



2300 Highway 166, New Cuyama, California 93254
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June 20, 2024

Workplace Violence Prevention Plan Cuyama Joint Unified SD

Effective: July 1, 2024

Policy Statement

- **Objective:** To create and maintain a safe and secure work environment for all employees within Cuyama Joint Unified School District by preventing and addressing workplace violence.
- **Commitment:** The Cuyama Joint Unified School District is committed to the prevention of workplace violence and will take necessary steps to protect its employees. As such, this Workplace Violence Prevention Plan shall be in effect at all times and in all work areas overseen by the Cuyama Joint Unified School District.

Responsibility

- The Superintendent, or designee, is responsible for the implementation of the Workplace Violence Prevention Plan.
- Cuyama Joint Unified School District ensures that, in a manner consistent with paragraph (2) of subdivision (a) of Section 3203 of ensure that all certificated and classified employees including all supervisory employees comply with the plan per paragraph (2) of subdivision (a) of Section 3203 of Title 8 of the California Code of Regulations and in accordance with Cuyama Joint unified School District adopted policies regarding employee dismissal/suspension/disciplinary actions].

Employee Involvement

- Cuyama Joint Unified School District employees and authorized employee representatives will be actively involved in developing and implementing the plan, including, but not limited to:
 - participating in identifying, evaluating, and correcting workplace violence hazards;
 - designing and implementing training;
 - in reporting and the Cuyama Joint Unified School District investigation of



Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
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workplace violence incidents; and

- reviewing and revising of the plan as needed.

Communication Plan

- The Workplace Violence Prevention Plan is available for employees and their representatives without cost via the Cuyama Joint Unified School District website at <http://www.cuyamaunified.org/cjUSD-plans/> and in paper copy upon request to the Superintendent, or designee, at the Cuyama Joint Unified School District Office.
- Cuyama Joint Unified School District encourages employees to engage in open and constructive communication with the Cuyama Joint Unified School District staff regarding the Workplace Violence Prevention Plan by contacting their direct supervisor.
- Cuyama Joint Unified School District coordinates the implementation of this plan to ensure employers and employees understand their respective roles in provision of training and the reporting, investigation and recordkeeping of workplace violence incidents.
- Cuyama Joint Unified School District provides employees annual, and as needed, communication regarding workplace violence matters, including, but not limited to:
 - How an employee can report a violent incident, threat, or other workplace violence concern to the Cuyama Joint Unified School District or law enforcement without fear of reprisal.
 - How employee concerns will be investigated as part of the Cuyama Joint Unified School District responsibility to identify and evaluate workplace violence hazards and how employees will be informed of the results of the investigation and any corrective actions to be taken as part of the employer's responsibility to correct workplace violence hazards.
- Cuyama Joint Unified School District will notify reporting employees via written communication of workplace violence incident investigation results and, if applicable, corrective actions.
- Cuyama Joint Unified School District employees and authorized representatives may request copies of the workplace violence hazard identification, evaluation and correction (See [Appendix III: Workplace Violence Hazard Inspection Form](#)), Cuyama Joint Unified School District Violent Incident Log (See [Appendix II: Violent Incident Log](#)) and workplace



Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
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violence prevention training documentation (See [Appendix I: Training Record](#)) through written request to the Superintendent, or designee.

- Cuyama Joint Unified School District makes available these records within 15 calendar days of a request to employees and their representatives, upon request and without cost, for examination and copying.
- Cuyama Joint Unified School District provides employees with annual, and as needed, information regarding health and wellness benefits, leave information and support services.

Definitions

- “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 including, 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.
 - “Workplace violence” does not include lawful acts of self-defense or defense of others.
 - 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 workers with the intent to commit a crime.



Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(661) 766-2182 • FAX: (661) 766-2255

- “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.

Emergency Response

- Cuyama Joint Unified School District takes effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following in accordance with emergency operations procedures:
 - Cuyama Joint Unified School District uses SchoolMessenger alerting system, that sends emails, texts, and voicemails] to alert employees of the presence, location, and nature of workplace violence emergencies.
 - Cuyama Joint Unified School District maintains emergency operation procedures that include evacuation and sheltering plans that are appropriate and feasible for the worksites.
 - Cuyama Joint Unified School District consults and coordinates with local law enforcement and emergency services experts in the creation and maintenance of emergency operation procedures.
 - Cuyama Joint Unified School District obtains help from staff (Superintendent or designee assigned to respond to workplace violence emergencies, and law enforcement through annual, and as needed, written assignment of duties on safety plan organization chart, and via the SchoolMessenger communication system and/or by calling 9-1-1.

