



WORKPLACE VIOLENCE PREVENTION PROGRAM for Rialto Unified School District

California Senate Bill 553 (SB 553), which was signed into law on September 30, 2023, amended Labor Code 6401.7 to require employers to develop and implement a workplace violence prevention plan, in accordance with the newly codified Labor Code section 6401.9. The Board of Education recognizes its obligation to provide a safe and healthy environment at school facilities for students, staff and community members. The District's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

DEFINITIONS

Workplace violence is 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.
- SB 553 has identified the following four (4) types of workplace violence:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

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.



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Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.



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RESPONSIBILITY

The WVPP administrator, Risk Management Services Administrator, has the authority and responsibility for implementing the provisions of this plan for Rialto Unified School District. Additionally, there are other persons responsible for sections of the WVPP, their roles are described below:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Derek Harris	Lead Agent, Risk Management & Transportation	Overall responsibility for the plan implementation; <i>approves the final plan and changes to the plan. Oversees Handling of reports of workplace violence. Oversees recordkeeping.</i>	(909) 820-7700 Ext. 2110	dharris@rialtousd.org
Violeta Cervantes	Risk Management Compliance Officer	Responsible for employee involvement and training; <i>organizes safety meetings, updates training materials, and handles any reports of workplace violence.</i>	(909) 820-7700 Ext. 2111	vcervant@rialtousd.org
Alex Rodriguez	Emergency Operations Specialist	Responsible for emergency response, hazard identification, and coordination with other employers; <i>conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(909) 421-7609 ext. 2820	arodrigu1@rialtousd.org
Armando Urteaga	Lead Agent, Personnel Services	Responsible for post incident corrective measures; investigations, Title IX, personnel and disciplinary actions towards any employee(s) involved in any workplace violence. Personnel support for employees who experience violence in the workplace	(909) 820-7700 Ext. 2401	aurteaga@rialtousd.org
Frank Camacho	Agent: Child Welfare & Attendance	Responsible for Title XI incidents, where students are involved is workplace violence.	(909) 873-4336 ext. 2371	fcamacho@rialtousd.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.



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EMPLOYEE ACTIVE INVOLVEMENT

Rialto Unified School District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence by creating opportunities for employees and their representatives to participate in quarterly Safety Committee Meetings (SCM). These meetings will consist of various staff from different service areas and their representatives. Safety meetings will review data on prior incidents of workplace violence and outcomes. Additionally, they will have opportunities to report or identify potential hazards and make suggestions to mitigate the potential hazard. They will make recommendations and have input on training opportunities.
 - Designing and implementing training by creating opportunities for employees and their representatives to participate in Safety Committee Meetings. These meetings include making recommendations and providing input on training opportunities.
 - Reporting and investigating workplace violence incidents. Employees are encouraged and required to report unsafe working conditions. Reports of workplace violence are to be reported to the employees immediate supervisor, site administration or to Risk Management Services. Additionally, the employee shall complete form RM-2024-1 *Workplace Violence Incident Report*, within 24 hours (or when safe to do so) after reporting the incident.
 - Quarterly Safety Meetings will be conducted by Risk Management Services and will include employees from various service areas and their representatives, along with representation from Safety Operations, Personnel, Students and Special Services.
- Management 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, as required by the District's Injury Illness Prevention Plan and Board Policy 4157, 4257 & 4357 - *Employee Safety*.
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:



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- Ongoing training of employees, supervisors, and administrators in the provisions on the Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. Employees who are non-compliant with the rules of the WVPP will be subject to progressive discipline according to the District's Injury Illness Prevention Plan (IIPP), Board Policy 4157, 4257 & 4357 - *Employee Safety*, the respective collective bargaining agreement and the Education Code.
- Require and provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by soliciting nominees from the site service areas on a quarterly basis. Nominated employees will be entered into a selection process through the Safety Committee. Winners will receive certificates of recognition and other awards, as permitted.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures information.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
 - Supervisors and employees can utilize the services of the District's translators in order to ensure effective communication in the employees' first language, if applicable.
- Posted or distributed workplace violence prevention information.

Reporting concerns, incidents or threats of violence:

- Employees can anonymously report concerns of unsafe conditions, by completing form SAF-11 - *Report of Unsafe or Hazardous Condition* or through WeTip.
- Employees shall report incidents of violence or the threat of violence to their immediate supervisor, Risk Management Services or Personnel Services immediately, within 24 hours or when safe to do so, by utilizing form RM-2024-1 - *Workplace Violence Incident Report*
- Employees may contact the District's Safety & Intervention Services at (909) 820-6892 for support. Employees may also report incidents or threats of violence to law enforcement, including calling 911, **without fear of reprisal.**
- Employees will not be prevented from accessing their mobile or other communication devices to seek



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emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Rialto Unified School District will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or other service area, who will inform the WVPP administrator.
- The employee completes form RM-2024-1, *Workplace Violence Incident Report*, which is available at all District locations and on the District's website. This report will be turned into the immediate supervisor or directly to Risk Management Services or Personnel Services.
- The reporting employee receives form RM-2024-2 - *Notice of Receipt and Process*.

