



# **COMPTON COMMUNITY COLLEGE DISTRICT**

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## **WORKPLACE VIOLENCE PREVENTION PLAN**

**JULY 2024**

## **Workplace Violence Prevention Plan: Preface**

Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the worksite.

According to the US Department of Labor, approximately two million people throughout the country are victims of non-fatal violence at the workplace each year. Officials at the Department of Justice have found violence to be a leading cause of fatal injuries at work with about 1,000 workplace homicides each year. Violence against employees occurs in a variety of circumstances and situations including robberies and other crimes, actions by frustrated or dissatisfied clients and customers, acts perpetrated by disgruntled co-workers or former co-workers, and domestic incidents that spill over into the workplace.

SB 553 is the foundation of the Workplace Violence Prevention Plan (WVPP). Part of this new legislation includes directing Cal/OSHA to develop a comprehensive set of standards and regulations, which California employers will be required to follow upon formal adoption and implementation. This process is scheduled for completion no later than December 31, 2026. In the meantime, employers still need to follow the requirements of SB 553, which are outlined in this plan.

As with many workplace safety plans, the intent is for the procedures and processes outlined in the plan to be specific to the violence-related hazards in our workplace and our employees/occupations. Therefore, true compliance with SB 553 is mostly achieved by the processes and exercises that we actively take to identify, evaluate, and create procedures to address workplace violence.

## **TABLE OF CONTENTS**

<b>I.</b>	<b>PROGRAM OBJECTIVES AND POLICY STATEMENT .....</b>	<b>4</b>
<b>II.</b>	<b>DEFINITIONS .....</b>	<b>5</b>
<b>A.</b>	<b>REQUIRED DEFINITIONS.....</b>	<b>5</b>
<b>III.</b>	<b>RESPONSIBLE PERSONS .....</b>	<b>6</b>
<b>A.</b>	<b>METHODS TO OBTAIN EMPLOYEE INVOLVEMENT .....</b>	<b>7</b>
<b>IV.</b>	<b>COORDINATION .....</b>	<b>8</b>
<b>A.</b>	<b>METHODS TO COORDINATE THE PLAN .....</b>	<b>8</b>
<b>V.</b>	<b>COMMUNICATION .....</b>	<b>9</b>
<b>A.</b>	<b>REQUIRED COMMUNICATIONS WITH EMPLOYEES REGARDING WORKPLACE VIOLENCE MATTERS .....</b>	<b>9</b>
<b>B.</b>	<b>ADDITIONAL METHODS FOR COMMUNICATING WITH EMPLOYEES REGARDING WORKPLACE VIOLENCE MATTERS .....</b>	<b>10</b>
<b>VI.</b>	<b>REPORTS OF WORKPLACE VIOLENCE.....</b>	<b>10</b>
<b>A.</b>	<b>WORKPLACE VIOLENCE REPORTS.....</b>	<b>11</b>
	1. MANDATORY REPORTING: .....	11
	2. ADDITIONAL REPORTING OBLIGATIONS .....	11
<b>VII.</b>	<b>RESPONSE TO WORKPLACE VIOLENCE .....</b>	<b>13</b>
<b>A.</b>	<b>REQUIRED RESPONSES TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE EMERGENCIES .....</b>	<b>13</b>
<b>VIII.</b>	<b>COMPLIANCE.....</b>	<b>14</b>
<b>A.</b>	<b>REQUIRED COMPLIANCE PROCEDURES.....</b>	<b>14</b>
<b>IX.</b>	<b>TRAINING .....</b>	<b>15</b>
	<b>TYPE OF TRAINING AND TIMING .....</b>	<b>16</b>
	1. General Workplace Security Training – New Hire and Annually.....	16

2.	Additional Training – As Needed .....	16
<b>X.</b>	<b>HAZARD IDENTIFICATION, EVALUATION, AND CORRECTION .....</b>	<b>17</b>
<b>A.</b>	<b>Hazard Identification and Evaluation .....</b>	<b>17</b>
1.	METHODS FOR PERIODIC INSPECTIONS .....	18
<b>B.</b>	<b>Hazard Correction .....</b>	<b>18</b>
<b>XI.</b>	<b>INVESTIGATIONS AND POST-INCIDENT RESPONSE .....</b>	<b>19</b>
<b>A.</b>	<b>REQUIRED INVESTIGATIVE ACTIVITIES .....</b>	<b>20</b>
<b>B.</b>	<b>REQUIRED RESPONSE TO EMPLOYEE CONCERNS .....</b>	<b>21</b>
<b>XII.</b>	<b>VIOLENT INCIDENT LOG .....</b>	<b>21</b>
<b>XIII.</b>	<b>PLAN REVIEW .....</b>	<b>22</b>
<b>A.</b>	<b>METHODS TO CONDUCT THE PLAN REVIEW .....</b>	<b>23</b>
<b>XIV.</b>	<b>RECORDS .....</b>	<b>23</b>

## PROGRAM OBJECTIVES AND POLICY STATEMENT

Compton Community College District (hereinafter referred to as the “District”) is committed to ensuring the safety and well-being of its employees, to providing an environment free of violence or threats of violence and to safeguarding all employees and all other workers whom the District controls or directs and directly supervises on the job to the extent that workers are exposed to hazards specific to their worksite and job assignment.

The District prohibits and will not tolerate any form of workplace violence by any employee or third party, including customers, clients, vendors, visitors, students, or others, either at the workplace, in or on District property, or at District-sponsored events.

This Workplace Violence Prevention Plan (“WVPP or Plan”) is intended to supplement the general Injury and Illness Prevention Program (“IIPP”) required by 8 CCR § 3203. This Plan is in effect at all times in all work areas and is intended to be specific to the hazards and corrective measures for each work area and operation.

The WVPP shall be available to employees, authorized employee organization representatives and Cal/OSHA at all times.

The District shall provide all safeguards required by law and regulation, including provision of personal protective equipment and training at no cost to the employee, at a reasonable time and place for the employee, and during the employee's paid time.

