doreen.learned@capecharter.org
Office Manager	Ana Odell		200	Ana.odell@capecharter.org
Head of Maintenance	Casey Garner		289	Casey.garner@capecharter.org
IT Manager	Eduardo Ruiz		206	Eduardo.ruiz@capecharter.org

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 Involvement

CAPE maintains the following policies and procedures to obtain the active involvement of employees
[Click or tap here to enter text.](#)in developing and implementing the WVPP:

- The company will work with and allow employees to participate in:
 - Identifying, evaluating and determining corrective measures to prevent workplace violence. CAPE will have monthly safety meetings to discuss identifying, evaluating and correcting workplace violence hazards and/or concerns. Employees are encouraged to report hazards and concerns and otherwise provide related feedback and suggestions to the Directors, Office Manager, IT Manager or Head of Maintenance through various company communication methods, including (in-person communication, email, phone, or reporting forms
 - Designing and implementing training: Employees are encouraged to participate in designing and implementing training programs through written and oral suggestions and feedback provided to the Co-Directors, which are incorporated into training materials.
 - Reporting and investigating workplace violence incidents: Employees are encouraged to participate in developing efficient and timely methods of reporting and investigating workplace violence incidents through oral and written suggestions and feedback provided to the Co-Directors.
- The company 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.
- All employees will follow all workplace violence prevention plan directives, policies and procedures, and assist in maintaining a safe work environment.
- 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.

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Employee Access to the Written WVPP

CAPE ensures that the WVPP plan shall be in writing, and shall be available and easily accessible to employees, and representatives of the California Division of Occupational Safety and Health (Cal/OSHA) at all times. This will be accomplished by:

- Whenever an employee or designated representative requests a copy of the written WVPP, providing the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- Providing unobstructed access through a company server or 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 the Co-Directors or co-employees.

Coordination With Other Employers

CAPE maintains the following practices and methods to coordinate implementation of its WVPP with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees are provided training on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated and recorded. If the incident is at a multiemployer worksite, CAPE provides a copy of that log to the controlling employer.

Workplace Violence Incident Reporting Procedure

CAPE will implement the following procedures to ensure that it can effectively accept and respond to reports of workplace violence:

- All threats or acts of workplace violence must be reported to the CAPE Co-Directors. This will be accomplished by: emailing, phone or in-person communication.
- Employees may also report incidents directly to the Office Manager, IT Manager or Head of Maintenance through various company communication methods, including in-person communication, email, phone, or reporting forms.

CAPE will neither retaliate against anyone for reporting a workplace violence incident, nor tolerate or permit retaliation by management, employees or coworkers for reporting a workplace violence incident. An employee who retaliates against a coworker for reporting an incident is subject to discipline, up to and including termination.

Employee Compliance

CAPE maintains the following effective procedures to ensure that all employees, both supervisory and nonsupervisory, comply with the WVPP:

- Training employees, supervisors and managers on all WVPP provisions upon its initial establishment or upon hire, and through annual WVPP training sessions. Additionally, CAPE provides periodic training whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan.
- Retraining employees whose safety performance is deficient or inconsistent with the WVPP.
- Recognizing employees who demonstrate safe work practices consistent with the WVPP in the workplace by: recognition at a weekly staff meeting

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- Discipline employees for failure to comply with the WVPP: Employee will meet with the Co-Directors to discuss barriers to follow through with the WVPP and recommendations.

Communication with Employees

CAPE recognizes that open communication between our management team, employees and other employers about workplace violence incidents, hazards and concerns is critical to a safe and productive workplace. Our communication system is designed to facilitate effective and efficient communication of information in a form that is readily understandable by all employees. To that end, we maintain the following communication procedures regarding workplace violence matters:

- New employee orientation that includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs upon implementation of the WVPP and annually thereafter, with additional periodic training whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan.
- Procedures for employees to report a violent incident, threat or other workplace violence concern to their employer or law enforcement without fear of reprisal or adverse action, which include:
 - Employees can report a violent incident, threat or other workplace violence concern by:
 - Submitting the information through any established company communication methods, including (in-person communication, email, phone, or reporting forms) to:
 - Office Manager, IT Manager or Head of Maintenance, who will then submit to the Co-Directors
 - Directly to the Co-Directors
 - In the event of an emergency, employees should dial 911
- Employees' reports of violent incidents, threats or workplace violence concerns will be investigated in a timely manner, and employees will be informed of the investigation results and any corrective actions to be taken.
 - CAPE will timely investigate such reports by gathering information from employees and other individuals as needed, depending on the reported incident, threat or concern, including by in-person communication/conversations; written reports and witness statements; and consultations and conversations with law enforcement, security or other third parties as needed.
 - CAPE will provide updates on the status of investigations and corrective actions to employees through email and/or meetings. Depending on the nature of the investigation, these updates could include information about the progress of investigations, the results of investigations and any corrective actions taken.
 - CAPE will provide updates during weekly meetings, if any, to discuss the workplace violence concerns and the WVPP. These meetings could involve sharing updates to the plan, discussing recent incidents and coordinating training sessions.
- In the event of a workplace violence incident, employees may access their personal mobile device or other communications device for seeking emergency assistance, assessing the safety of the situation, or communicating with a person to verify their safety.

