



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT WORKPLACE VIOLENCE PREVENTION PLAN

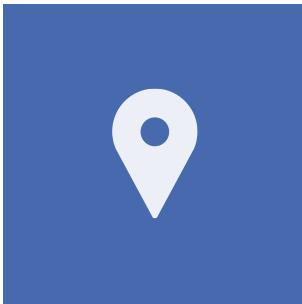
Introducing the Workplace Violence Prevention Plan (WVPP) and SBCCD's commitment to creating a secure environment for all.



WELCOME & INTRODUCTION

The San Bernardino Community College District (SBCCD) is committed to creating a safe and secure environment for all employees, students, contractors, and visitors. The Workplace Violence Prevention Plan (WVPP) outlines the District's strategies and policies to address the critical issue of workplace violence.

COMPLIANCE WITH SENATE BILL 553



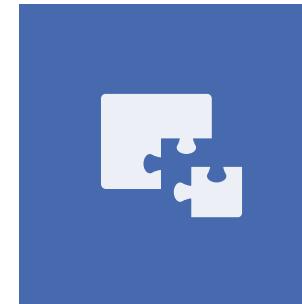
Senate Bill 553 (SB 553) Requirements

The Workplace Violence Prevention Plan (WVPP) is developed in compliance with the legal requirements set forth in SB 553, which mandates that colleges and universities implement comprehensive workplace violence prevention programs.



California Labor Code Sections

The WVPP is guided by the legal framework outlined in California Labor Code Sections 6401.9 and 6401.7, which establish the Injury and Illness Prevention Program (IIPP) and the specific requirements for workplace violence prevention.



Integration with Existing IIPP

The WVPP is a stand-alone plan designed to work cohesively under SBCCD's existing IIPP to ensure a comprehensive approach to safety management and compliance with all relevant legal requirements.

By aligning the WVPP with the legal mandates of SB 553 and the California Labor Code, SBCCD demonstrates its commitment to providing a safe and secure work environment for all employees, students, contractors, and visitors.

THROUGH THIS TRAINING WE WILL HELP YOU
COME TO UNDERSTAND

1. The risk of Workplace Violence and the events that motivated this law's passage.
2. SBCCD's responsibilities in implementing the WVPP.
3. The Four Types of Workplace Violence outlined in statute.
4. How you can report incidents of Workplace Violence.
5. SBCCD's protocol to respond, investigate, and correct incidents of Workplace Violence.
6. Steps you can take to report and correct Workplace Violence Hazards.
7. Rights and protections for those who report Workplace Violence.
8. How to access Workplace Violence records and reports.
9. How to submit questions, concerns, or suggestions for the WVPP.





GOVERNOR SIGNS SENATOR CORTESE'S SB 553: PREVENTING WORKPLACE VIOLENCE

SEPTEMBER 30, 2023

“The journey of SB 553 began in the aftermath of the 2021 massacre at the Valley Transportation Authority railyard in my district in San Jose. On that horrible day, we quickly realized how safety protocols can and must be enhanced. In the following days and months, more solutions for preventing workplace violence emerged,” said Senator Dave Cortese (D-San Jose). “SB 553 is the result of a months-long negotiation between workers, businesses and Cal/OSHA. This groundbreaking law will help workers and employers establish a plan for the types of workplace violence that are on the rise. I applaud my colleagues and Governor Newsom for recognizing the necessity of this law.”

WORKPLACE VIOLENCE

HOW IT BREAKS DOWN

2

According to the Occupational Safety and Health Administration (OSHA), workplace violence is the 2nd leading cause of fatal occupational injuries in the United States.

2M

Workplace Violence in the United States affects almost 2 million workers each year.

761

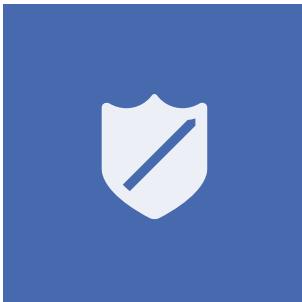
In 2021, the Bureau of Labor and Statistics reported 761 employee fatalities resulting from workplace violence incidents.

849

In 2022, the Bureau of Labor and Statistics reported the number of employee fatalities resulting from workplace violence incidents grew to 849.