The primary objective of the WVPP is to prevent and eliminate workplace violence as follows:

- Establish and maintain an effective WVPP.
- Provide a safe working environment.
- Establish policies, training, and communications to improve workplace violence prevention; and
- Provide written records of workplace violence incidents and investigations, in accordance with the Plan.

The District hereby authorizes and ensures the establishment, implementation, and maintenance of this Plan and the documents/forms within this Plan. The District is committed to a culture of safety and violence prevention. These policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety of the District’s employees.

The WVPP shall be developed and implemented in a manner that is consistent with the District’s obligations under Title IX of the Education Amendments of 1972 (“Title IX”) and related California law, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), and related policies and procedures. When a report is made under the

WVPP, the responsible official shall determine whether the report also impacts the District's obligations under Title IX, the Clery Act, and/or other laws or policies.

## DEFINITIONS

### A. REQUIRED DEFINITIONS

1. **Emergency:** unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other people.
2. **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.
3. **Log:** the violent incident log required by this Plan.
4. **Plan:** this Workplace Violence Prevention Plan.
5. **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.
6. **Workplace violence:** any act of violence or threat of violence that occurs in a place of employment, including, but 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; and (iii) the following four workplace violence types:
  - A. **Type 1 violence:** workplace violence committed by a person who has no legitimate business at the worksite, including violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
  - B. **Type 2 violence:** workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
  - C. **Type 3 violence:** workplace violence against an employee by a present or former employee, supervisor, or manager.
  - D. **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.
7. **Work practice controls:** procedures and rules which are used to effectively reduce workplace violence hazards.

### **RESPONSIBLE PERSONS**

The Director of Diversity, Compliance, and Title IX has the authority and responsibility for implementing and maintaining this Plan for the District. In the absence of the Director of Diversity, Compliance, and Title IX, the person with authority and responsibility for implementation of this Plan is the immediate supervisor of affected employees. The Vice President of Human Resources and/or designee will be responsible for providing the proposed plan to employees and their authorized employee organization representatives, enforcing the mandated training to all employee groups, and tracking employee participation.

Division/Department heads, managers, supervisors, and employees will be accountable for the implementation and maintenance of this program. Managers and supervisors are responsible for implementing and maintaining the Plan in their areas of responsibility and will provide day-to-day program support, guidance, and training to the individual employees on the District's WVPP.

A copy of the WVPP is available from each manager and supervisor, and is also available on the District's intranet website at [Human Resources \(compton.edu\)](http://compton.edu/humanresources)

## **EMPLOYEE ACTIVE INVOLVEMENT - GENERAL**

Involving employees in the development and implementation of our WVPP is a critical component to the program's overall effectiveness. We welcome and encourage employees to participate in both the initial development and implementation as well as the ongoing/annual refresher of this plan. We will utilize the following procedures to involve employees in the development and implementation of this plan:

The District shall maintain a WVPP Subcommittee: A WVPP subcommittee of the Health, Safety & Parking Committee will be established to spearhead the development and implementation of the WVPP. This subcommittee will be organized by the [Vice President of Human Resources](#), and will include the following: [Chief Facilities Officer](#), [Chief of Police](#), [Chief Technology Officer](#), [Director of Professional Development](#) and the [Director of Diversity, Compliance, and Title IX](#). This subcommittee will also be a standing subcommittee as the WVPP will need to be reviewed annually and at other times as required by law. In the event of a workplace violence incident, the subcommittee can provide needed support. The WVPP Subcommittee will report to the Health, Safety & Parking Committee by providing the written WVPP and information regarding workplace violence that may require the Health, Safety & Parking Committee's feedback and input.

This subcommittee shall be under the direction of the Director of Diversity, Compliance, and Title IX or designee. The subcommittee should operate with close contact and communication with the division/department heads, program coordinators, administration, managers, and supervisors.

This subcommittee shall obtain the active involvement of employees and their authorized employee organization representatives in developing and implementing the Plan, including: their participation in identifying, evaluating, and correcting workplace violence hazards; designing and implementing training; reporting and investigating workplace violence incidents, and in reviewing the Plan. The Subcommittee may fulfill its responsibilities by the methods listed below:

### **B. METHODS TO OBTAIN EMPLOYEE INVOLVEMENT**

1. Survey: After adoption of the initial Plan and at other times, a Workplace Violence Prevention Survey may be administered to employees to solicit feedback and input on the types of hazards specific to their workplace, ideas on how to prevent workplace violence and promote a healthy and safe work environment, and suggestions on the types of trainings that would provide adequate guidance on how to address and respond to workplace violence.
2. Providing the proposed Plan to employees and their authorized employee organization representatives before the Plan is implemented and soliciting feedback from employees and their authorized employee organization representatives.



3. At appropriate times as practicable, the Director of Diversity, Compliance and Title IX or designee will attend staff meetings of different departments throughout the District to obtain employee input.

## **COORDINATION**

The District shall coordinate implementation of the Plan with all other employers whose employees (“third-party employers and/or employees”) work in the District. This is to ensure that all personnel at the worksite understand their respective roles as provided in the Plan, that all employees are provided the training required by the Plan, and that workplace violence incidents involving any employee are reported, investigated, and recorded in the Violent Incident Log. The District shall ensure that if its employees experience a workplace violence incident, the District shall record the information in its Violent Incident Log (Attachment D) and shall also provide a copy of the relevant Violent Incident Log to the controlling employer.

The District shall coordinate the implementation of the Plan with other employers by the following methods:

### **A. METHODS TO COORDINATE THE PLAN**

1. Prepare a list of third-party employers across the District.
2. Designate the Director of Diversity, Compliance and Title IX or designee as the point of contact for third-party employers.
3. Provide all third-party employers a copy of the Plan and obtain copies of each third-party employer’s Plan.
4. Provide third-party employees with the District’s training materials.
5. Determine the appropriate training for third-party employees by their respective job duties, as provided in this Plan, and determine which employer will provide the training.
6. The Director of Diversity, Compliance, and Title IX or designee shall meet with the designee of third-party employers when third-party employees are assigned to work on campus and discuss the Plan and the Plan of the third-party employer. These meetings shall occur annually and following any workplace violence incident at the District worksite where a third-party employer operates.
7. Require all third-party employees to report all reportable incidents (as defined in this Plan) to the appropriate supervisor, manager or other designated person, and participate in any investigations, as required by this Plan, IIPP and/or other District policy.