Emergency Response Procedures

CAPE has in place the following specific measures to handle actual or potential workplace violence incidents and emergencies:

- Effective means to alert employees of the presence, location and nature of workplace violence emergencies by the following:

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- PA systems;
- Walkie Talkies
- Alarms (audible, visual or both);
- Phone, text, and other electronic alerts will be sent to employees;
- Verbal communication will be used when effective
- CAPE maintains the following evacuation or sheltering plans.
 - Please Follow our protocols for fire, earthquake or lockdown scenarios
- Employees can obtain help from staff, security personnel or law enforcement through the following means:
 - In the event of an emergency, including a workplace violence emergency, call for emergency assistance by dialing 911 (dial outside access number first if applicable).
 - Then, when it is safe to do so, notify the Co-Directors:
- Contact information for response staff and local law enforcement is posted with the *Workplace Violence Contact Information* form in the following common areas:
 - Front office

Training and Instruction

All employees, both supervisory and nonsupervisory, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, videos, discussions, practical exercises and distribution of written materials. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Periodically training when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

CAPE will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- This WVPP, how to obtain a copy of the WVPP at no cost, and how to participate in the WVPP's development and implementation.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification; evaluation and correction; training records; and violent incident logs.
- Opportunities CAPE has for interactive questions and answers with a person knowledgeable about the WVPP.

Workplace Violence Hazard Identification and Evaluation

The following policies and procedures are established and required to be conducted by CAPE to ensure that workplace violence hazards are identified and evaluated.

Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the company is made aware of a new or previously unrecognized hazard.

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- CAPE will review all submitted/reported concerns of potential hazards:
 - Daily or weekly review of all submitted and reported concerns.
 - Workplace Violence Hazards suggestion box.
 - *Workplace Violence Hazard Reporting Form*
 - Voicemail/email/text messages

Periodic Inspection

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. Periodic inspections shall be conducted when the WVPP is first established, after each workplace violence incident, and whenever the company is made aware of a new or previously unrecognized hazard.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Name/Job Title	Department/Location
Casey Garner, Head of Maintenance	On Campus and Surrounding Campus, Security Cameras
Eduardo Ruiz, IT Manager	On Campus and Surrounding Campus, Security Cameras
Ana Odell, Office Manager	On Campus and Surrounding Campus, Security Cameras
Doreen Learned, Co-Director	On Campus and Surrounding Campus, Security Cameras
Maryellen Lang, Co-Director	On Campus and Surrounding Campus, Security Cameras

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its potential for theft, including whether there is cash, electronics, supplies, or other assets or products on site that may make the worksite a likelier target for robbery, burglary or other criminal acts.
- Whether employees interact with members of the public and any potential risk factors based on those interactions.
- The number of workers on site and risk factors for employees working in small numbers or alone.
- Whether employees work late night or early morning hours and the risk factors associated with those schedules.
- The need for or effectiveness of existing security/violence surveillance measures, such as mirrors and cameras.
- The need for or effectiveness of existing access management and security systems (i.e., key cards, codes, traditional lock and key, etc.), and any violations or circumvention of those security procedures by employees or members of the public, whether intentional or unintentional.
- The need for or effectiveness of existing physical barriers in the worksite, for example, security windows and/or barriers between customers and service personnel, etc.
- The need for or effectiveness of existing alarm systems, including “panic alarm/panic button” systems.
- Adequate illumination of all work areas, including hallways, entranceways and parking areas.
- 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.
- Procedures for reporting suspicious or unusual activities or persons.

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- Posting of emergency contact information for law enforcement, security and emergency services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go in an emergency.
- Frequency and severity of threatening or hostile situations that may lead to workplace violence incidents by persons who are customers, visitors or service recipients of our establishment.
- Employees' skill and knowledge in safely handling threatening or hostile customers, service recipients or other members of the public (e.g. security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance (e.g., alarms, PA systems, panic buttons or other worksite alert systems).
- The use of work practices such as the "buddy" system for specified emergency events.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage, or other signs of strain or pressure in the workplace.
- Other procedures to identify and evaluate workplace violence hazards.]