SBCCD Workplace Violence Prevention Plan

PURPOSE AND SCOPE



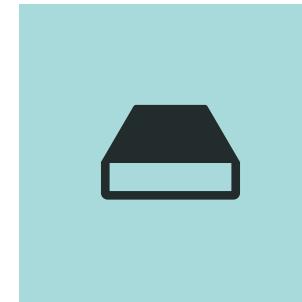
Zero-Tolerance Policy

Establishes a clear stance against any form of violence or aggression in the workplace, ensuring a safe and secure environment for all.



Comprehensive Scope

Applies to all District employees, students, contractors, and visitors, covering all forms of workplace violence outlined in the plan.



Ensuring Safety

Aims to protect the well-being and security of all individuals on the District proper's premises, promoting a culture of respect and non-violence.

The Workplace Violence Prevention Plan is a comprehensive and proactive measure to foster a safe and secure work environment, where the safety and security of all individuals are the top priority.

**“WE ARE COMMITTED TO PROVIDING A SAFE
AND SECURE WORKPLACE FOR ALL
EMPLOYEES, STUDENTS, CONTRACTORS,
AND VISITORS. VIOLENCE, THREATS,
HARASSMENT, AND INTIMIDATION HAVE NO
PLACE IN OUR COMMUNITY.”**

SBCCD ADMINISTRATION

DEFINITION OF WORKPLACE VIOLENCE

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



Threat or use of physical force against an employee

This includes any physical act that could result in injury, psychological trauma, or stress to the employee, regardless of whether an actual injury occurs.

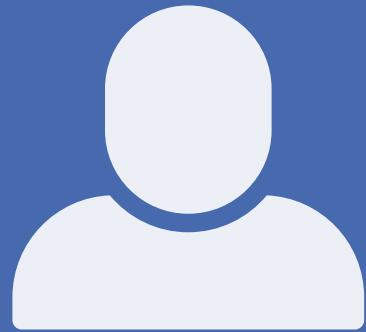


Incident involving a threat or use of a firearm or other dangerous weapon

This includes the use of common objects as weapons, regardless of whether the employee sustains an injury.

Workplace violence can take many forms, and it is essential to have a comprehensive plan in place to prevent and address such incidents.

FOUR “TYPES” OF WORKPLACE VIOLENCE



Type 1

Workplace violence committed by a person who has no legitimate business at the worksite & includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.

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

FOUR “TYPES” OF WORKPLACE VIOLENCE



Type 2

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

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

FOUR “TYPES” OF WORKPLACE VIOLENCE



Type 3

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

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

FOUR “TYPES” OF WORKPLACE VIOLENCE



Type 4

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.

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

KEY DEFINITIONS

- **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 section 6401.9.
- **Plan or WVPP** - 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.
- **Work practice controls** - Procedures and rules which are used to effectively reduce workplace violence hazards.

ROLES AND RESPONSIBILITIES



Kristina Hannon

Vice Chancellor of Human Resources, Payroll and Police Services

Program Administrator

VC Hannon provides resources for plan implementation, training, security measures, record keeping, and plan review.

Contact:

909-388-6937

khannon@sbccd.edu



Patrick Keith

Environmental Health and Safety Administrator

WVPP Program Administrator Designee

Patrick Keith will act as Program Administrator. He develops the plan, oversees implementation, monitors changes in regulation, ensures training compliance, ensures compliance with state law, convenes the WVPP Review Committee, and implements plan changes.

Contact:

909-388-6921

pkeith@sbccd.edu

ROLES AND RESPONSIBILITIES

SBCCD Police

- Respond to incidents of workplace violence.
- Conduct regular security assessments, and coordinate with Safety & Risk Management.
- Administrative Procedures to document workplace violence incidents.

SBCCD Campus Safety Specialists

- Conduct physical inspections for workplace violence hazards.
- Assist in daily tasks to maintain the Workplace Violence Prevention Plan.

WVPP Review Committee

- Comprised of representatives from Human Resources, Safety & Risk Management, and SBCCD Police.
- Conduct annual reviews.
- Reviews WVPP as needed to address recommended changes after a workplace violence incident.
- Recommend changes to the Workplace Violence Prevention Plan.