8. Coordinate procedures with third-party employers for reporting, investigating and documenting workplace violence incidents.
9. Review and revise contracts with third-party employers to address the responsibilities of each party with respect to the Plan, including regarding which entity is responsible for training third-party employees and for reporting, investigating and documenting workplace violence incidents involving third-party employees.
10. Document (in the parties' contract or otherwise) who has assumed responsibility for training and for reporting, investigating, and documenting workplace violence incidents involving third party employees.

## COMMUNICATION

The District recognizes that to maintain a safe, healthy, and secure workplace, it must have open, two-way communication between all employees, including managers and supervisors, and other employers, on all workplace safety, health, and security issues. The District's communication procedures are designed to encourage and facilitate a continuous flow of information between management, employees, and other employers regarding any suggestions, concerns, or information relating to health, safety, or security issues, without fear of reprisal and in a form that is readily understandable by all affected employees.

The District will ensure that all workplace violence policies and procedures within this Plan are clearly communicated to and understood by all employees, including any revisions to the Plan, in accordance with the "Plan Review" section of this Plan. All employees may communicate suggestions, concerns, or information regarding workplace violence either directly to their supervisor or manager or in accordance with the "Reports of Workplace Violence" and/or "Law Enforcement" sections of this Plan.

No employee will be subject to any discipline, retaliation, or reprisal for reporting or communicating regarding workplace violence or any injury resulting from workplace violence.

### **A. REQUIRED COMMUNICATIONS WITH EMPLOYEES REGARDING WORKPLACE VIOLENCE MATTERS**

In addition to any other communications required by this Plan, the District shall communicate with employees and their authorized employee organization representatives regarding:

1. How can an employee report a violent incident, threat, or other workplace violence concern to the District or law enforcement without fear of reprisal? Please see the "Reports of Workplace Violence" section of this Plan.

2. How employee concerns will be investigated in a timely manner and how employees and authorized employee organization representatives will be informed of the results of the investigation and any corrective actions to be taken, in accordance with the “Hazard Identification, Evaluation and Correction,” and “Investigation and Post Incident Response” sections of this Plan.

**B. ADDITIONAL METHODS FOR COMMUNICATING WITH EMPLOYEES REGARDING WORKPLACE VIOLENCE MATTERS**

In addition to the above, the District will engage in the following communications:

1. New employee orientation will reference workplace security policies, procedures, and work practices, including the Plan.
2. The Director of Diversity, Compliance, and Title IX or designee will attend staff meetings of different departments throughout the District to communicate the Plan and receive information.
3. The WVPP Subcommittee shall conduct regularly scheduled subcommittee meetings that address security issues and potential workplace violence hazards. All meetings will be documented, including, but not limited to, signed attendance rosters, agenda for items discussed, and minutes of the meetings.
4. The Plan is available to all employees upon request.
5. The District will conduct training and re-training programs, as provided in the Plan.
6. The District will provide for effective communication between employees and supervisors and managers about workplace violence concerns, in accordance with the “Reports of Workplace Violence” and “Hazard Identification, Evaluation and Correction” sections of this Plan.

**REPORTS OF WORKPLACE VIOLENCE**

The District requires all employees to report workplace violence (including threats of violence), as described below.

The District requires completion of a Violent Incident Report Form (Attachment A) when workplace violence occurs, except as described below. The affected employee or the person receiving the report may complete the Violent Incident Report Form.

In addition, employees may communicate suggestions, concerns or information regarding workplace violence either directly to their supervisor or manager or in accordance with this section and the “Communications” section of this Plan. Reports may be made to law enforcement as discussed below.

No District/third-party employee will be subject to any discipline, retaliation, or reprisal for reporting a concern regarding workplace violence, workplace violence or any injury resulting from workplace violence to District or law enforcement. Any employee, including any supervisor or manager, who retaliates against an employee for reporting a concern regarding workplace violence, or any injury resulting from workplace violence is subject to discipline, up to and including termination.

Nothing in this policy shall prevent an employee from accessing the employee’s cellular telephone or other communication devices to seek emergency assistance, assess the safety of an emergency situation, or communicate with a person to verify that person’s safety.

Incidents of workplace violence must be reported. Reports may be completed and submitted as follows:

**A. WORKPLACE VIOLENCE REPORTS**

**1. MANDATORY REPORTING:**

- a. Employees who experience workplace violence shall report it to the employee’s immediate supervisor or manager and/or to the following:
  - i. To the Human Resources Department.
  - ii. To the Director of Diversity, Compliance, and Title IX or designee.
  - iii. To Campus Police, as appropriate.
- b. Supervisors and managers who observe or learn of workplace violence shall report it to the Director of Diversity, Compliance, and Title IX or designee.
- c. Any person receiving a report of workplace violence shall forward it to the Director of Diversity, Compliance, and Title IX or designee.

**2. ADDITIONAL REPORTING OBLIGATIONS**

The Director of Diversity, Compliance, and Title IX or designee shall accept and respond to reports of workplace violence, as described in this Plan. In addition to reviewing the Violent Incident Report as described above, the Chief of Police or designee is responsible for recording information relating to each occurrence of workplace violence on the Log (Attachment D).