Reporting Procedures

- Cuyama Joint Unified School District employees may make a report of potential workplace violence without fear of retaliation.
- Cuyama Joint Unified School District encourages employees to report a potential workplace violence incident, threat, or other workplace violence concern to the



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Superintendent/Principal or designee (Business Manager) at the District Office or to law enforcement.

Workplace Violence Investigation Procedures

- Cuyama Joint Unified School District implements procedures for post incident response and investigation.
 - Administration will impartially and confidentially investigate all incidents and near-miss incidents to identify the root cause of the incident.
 - Cuyama Joint Unified School District implements prompt corrective action to repair and/or make procedural changes to prevent the reoccurrence of an incident and near-miss incident due to an identified worksite hazard.
 - Cuyama Joint Unified School District reporting employees will be notified via written communication of workplace violence incident investigation results and, if applicable, corrective actions.
 - Cuyama Joint Unified School District workplace violence incidents are documented on the Cuyama Joint Unified School District Violent Incident Log.

Workplace Violence Hazard Inspections

- Cuyama Joint Unified School District implements procedures to identify and evaluate workplace violence hazards, including, but not limited to scheduled periodic inspections to identify unsafe:
 - conditions;
 - work practices; and
 - employee reports and concerns.
- Cuyama Joint Unified School District conducts workplace violence hazard inspections when:
 - the plan is first established;
 - after each workplace violence incident; and



Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(805) 766 0480 • FAX: (805) 766 0055

- whenever the Cuyama Joint Unified School District is made aware of new or previously unrecognized hazards.
- Cuyama Joint Unified School District documents Workplace Violence Hazard Inspections on the Workplace Violence Hazard Inspection Form. (See [Appendix III: Workplace Violence Hazard Inspection Form](#))

Workplace Violence Hazard Correction

- Cuyama Joint Unified School District implements procedures to correct identified and evaluated workplace violence hazards in a timely manner consistent with paragraph (6) of subdivision (a) of Section 3203 of Title 8 of the California Code of Regulations.
- Cuyama Joint Unified School District recognizes that hazards range from imminent dangers to hazards of relatively low risk that necessitate a varied degree of response action.
- Corrective actions or plans, including suitable timetables for completion, for identified and evaluated workplace violence hazards are the responsibility of the Superintendent/Principal, Business Manager, and Maintenance III/Bus Driver.
- Cuyama Joint Unified School District documents hazard correction actions on the Workplace Violence Hazard Inspection Form. (See [Appendix III: Workplace Violence Hazard Inspection Form](#))
- Cuyama Joint Unified School District provides communication to the reporting employee regarding the correction of workplace violence hazards.

Employee Support Services

- Cuyama Joint Unified School District] encourages employees to use the Cuyama Joint Unified School District employee assistance program (EAP) if they believe that a problem could lead to violent behavior and for those who may be victims or witnesses of workplace violence. Employees should contact the Cuyama Joint Unified School District office for information about the Cuyama Joint Unified School District EAP.

Training and Education

- Cuyama Joint Unified School District provides effective workplace violence prevention training to employees with materials that are appropriate in content and vocabulary to the educational level, literacy, and language of employees.



Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(805) 766 0480 - FAX: (805) 766 0055

- Cuyama Joint Unified School District provides employees with initial training when the plan is first established, and annually thereafter, on all of the following:
 - The Cuyama Joint Unified School District Workplace Violence Prevention Plan, how to obtain a copy of the plan at no cost, and how to participate in development and implementation of the plan.
 - The definitions and requirements of the Plan.
 - How to report workplace violence incidents or concerns to Cuyama Joint Unified School District or law enforcement without fear of reprisal.
 - Workplace violence hazards specific to the employees' jobs, the corrective measures Cuyama Joint Unified School District has 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.(See [Appendix II: Violent Incident Log](#))
 - An opportunity for interactive questions and answers with a person knowledgeable about the Cuyama Joint Unified School District plan.
- Cuyama Joint Unified School District provides additional 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.
- Cuyama Joint Unified School District provides regular training to employees on recognizing and preventing workplace violence.
- Cuyama Joint Unified School District provides Site Administrator, Business Manager, and other designees, training for effective implementation of the Workplace Violence Prevention Plan in accordance with leadership position expectations and legal obligations.