PROCEDURES:

1. Employee reports incident of threat of violence & completes RM-2024-1, *Workplace Violence Incident Report*
2. Employee receives form RM-2024-2 - *Notice of Receipt and Process*.
3. Receiving site administrator logs receipt of RM-2024-1 and reports incident to the WVPP Administrator, who begins and coordinates the investigation
4. The investigation shall include necessary service areas (school site, Personnel Services, Education Services, Special Services and/or Student Services). The appropriate service area may lead the investigation based on the nature of the reported incident.
5. The investigation shall include an assessment of prior similar incidents to identify trends and/or recurring incidents of violence or threats of violence. Identified trends or recurring incidents shall be recorded on the form RM-2024-4 - *Hazard Identification, Evaluation and Correction Form*, and shall be referred to the Safety Committee.
6. Employees may request the status of the investigation and/or to review data and documents pertaining to the incident, by completing RM-2024-5 - *Records Request Form*. Employees shall allow the District 7 business days prior to making the request and 15 calendar days to receive the information, as required by SB 553.
7. WVPP Administrator shall review the conclusion of investigation and coordinate the implementation of corrective measures, if applicable.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively, through Personnel Services.

EMERGENCY RESPONSE PROCEDURES

Rialto Unified School District has in place the following specific measures to handle actual or potential workplace violence emergencies:



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- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:
 1. Each school site has a public address system (P.A.). The system is used to announce incidents to all staff and students. The system is accessed through the telephone system with a series of numbers.
 2. The RUSD has a safety dispatch center. The operators monitor telephones 24 hours a day, 7 days a week and including holidays. The number is posted in every classroom and office. The center also has radio communication and video surveillance capabilities with the Rialto Police Department.
- Rialto Unified School District will have evacuation or sheltering plans.
 1. The RUSD has evacuation and shelter-in-place plans. The plans are adaptable and integrate with other emergency plans. Plans are uniform across the RUSD and address Access and Functional Needs individuals (ADA).
 2. Every room and building has an evacuation map. The maps indicate the intended route for staff. They also list utility shutoff locations for each site.
 3. School/ buildings have emergency exit equipment. Above doors are lighted or photoluminescent emergency exit signs. Doors have “panic” type hardware and can be opened with one action.
- How to obtain help from staff, security personnel, or law enforcement.
 1. All classrooms and offices have “RUSD Critical Incident Response Plan” posters posted on a wall. The posters are typically near a door or exit. The poster lists some quick action steps when responding to intruders, evacuations, threats and other emergencies. They have indicated communication steps for staff or persons to initiate. These posters remind persons to dial 911 for emergencies and also have the RUSD safety dispatch center number printed on them.

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Rialto Unified School District 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 employer is made aware of a new or previously unrecognized hazard.
- Review all submitted/reported concerns of potential hazards.
- Conduct quarterly Safety Committee meetings, which should include administration and District employees.
- Review reported incidents for trends and recurring acts or threats of violence (RM-2024-4 -*Hazard Identification, Evaluation and Correction Form*)

Periodic Review and Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted on a quarterly basis.

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



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Specific Person Name/Job Title	Area/Department/Specific location
Derek Harris, Lead Risk Mgmt. Agent	WVPP Administrator
Violeta Cervantes, Risk Mgmt. Comp. Off	Risk Management - Districtwide
Dr. Sonya Scott, Lead Agent, Spec. Services	Special Education - Districtwide
Dr. Robin McMillon, Lead Agent, Student Services	Student Services - Districtwide
Norberto Perez, Lead Agent, Expanded Learning & Safety	Safety & Intervention - Districtwide
Matt Carter, Agent: M&O	Main & Ops - Districtwide

Inspections for workplace violence hazards may include any of the following:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- 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 persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- 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.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.

WORKPLACE VIOLENCE HAZARD CORRECTION

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

- 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



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necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection. This applies to all student workers, staff, faculty, and contractors.

- All corrective actions taken will be documented and dated on the appropriate forms such as:
 - Hazard identification, evaluation and corrective record (RM-2024-4)
- Corrective measures for workplace violence hazards will be specific to a given work area.

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 of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. 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.
- Whenever 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.

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

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- 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 Rialto 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 pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.



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- Opportunities Rialto Unified School District has for interactive questions and answers with a person knowledgeable about the Rialto Unified School District plan.

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

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Rialto Unified School District ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times via the District website.

RECORDKEEPING

Rialto Unified School District will:

- 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 a 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.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request using the **Workplace Violence Records Request Form (RM-2024-5)** 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.



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REVIEW AND REVISION OF THE WVPP

The Rialto Unified School District 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 the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:


- Review of Rialto Unified School District's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of 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. 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.]

EMPLOYER REPORTING RESPONSIBILITIES

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

I, Derek Harris, Lead Risk Mgmt. Agent of Rialto Unified School District, hereby authorize and ensure the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to the overall health, safety and well-being of our employees and believe that these policies and procedures will help us to continue to promote a workplace environment free of workplace violence.

Derek Harris
Lead Risk Management Agent


Signature

June 30, 2024
Date