If workplace violence results in an injury requiring the completion of other documents, such as a California Department of Industrial Relations Form 5020 (Employer's Report of Occupational Injury or Illness), the Cal/OSHA Form 301 Injury and Illness Incident Report, and/or California Department of Industrial Relations, Division of Workers' Compensation Form DWC-1 (Workers' Compensation Claim Form), then no Violent Incident Report is required. All forms are processed and stored in accordance with the applicable laws and regulations relating to those forms. Even if no Violent Incident Report Form is completed, **the information required by this Plan must still be recorded in the Log.** Therefore, the supervisor or manager completing the required form must communicate with Campus Police and the Director of Diversity, Compliance, and Title IX designee to ensure required reports are included in the Log and any Clery obligations are met.

### Emergency Situations

During any emergency situation, any District personnel observing the situation should:

1. Get to safety.
2. Call 310-900-1600 ext. 2999 or 911.

### Non-Emergency Situations

During any non-emergency situation, employees involved in a workplace violence incident must report it, as described above.

CONTACT	NUMBER	PHYSICAL LOCATION
Campus Police	310-900-1600 ext.2790	1111 E Artesia Blvd Compton, CA 90221

Any employees who report workplace violence and believe they are being subjected to discipline, retaliation or reprisal should report it to the Office of Human Resources.

## **RESPONSE TO WORKPLACE VIOLENCE**

In addition to the other provisions of this Plan, the District shall respond to actual or potential workplace violence, including emergencies, by the methods described below:

Employees may always obtain help from the individuals identified in the “Responsible Persons” and “Reports of Workplace Violence” sections of this Plan.

### **A. REQUIRED RESPONSES TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE EMERGENCIES**

The District shall prevent and respond to actual or potential workplace violence/emergencies by:

1. Making this Plan available to employees and authorized employee organization representatives.
2. Informing employees and authorized employee organization representatives how to obtain help from the Director of Diversity, Compliance, and Title IX and Campus Police. Employees may contact the Compton College District Police Department at: 1-310-900-1600 ext. 2790 for non-emergencies, and 310-900-1600 ext. 2999 for emergencies.
3. Alerting employees of the presence, location, and nature of workplace violence emergencies through the “Nixle Alert” emergency notification system, accessed by texting “CCPD1” to 888777.
4. Developing and informing employees of evacuation and sheltering plans that are appropriate and feasible for the employees’ department, and when to implement those plans, including the following.
  - a. Placing maps of evacuation routes in/on each floor and department/division.
  - b. Placing locations of emergency exits in/on each floor and department/division.
  - c. Instructing employees when and where to shelter-in-place.
  - d. Posting or distributing workplace safety information, including regarding any identified and/or potential workplace violence hazards.

## COMPLIANCE

The District is committed to ensuring that all safety and health policies and procedures involving workplace security, including this Plan, are communicated clearly and understood by all employees.

All employees are responsible for using safe work practices, for following all directives, policies, and procedures, including this Plan, and for assisting in maintaining a safe and secure work environment. Failure to follow this Plan, the District's IIPP, or any other applicable District directives, policies, or procedures is grounds for discipline, up to and including termination. Managers and supervisors will enforce this Plan fairly and uniformly.

In addition to methods provided in other sections of this Plan, the District's system to ensure that employees, including supervisors and managers, comply with this Plan and 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, those listed below:

### A. REQUIRED COMPLIANCE PROCEDURES

1. Making this Plan available to employees and authorized employee organization representatives. When an employee or authorized bargaining representative requests a copy of this Plan, the District shall provide the requester with a printed copy of the Plan, or, if agreed, an electronic copy.
2. Training programs as provided in the Plan, and any necessary re-training, including re-training for any employee whose safety performance is deficient.
3. Disciplining employees for failure to comply with this Plan, the District's IIPP, and/or other policies in accordance with the Education Code, the District's discipline policies and any applicable collective bargaining agreement.
4. Periodic inspections of the designated area in accordance with the "Hazard Identification, Evaluation, and Correction" section of this Plan.
5. Including in new employee orientation information on workplace security policies, procedures, and work practices, including the Plan.
6. Counseling for employees whose performance is deficient in complying with work practices designed to ensure workplace security.
7. Including a reference to the Plan in its Title IX training.

8. Including a reference to the Plan in its Annual Security Report required by the Clery Act.

## **TRAINING**

The District is committed to ensuring that all employees have effective general and job-specific training on workplace security practices that address the workplace violence risks that employees may reasonably anticipate encountering in their jobs.

All training conducted in accordance with this Plan shall permit an opportunity for interactive questions and answers with a person knowledgeable about the Plan. Training may involve presentations, discussions, and/or practical exercises.

All training must be documented by using the Training Log (Attachment B). Individual training records shall be placed in the employees' personnel file.

## **REQUIRED EMPLOYEE INVOLVEMENT**

The District shall obtain the active involvement of employees and their authorized employee organization representatives in designing and implementing all required training and re-training under this Plan. The District may obtain this involvement by the following methods:

### **METHODS TO OBTAIN EMPLOYEE INVOLVEMENT**

1. The District shall provide the proposed training and any revised training to employees and their authorized employee organization representatives and solicit their feedback.
2. The Director of Diversity, Compliance and Title IX will attend staff meetings of different departments throughout the District to obtain employee input regarding training.
3. The District will distribute a post-training survey regarding the efficacy of training provided under the Plan.



## **TYPE OF TRAINING AND TIMING**

### **1. General Workplace Security Training – New Hire and Annually**

The District shall provide training (1) when this Plan is first established, to all new employees, and to all employees annually; (2) to other employees for whom training has not previously been provided and to all employees, supervisors and managers given new job assignments for which specific workplace security training for that job assignment has not previously been provided, and (3) whenever the employer is made aware of new or previously unrecognized hazards, and (4) for supervisors to familiarize themselves with the workplace violence hazards to which employees under their immediate direction and control may be exposed.