When a hazard has been identified, the company will analyze the hazard in coordination with appropriate persons, such as employees, management personnel, security services and/or law enforcement personnel, in order to identify timely methods to correct the hazard.

Workplace Violence Hazard Correction

Workplace violence hazards will be evaluated and corrected in a timely manner. After such hazards are identified, either through periodic inspection, review and evaluation of submitted reports and concerns, or other means, CAPE will implement the following effective procedures to correct these workplace violence hazards:

- The WVPP administrator will immediately begin taking appropriate steps to evaluate and address the hazard to ensure it is corrected in a timely manner. Depending on the hazard, this may generally include, for example:
 - Communicating corrective measures and/or procedures to employees, management personnel and/or security services.
 - Obtaining services for maintenance, repair, replacement or purchase of equipment, and/or making improvements or alterations to company infrastructure, systems and/or property.
 - Training or retraining personnel on workplace violence procedures.
 - Any other actions needed to timely correct the workplace violence hazard.
- 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. Employees necessary to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the appropriate forms.
- The company will take corrective measures for workplace violence hazards that may include the following specific measures:
 - Minimizing the workplace's attractiveness for potential criminal activity, such as robbery, burglary or other criminal acts by:
 - Maintaining, replacing, repairing and/or improving lighting around and at the workplace, including exterior lighting around parking areas and building entrances.
 - Posting signs notifying the public that cameras are monitoring the facility and no/limited cash is kept on the premises.

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- Maintaining, replacing, repairing and/or improving surveillance and security measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace in order to dissuade criminal activity.
- Hiring security guards and having them patrol the workplace exterior and interior.
- Installing [additional] security surveillance cameras in and around the workplace.
- Maintaining, replacing, repairing, improving and/or purchasing workplace security systems and access management systems, such as key cards, codes, door locks, violence windows, physical barriers, emergency alarms and restraint systems.
- Modifying schedules and/or security measures to correct hazards associated with employees working alone or in small groups, and/or employees working late night/early morning hours.
- Maintaining, replacing, repairing and/or improving employer communication systems to ensure employees can report workplace violence incidents and contact emergency services.
- Posting the most recent contact information for WVPP administrators, law enforcement, fire and medical services in common areas.
- Correcting, modifying and/or retraining on methods and procedures to control, access and monitor movement within the workplace by non-employees, including customers, clients, visitors, deliveries, recently discharged employees and persons with whom one of our employees is having a dispute.
- Maintaining, repairing or installing effective systems to warn others of violence or a danger, or to summon assistance, e.g., PA system, alarms or panic buttons.
- Ensuring adequate employee escape routes and modifying existing routes as needed for effectiveness.
- Ensuring that employee disciplinary and discharge procedures address the potential for workplace violence.

Procedures for Post Incident Response and Investigation

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement and/or security personnel
- Review security footage and access logs of existing security systems, if any.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the likely cause of the incident.
- Take corrective action consistent with this WVPP to correct this workplace violence hazard and prevent similar incidents from occurring.
- Document the findings and ensure corrective actions have been carried out.
- Obtain any reports completed by law enforcement.
- Use the *Workplace Violence Incident Log* form for every workplace violence incident and include the following information:
 - The date, time and location of the incident.
 - The workplace violence type(s) involved in the incident.
 - 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.

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- 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.
- Review all previous incidents.
- Begin WVPP review consistent with this plan's "WVPP Review and Revision" provisions.

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

WVPP Review and Revision

The CAPE 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 this WVPP's "Employee Involvement" section, as well as the following procedures to obtain the active involvement of employees in reviewing the plan's effectiveness:

- Reviewing workplace violence investigations, findings and violent incident log(s).
- Assessing 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, and that 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.

Recordkeeping

CAPE will:

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- 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.
- Make available to Cal/OSHA upon request for examination and copying records of workplace violence hazard identification, evaluation and correction; and training, incident logs and workplace violence incident investigations required by Labor Code section 6401.9(f).

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.

Employer Reporting Responsibilities

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

[Include name and title of owner or top management representative formally approving these procedures and have them sign and date. **Example below.**

"I, Richard Busse, CAPE Governing Board President, on behalf of CAPE, hereby authorize the establishment, implementation and maintenance of this written Workplace Violence Prevention Plan and the documents/forms within this written plan. CAPE is committed to ensuring the safety and well-being of its employees and this plan is designed to help achieve that goal."

Name and title of person authorizing this WVPP

Richard Busse, CAPE Governing Board President

Signature of person authorizing this WVPP

Date: 06/06/2024