ROLES AND RESPONSIBILITIES

Managers

- Implement the WVPP.
- Escalating reports of Workplace Violence(WV) making timely notifications to Safety & Risk Management.
- Ensure employees comply with policy and procedure outlined in the WVPP.
- Ensure employees complete required WV training.
- Answer employee questions about the WVPP and/or direct employees to Safety & Risk Management.

Employees

- Adhere to policies and procedures outlined in the WVPP.
- Attend and comply with Workplace Violence Prevention Training.
- Report all incidents of Workplace Violence or threats to their manager, SBCCD Police Department, Safety & Risk Management or through anonymous reporting channels.

SAFETY & RISK MANAGEMENT - RECORD KEEPING

- Create and maintain records of WV hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year.
- Maintain violent incident logs for a minimum of five (5) years.
- Maintain records/Log of WV incident investigations for a minimum of five (5) years.
- Make Workplace Violence Log available to employees and concerned parties fifteen (15) days after completing investigation.

Please Note:

The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.

All records of WV hazard identification, evaluation, and correction; training, incident logs and WV 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 WVPP

Employee access to written SBCCD WVPP ensures that the 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. This will be accomplished by providing upon request and without cost, for examination and copying within fifteen (15) calendar days, in person at the SBCCD Office of Safety & Risk Management and by publishing the plan publicly on the SBCCD Website.

ACCESS POINT	DETAILS
SBCCD Website	Plan accessible online for all employees
SBCCD Office of Safety & Risk Management	Written plan available for review
	Training Logs
	Workplace Violence Incident Logs
	Records of WV Hazard Identification, Evaluation, and Correction

3 MAIN WAYS TO REPORT A WORKPLACE VIOLENCE INCIDENT

EVERY INCIDENT OF WORKPLACE VIOLENCE WHERE YOU ARE MADE TO FEEL UNSAFE WILL BE INVESTIGATED PROPERLY BY SBCCD POLICE AND/OR SAFETY & RISK MANAGEMENT

**IMMEDIATE
RESPONSE**

1 **Call 911** in any emergency that requires a police response

2 **Report to a Manager or directly to Safety & Risk Management** for incidents in the past and when the threat is no longer imminent

3 **Report Anonymously** through Lighthouse Services either by phone or through the online SBCCD portal

**DELAYED
RESPONSE**

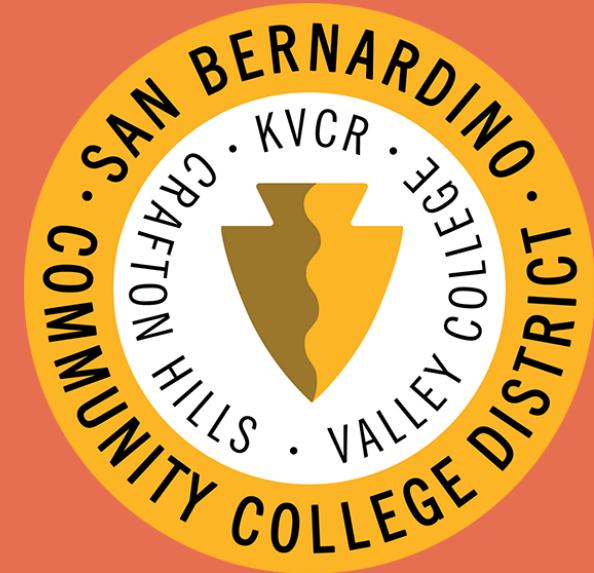
IMPORTANT CONTACTS TO REPORT WORKPLACE VIOLENCE INCIDENT

Every incident of Workplace Violence where you are made to feel unsafe will be investigated properly by SBCCD POLICE and/or SAFETY & RISK MANAGEMENT

**1 SBCCD Police - Call 911 for Emergencies
(909) 389-3275 - Crafton Hills College - (909) 384-4491 Valley College, DSO, EDCT**

2 Safety & Risk Management - Call (909) 388-6957

**3 Anonymous Reporting - ENG (800)403-0436 - ESP (800)216-1288
Anonymous Reporting Online - <http://www.lighthouse-services.com/SBCCD>**