Training shall be provided on the following:

- This Plan, including the definitions and requirements as provided in this Plan; and how to participate in the development and implementation of this Plan, as described in this section and in the section “Responsible Persons – Employee Involvement.”
- Reporting workplace violence incidents or concerns to the District without fear of reprisal, as described in the “Communications,” “Reports of Workplace Violence” and “Response to Workplace Violence” sections of this Plan.
- Workplace violence hazards specific to employees’ jobs, the corrective measures the District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm such as how to recognize workplace violence hazards, including the risk factors associated with the four types of workplace violence and ways to defuse hostile or threatening situations.
- The Log and how to obtain copies from the District.
- Records of workplace violence hazard identification, evaluation, and correction and how to obtain copies from the District.
- Training records and how to obtain copies from the District.

### **2. Additional Training – As Needed**

Additional training shall be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to this Plan. The additional training may be limited to addressing the new workplace violence hazard or changes to this Plan.

## HAZARD IDENTIFICATION, EVALUATION, AND CORRECTION

### A. Hazard Identification and Evaluation

The District shall conduct inspections for workplace violence hazards on a periodic basis. Periodic inspections consist of identification, evaluation and correction of workplace security hazards, unsafe conditions and work practices, and employee reports and concerns. Hazards identified during the inspections must be documented.

Periodic inspections shall be conducted at a minimum as follows:

1. When this Plan is first established.
2. When the District is made aware of new or previously unrecognized workplace violence hazards.
3. After each workplace violence incident.
4. Whenever there is a report of workplace violence.
5. Annually.

Inspections must be documented using effective means to identify, evaluate, and correct workplace violence hazards, including the Hazard Identification, Evaluation, and Correction Record (Attachment F) and the Hazard Periodic Inspection Checklists (Attachment E). The date and name of the person conducting the inspections shall be documented. Any deficiencies must be documented and reported to the Director of Diversity, Compliance and Title IX. Items will be addressed in a timely manner based on the severity of the hazard.

All identified hazards must be corrected, as described below in the subsection “Hazard Correction.” This includes hazards identified during the inspections, by employee concerns, by submission of a Violent Incident Report Form, by workplace violence incidents, or whenever the District is made aware of a new or previously unrecognized hazard.

Records of workplace violence hazard identification, evaluation, and correction shall be created and maintained for a minimum of five years. Please see the “Records” Section of this Plan.

The following personnel shall conduct periodic inspections:

NAME	JOB TITLE
Dr. Linda Owens Jackson	Chief Facilities Officer

## 1. METHODS FOR PERIODIC INSPECTIONS

Periodic inspections will include the following:

1. Review all reported workplace violence concerns, including those communicated to the District in accordance with the “Communications” and “Reports of Workplace Violence” section of this Plan.
2. Identify and evaluate environmental risk factors for workplace violence in each department including surrounding areas, such as employee parking areas and other outdoor areas.
3. An assessment of the following specific environmental risk factors, as well as applicable factors contained in the model plan drafted by Cal/OSHA:
  - a. Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
  - b. The exterior and interior of the workplace for its attractiveness to criminals.
  - c. Poor illumination or blocked visibility of areas where possible assailants may be present.
  - d. Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or other persons with whom an employee is having a dispute.

### **B. Hazard Correction**

The District shall correct workplace hazards which threaten the security of employees in a timely manner based on the severity of the hazard. The District shall correct hazards when observed or discovered. Hazard correction must be documented using effective means, including assessment procedures and checklists including the Hazard Identification, Evaluation, and Correction Record (Attachment F) and the Hazard Periodic Inspection Checklists (Attachment E).

When an imminent hazard exists which cannot be immediately corrected without endangering employee(s) and/or property, the District shall remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided with the necessary safeguards.

The District shall inform employees regarding completed workplace violence investigations conducted pursuant to this Plan and the records of any corrective action taken, in accordance with this and the “Communications” section.

## **METHODS FOR HAZARD CORRECTION**

The District shall use engineering and work practice controls to eliminate or minimize employee exposure to the identified hazards to the extent feasible. The District shall take measures to protect employees from imminent hazards immediately. Hazard correction will be specific to a given department.

Corrective measures may include, as applicable, but shall not be limited to:

1. Making the workplace unattractive to criminals by installing/maintaining lighting around and at the workplace.
2. Providing functioning systems, such as door locks, violence windows, physical barriers, emergency alarms and other restraint systems.
3. Installing, implementing, and maintaining the use of an alarm system or other effective means by which employees can summon Campus Police to defuse or respond to an actual or potential workplace violence emergency.
4. Providing training and re-training, as provided in the “Training” section of this Plan, including on the District’s emergency action procedures/reporting workplace violence concerns and incidents/awareness of the warning signs of potential workplace violence/handling threatening or hostile situations that may lead to violent acts.
5. Ensuring all employees report workplace violence concerns and incidents, including suspicious persons, activities, and packages, in accordance with the “Communications” and Reports of Workplace Violence” sections of this Plan.
6. Ensuring communication in accordance with the “Communications” section of this Plan.
7. Ensuring an appropriate response to workplace violence concerns and incidents, and other issues such as verbal abuse or property damage are reported and resolved in accordance with this Plan and District policy.
8. Ensuring appropriate discipline for employees for workplace violence incidents, in accordance with this Plan and the District’s policy.

## **INVESTIGATIONS AND POST-INCIDENT RESPONSE**

The District must investigate workplace violence, concerns of workplace violence and injuries from workplace violence, regardless of how they are reported or how the District becomes aware of them. In addition to the procedures discussed above in the “Communication” and “Hazard Identification, Evaluation, and Correction” sections of this Plan, the District shall promptly

investigate and communicate with an employee regarding employee concerns of workplace violence and conduct investigations to prevent or respond to workplace violence.

The primary goal of the investigation is the prevention of similar incidents. Management, administrative, and supervisory personnel are responsible for ensuring investigations in their areas of responsibility are conducted.

Investigative reports prepared in accordance with this Plan shall not contain information, such as a 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. The Violent Incident Report (Attachment A) requests details of the incident, including what happened, why it happened, what should be done to prevent it from happening again and what action has been taken to reduce or eliminate future incidents. Please also refer to the "Reports of Workplace Violence" section of this Plan.