Record Keeping

- Cuyama Joint Unified School District creates and maintains records of workplace violence hazard identification, evaluation, and correction for a minimum of five years.(See [Appendix III: Workplace Violence Hazard Inspection Form](#))



Cuyama Joint Unified School District

2300 Highway 166, New Cuyama, California 93254
(805) 766-0480 • FAX: (805) 766-0055

- Cuyama Joint Unified School District creates and maintains training records for a minimum of one year inclusive of 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 [Appendix I: Training Record](#))
- Cuyama Joint Unified School District creates and maintains a violent incident log for a minimum of five years. (See [Appendix II: Violent Incident Log](#))
- Cuyama Joint Unified School District records of workplace violence incident investigations are maintained for a minimum of five years. Cuyama Joint Unified School District investigation records do not contain “medical information,” as defined in subdivision (j) of Section 56.05 of the Civil Code.
- Cuyama Joint Unified School District makes available required records in accordance with Cal/OSHA standards and state and federal law to the division upon request for examination and copying.
- Cuyama Joint Unified School District makes available workplace violence hazard identification, evaluation and correction (See [Appendix III: Workplace Violence Hazard Inspection Form](#)), Cuyama Joint Unified School District Violent Incident Log (See [Appendix II: Violent Incident Log](#)) and workplace violence prevention training documentation (See [Appendix I: Training Record](#)) through written request to the Superintendent or designee, to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.

Review and Revision

- Cuyama Joint Unified School District reviews and revises the Workplace Violence Prevention Plan annually and when a deficiency is observed or becomes apparent, after a workplace violence incident and as needed to maintain its effectiveness.



Cuyama Joint Unified School District

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Appendix II: Violent Incident Log

Cuyama Joint Unified School District Workplace Violent Incident Log

Workplace violence is any act of violence or threat of violence that occurs in a place of employment and includes, but is not limited to 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 OR an incident involving the threat or use of a firearm or other dangerous weapon including the use of common objects as weapons.

Lawful acts of self-defense are not considered workplace violence.

* Indicates required question

1. Date of Incident*: _____

Example: January 7, 2024

2. Time of Incident*: _____

Example: 8:30 AM

3. Exact location of Incident*

4. Type of Violence*

Mark only one.

- Type 1: 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 workers with the intent to commit a crime
- Type 2: Violence directed at employees by customers, clients, patients, students, inmates, or visitors
- Type 3: Violence against an employee by a present or former employee, supervisor, or manager
- Type 4: 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

5. Detailed description of Incident*



Cuyama Joint Unified School District

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6. Classification of the person against whom allegations are being reported.*
Mark only one.

- Student
- Family or Acquaintance of Student
- Stranger
- Supervisor
- Fellow employee
- Former employee
- Family or Acquaintance of Employee or Former Employee
- Consultant or Independent Contractor
- Other: _____

7. Classification of where Incident occurred. Please check all that apply.*
Check all that apply.

- workplace (office, classroom, etc.)
- playground
- parking lot
- Other: _____



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8. Did the incident involve any of the following? Please check all that apply.*
Check all that apply.

- Physical attack without a weapon
- Physical attack with a weapon
- Threat of physical force or threat of use of weapon
- Sexual assault or threat of sexual assault
- Animal attack
- Other: _____

9. What was the consequence of the incident? Please include a detailed description below including whether or not law enforcement was called and what actions were taken to protect employees from any continuing threat.*

10. Name of person completing this log: _____

11. Title of person completing this log: _____

12. Contact phone and email of the person completing this log: _____

13. Date of this entry into log*: _____

Example: January 7, 2024



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(661) 766-2482 • FAX: (661) 766-2255

Appendix III: Workplace Violence Hazard Inspection

Cuyama Joint Unified School District Workplace Violence Hazard Inspection

Inspect, Identify, Evaluate, and Correct Workplace Violence

Whenever a workplace violence condition is observed, discovered, or reported, the district will take appropriate corrective measures in a timely manner. Employees will be informed of the workplace violence condition and interim protective measures will be taken until the workplace violence incident is corrected. In the event of an imminent workplace violence, all impacted employees will be removed from the area at the earliest and safest opportunity, except those assigned to correct the workplace violence.