In the event an employee was injured or sought medical treatment, supervisors shall also comply with the appropriate procedures, including completing the required entries or forms, such as OSHA Log 300 or 300A, Cal/OSHA Form 301 Injury and Illness Incident Report, and/or California Department of Industrial Relations, Division of Workers' Compensation Form DWC-1 (Workers' Compensation Claim Form). Please also refer to the "Reports of Workplace Violence" section of this Plan. Should an injury qualify as a "serious" injury as defined by Title 8 CCR Section 330, the District must report the injury to Cal/OSHA if required by Title 8 CCR Section 342.

When an employee reports workplace violence or a concern of workplace violence or when the District otherwise becomes aware of a concern of possible or actual workplace violence, the District shall conduct an investigation and respond to the workplace violence/concern. The Director of Diversity, Compliance and Title IX or designee shall conduct the investigation.

Procedures for investigating workplace violence incidents include:

#### **A. REQUIRED INVESTIGATIVE ACTIVITIES**

The District shall:

1. Inform employees how concerns will be investigated and how the employees will be informed of the results of the investigations and any corrective action, in accordance with the "Communications" and "Hazard Identification, Evaluation, and Correction" sections of this Plan.
2. Interview the affected employee(s) and any witnesses.
3. Visit the scene of the alleged incident as soon as possible.

4. Review any relevant physical, electronic, or other evidence, such as video footage, photographs, and/or emails or other communications.
5. Take corrective action to correct the hazards and prevent the incident from reoccurring.
6. Prepare a written report of findings and any action taken and ensuring corrective action is taken.

The requirements and procedures of this section are in addition to those described elsewhere in this Plan and those which will be taken in accordance with the District's policy regarding investigating misconduct and/or discipline. An investigation in accordance with those policies, and other applicable policies, may serve as an investigation under this Plan.

## **B. REQUIRED RESPONSE TO EMPLOYEE CONCERNS**

To the extent not addressed in accordance with this section and the "Communication" and "Hazard Identification, Evaluation and Correction" sections of this Plan, the District will communicate with employees regarding their concerns using one or both of the following:

### **METHODS TO INFORM EMPLOYEES OF INVESTIGATIONS AND CORRECTIVE ACTIONS**

1. Updating the employee on the status of the investigation into the employee's concern and any relevant corrective action.
2. Sending the employee via email a summary of the employee's concern, the investigation, and actions taken in response to the employee's concern.

## **VIOLENT INCIDENT LOG**

The District shall record information regarding incidents of workplace violence in the Log. (Attachment D). The Log shall contain the information requested in the Log about all incidents, the post-incident response and incident investigation.

The District shall prepare the Log based on information solicited from involved employees, including those who experienced the violent incident; on witness statements; and on the findings of investigations into workplace violence incidents. The Log shall not contain any elements of personally identifiable information, such as a person's name, address, electronic mail address, telephone number, or Social Security number, or other information that, alone or in combination with other publicly available information, reveals any person's identity.

Workplace violence resulting in an injury requiring recording the information on the OSHA Log 300 or 300A, Cal/OSHA Form 301 Injury and Illness Incident Report, and/or California Department of Industrial Relations, Division of Workers' Compensation Form DWC-1 (Workers'

Compensation Claim Form) must also be recorded on those documents, in addition to the Log. All OSHA forms and logs are processed and stored in accordance with the applicable laws and regulations relating to those forms.

For multiemployer worksites, the employer or employers whose employees experienced the workplace violence incident shall record the information in the Log and shall provide a copy of that log to the other employer(s).

## **PLAN REVIEW**

The District shall review and revise this Plan as provided below. The District shall review the Plan at least annually, when a deficiency is observed or becomes apparent, after a workplace violence incident, and as needed at any other time.

Review and any revision, as needed, of the Plan shall include, at a minimum, review of the following:

1. The Plan itself and the effectiveness of the Plan.
2. Procedures used to obtain the active involvement of employees and their authorized employee organization representatives in developing, implementing, and reviewing the plan, as discussed in “Responsible Persons – Employee Involvement.”
3. The Log.
4. Investigations of alleged hazardous conditions or employee concerns.
5. Investigations of workplace violence incidents.
6. Written records of workplace violence issues discussed at committee meetings/employee meetings.
7. Any survey regarding the Plan and workplace violence at the District.

### C. METHODS TO CONDUCT THE PLAN REVIEW

The District shall conduct the review required by this section by the following methods:

1. Providing the Plan and proposed revisions to the Plan to employees and their authorized employee organization representatives before revisions are implemented and soliciting feedback.
2. Conducting periodic subcommittee meetings.

The District shall communicate any revisions to the Plan to all employees, in accordance with the “Communications” section of this Plan.

### RECORDS

The District shall keep and maintain records as required by this Plan.

The District shall create training records, which shall include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions and maintain training records for a minimum of **one year**. Records include:

1. Employee Training Log. (See Attachment C)
2. Training Attendance Log. (See Attachment B)

To the extent feasible, any associated written materials or presentations shall be kept with the relevant Training Attendance Log.

The District shall create and maintain the following records for a minimum of **five years**:

1. Hazard Identification, Evaluation, and Correction. (See Attachment E)
2. The Log. (See Attachment D)
3. Records of workplace violent incident investigations conducted pursuant to this Plan. These records shall not contain “medical information” as defined by California Civil Code Section 56.05(j).

The following records shall be made available to employees and their authorized 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 showing the training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending



the training sessions (see Attachment B); and (3) the Violent Incident Log. Any employee's personally identifiable information shall not be released, except as authorized by law. All records required by this Plan shall be made available to Cal/OSHA upon request and as required by law.

### **REPORTING RESPONSIBILITIES**

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, the District 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.

### ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the District's Workplace Violence Prevention Plan (the "Plan") and understand that it contains important information about the DISTRICT'S workplace safety and security policies and about my rights, responsibilities and obligations as an employee. I acknowledge that I have read, understand, and will adhere to the DISTRICT Plan and that I have familiarized myself with the material in the Plan. I understand that the DISTRICT may change, rescind, delete, or add to any policies, benefits, and practices described in the Plan from time to time, at its sole and absolute discretion, with or without prior notice.

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Date

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Signature

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Print Name

## WORKPLACE VIOLENCE PREVENTION PLAN

### **VIOLENT INCIDENT REPORT – ATTACHMENT A**

Employee Name: \_\_\_\_\_

Name/Title/Contact Information of Person Completing Form: \_\_\_\_\_

<b><u>Date/Time</u></b>	<b><u>Location/ Department</u></b>	<b><u>Incident Description</u></b> (Please include as much detail as possible. Include additional sheet if necessary.)	<b><u>Violence Committed By?<sup>1</sup></u></b>

**Type of Incident:** (check all that apply)

- ☐ Physical attack without a weapon (e.g. biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting) ☐ Attack with weapon (e.g. gun, knife, other object) ☐ Threat of physical force or use of weapon or other object ☐ Sexual assault or threat (rape or attempted rape, physical display, or unwanted verbal or physical sexual contact) ☐ Verbal Harassment ☐ Animal Attack ☐ Other \_\_\_\_\_

**Incident Location Specifics:** (check all that apply)

- ☐ Office ☐ Classroom ☐ Hallway ☐ Restroom/Bathroom ☐ Parking Lot ☐ Other Area Outside Building ☐ Personal Residence ☐ Break Room ☐ Cafeteria ☐ Other \_\_\_\_\_

<sup>1</sup> The perpetrator will be classified as: (1) client or customer; (2) family or friend of a client or customer; (3) stranger with criminal intent; (4) co-worker, supervisor or manager of victim, (5) partner or spouse, parent or relative of victim, or (6) other perpetrator.

## WORKPLACE VIOLENCE PREVENTION PLAN

### **Incident Specifics:** (check all that apply)

☐ Victim Performing Usual Job Duties ☐ Poor Lighting ☐ Rushed ☐ Working During Low Staffing Level ☐ High Crime Area ☐ Isolated/Alone ☐ Unable to Get Help/Assistance ☐ Working in Community Setting ☐ Working in Unfamiliar/New Location

### **Consequence Specifics:** (check all that apply)

☐ Medical Treatment Provided ☐ Assistance Provided to Conclude Incident (detail in Incident Description) ☐ Security Contacted ☐ Law Enforcement Contacted ☐ Lost Time of Work Hours: \_\_\_\_\_ ☐ Actions Requested to Protect from Continuing Threat (if any):

\_\_\_\_\_  
\_\_\_\_\_

### *PLEASE NOTE:*

*If the alleged conduct may fall within the Title IX definition of Sexual Harassment, including, but not limited to, Sexual Assault, Domestic Violence, Dating Violence, or Stalking, the District's Title IX Coordinator will reach out to the reporting party to gather more information and provide resources. If the alleged conduct is determined to fall within Title IX, the Coordinator will conduct an intake meeting and offer supportive measures. The District's Title IX policy and procedures are accessible here: [Notice of Non-Discrimination/District Policies Prohibiting \(compton.edu\)](https://compton.edu/notice-of-non-discrimination/district-policies-prohibiting).*

## TRAINING ATTENDANCE LOG – ATTACHMENT B

Training Name / Description: \_\_\_\_\_

[illegible]

Attach Training materials

# WORKPLACE VIOLENCE PREVENTION PLAN

## EMPLOYEE TRAINING LOG – ATTACHMENT C

Employee Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Department: \_\_\_\_\_

[illegible]

## **VIOLENT INCIDENT LOG – ATTACHMENT D**

Name/Title of Person Completing Form:

---

Date Completed:

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<b><u>Log No.</u></b>	<b><u>Date/Time</u></b>		<b><u>Location/ Department</u></b>	<b><u>Incident Description</u></b>	<b><u>Violence Committed By?<sup>2</sup></u></b>

**Type of Incident:** (check all that apply) (as defined in the “Definitions” section)

☐ Type 1 Incident ☐ Type 2 Incident ☐ Type 3 Incident ☐ Type 4 Incident

☐ Physical attack without a weapon (e.g. biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting) ☐ Attack with weapon (e.g. gun, knife, other object) ☐ Threat of physical force or threat of use of weapon or other object ☐ Sexual assault or threat (rape or attempted rape, physical display, or unwanted verbal or physical sexual contact) ☐ Verbal Harassment ☐ Animal Attack ☐ Other

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**Incident Location Specifics:** (check all that apply)

☐ Office ☐ Sales Floor ☐ Hallway ☐ Restroom/Bathroom ☐ Parking Lot ☐ Other Area  
Outside Building ☐ Personal Residence ☐ Break Room ☐ Cafeteria ☐ Other

**Incident Circumstances:** (check all that apply)

☐ Victim Performing Usual Job Duties ☒ Poor Lighting ☐ Rushed ☐ Working During Low Staffing Level ☐ High Crime Area ☐ Isolated/Alone ☐ Unable to Get Help/Assistance ☐ Working in Community Setting ☐ Working in Unfamiliar/New Location ☐ Other:

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<sup>2</sup> The perpetrator will be classified as: (1) client; (2) customer; (3) family or friend of a client or customer; (4) stranger with criminal intent; (5) co-worker, supervisor or manager of victim, (6) partner or spouse, parent or relative of victim, or (7) other perpetrator.

**Consequence Specifics:** (check all that apply)

☐ Security Contacted/Law Enforcement Contacted ☐ Law Enforcement/Security Response:  
\_\_\_\_\_ ☐ Actions Taken to Protect from Continuing Threat or Other Hazards Identified  
as a Result of Incident (if any): \_\_\_\_\_

☒ Other: \_\_\_\_\_

**Injuries:** Description: \_\_\_\_\_

☐ Medical responders other than Law Enforcement Contacted. If so, describe: \_\_\_\_\_

\_\_\_\_\_  
☐ Did the severity of the injuries require reporting to Cal/OSHA? If so, date and time and  
representative contacted: \_\_\_\_\_



**HAZARD PERIODIC INSPECTION CHECKLIST – ATTACHMENT E**

Date: \_\_\_\_\_

Department: \_\_\_\_\_

**STAFFING/SECURITY**

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Lack of designated security personnel, including chief of security / safety	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Designate personnel responsible for security	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Failure to communicate contact information for security personnel to all employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Communicate contact information for security personnel to all employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Emergency telephone numbers for law enforcement, fire and medical services not accessibly posted	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Post emergency telephone numbers for law enforcement, fire and medical services where employees can access it	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Security not posted / located in vulnerable areas (e.g., parking lot, reception area, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Post / locate security staff in vulnerable locations.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Staff not available to escort employees upon request or as needed (e.g., to the parking lot, etc.) and a contact number provided	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Staff identified and available to escort employees on request or as needed and a contact number provided	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
OTHER				

## TRAINING

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Required training not done on schedule in accordance with the Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Perform training in accordance with the Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees not trained on the Plan and topics required by the Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	All employees trained on the Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees not trained to recognize and handle threatening or hostile situations that may lead to violent acts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Employees trained to recognize and handle threatening or hostile situations that may lead to violent acts	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees [or specific employees] not trained to respond to violent incidents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Employees trained to respond to violent incidents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees [or specific employees] not trained to recognize the potential for violence, factors contributing to the escalation of violence and how to counteract them, and when and how to seek assistance to prevent or respond to violence. violence, and strategies to avoid physical harm.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Employees are trained to recognize the potential for violence, factors contributing to the escalation of violence and how to counteract them, and when and how to seek assistance to prevent or respond to violence. violence, and strategies to avoid physical harm.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
OTHER				

## FACILITIES

HAZARD		PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Landscape and areas around workplace and parking lots not maintained to minimize hiding places		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Maintain landscape and area around workplace and parking lots to minimize hiding places	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Inadequate lighting in the parking areas and approaches to workplace		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install adequate lighting in the parking areas and approaches to the workplace	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Access to the facility/department/operation and freedom of movement within it not controlled, consistent with business necessity.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Access to the workplace and freedom of movement within it controlled, consistent with business necessity.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	No controlled / Escorted access in certain situations (e.g., discharged employee, concerns regarding an employee)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Procedures to control and/or escort employees in certain situations (e.g., discharged employee, concerns regarding an employee)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

HAZARD		PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Does the workplace lack:					
	Secured entry (e.g., fobs, buzzers)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Secured entry system	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Physical barriers (Plexiglass, elevated counters, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Installed appropriate barriers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Locks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install locks	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Alarms	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install alarms	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Panic alarms / buttons (portable or fixed)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install or provide panic alarms	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Cameras – interior and exterior	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Install cameras	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Spaces configured so that access to doors and/or alarm systems is impeded		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Configure space so that access to doors and/or alarm systems is not impeded	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

HAZARD		PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Public access not restricted consistent with business necessity		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Restrict public access consistent with business necessity	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees not provided with maps and/or clear directions to their workspaces and entrances and exits		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide employees with maps and/or clear direction to their workspaces and entrances and exits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees not provided with a designated safe area in case of emergency.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Employees provided with a designated safe area in case of emergency.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Lack of posted floor plans showing entrances, exits and the location of security, visible only to authorized personnel		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Post floor plans posted showing entrances, exits and the location of security, visible only to authorized personnel	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Lack of appropriate security measures for employees working in special situations					
	Working late at night	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Institute appropriate security measures for employees working late at night	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Visitors or clients not escorted when on premises	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Escort all visitors and clients when on premises	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees, visitors and clients not required to wear badges or other identification	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Require all employees, visitors and clients to wear badges or other identification	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
No procedures to report suspicious persons or activities	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employees have access to contact information for security and law enforcement and are instructed how to report suspicious persons and activities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Workplace Violence Prevention Plan not communicated and/or provided to all employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Workplace Violence Prevention Plan provided to all employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employees not trained on recognizing and responding to violence, including active shooter	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employees trained on response to violence, including active shooter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
No communication procedures for employees to report workplace violence concerns, including threats, physical violence and property damage, without fear of reprisal	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Implement communication procedures for employees to report workplace violence concerns	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
No communication procedures between employees and between shifts, facilities, operations and/or departments regarding conditions that may increase potential for workplace violence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Implement communication procedures between employees and between shifts, facilities, operations and/or departments regarding conditions that may increase potential for workplace violence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Valuables present on site or during exchange (e.g., cashier, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Limit the amount of valuables on site and keep only small bills in a cash register; use time access safes and deposit large bills as they are received; use only one cash register after dark and keep its drawer empty and open	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	



HAZARD	PRESENT	CORRECTION	CORRECTED	NOTES / FOLLOW UP
Employees work alone or isolated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Employees use a “buddy system” or a check in system	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Lack of appropriate discipline procedures for employees who commit workplace violence, including threats	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide appropriate procedures for employees who commit workplace violence, including threats	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Lack of appropriate procedures for controlling the movement of recently discharged employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide appropriate procedures to control the movement of recently discharged employees	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Employee Assistance Program or other counseling not available to employees who exhibit behaviors or signs of strain that may lead to workplace violence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Provide an Employee Assistance Program or other counseling to employees who exhibit behaviors or signs of strain that may lead to workplace violence	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
OTHER				

**HAZARD IDENTIFICATION, EVALUATION AND CORRECTION RECORD –  
ATTACHMENT F**

Date of Inspection: \_\_\_\_\_

Persons Conducting Inspection: \_\_\_\_\_

Persons Reporting:
Unsafe Condition, Work Practice or Employee Concern (include what, who, when where and how it is unsafe):
Causes of Other Contributing Factors (What caused or contributes to the unsafe condition?):
Persons Involved:
Corrective Action Taken and Date:
Preventive Action (if any):
Description of Hazard Correction:
Date Received