PROTECTIONS UNDER THE SBCCD WVPP AND CALIFORNIA



Confidentiality

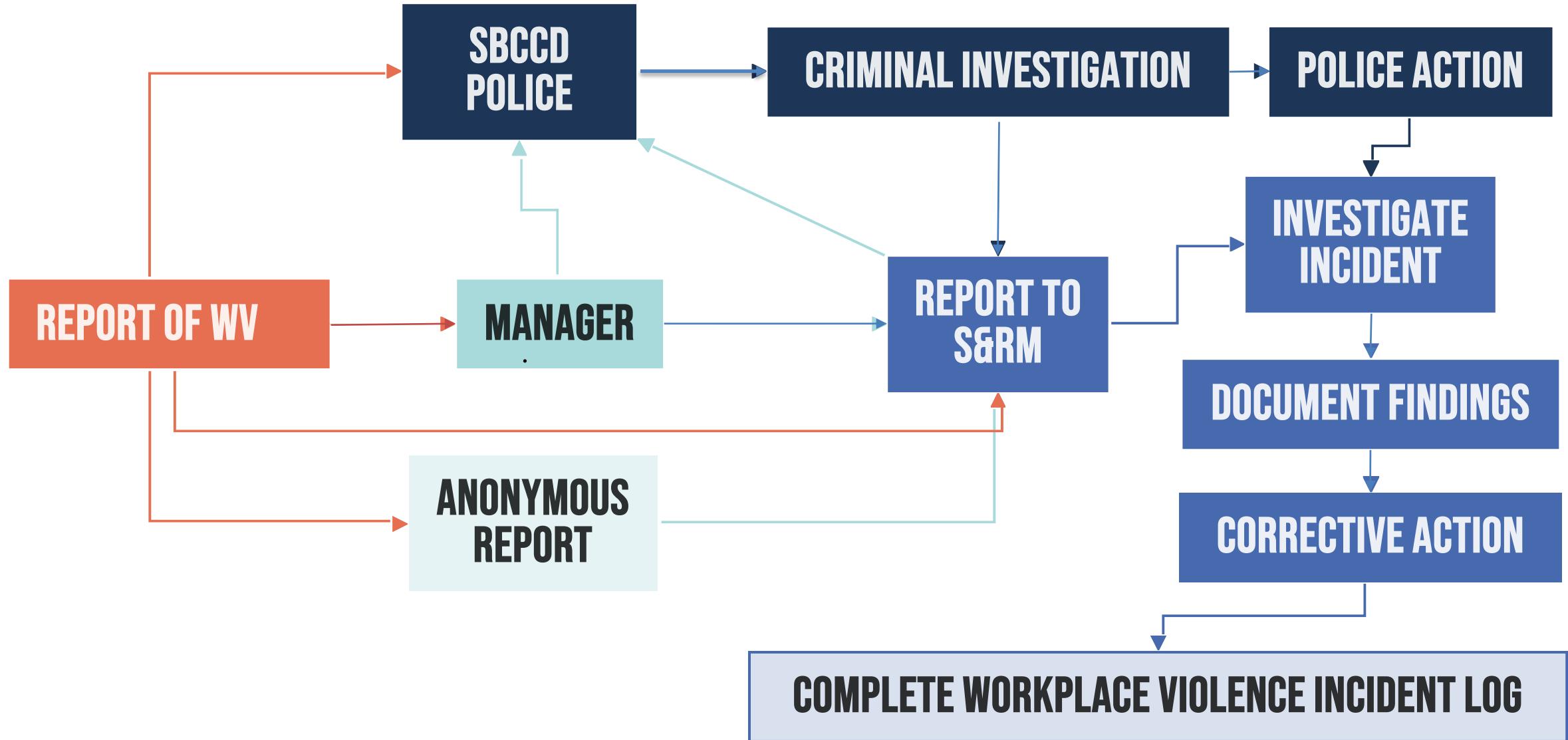
Measures will be taken to protect the confidentiality of all parties to the extent possible while investigating an incident.



Non-Retaliation

Retaliation against individuals who report incidents, concerns, or otherwise participate in an investigation is strictly prohibited by SBCCD Policy and California State Law.

SBCCD RESPONSE TO WORKPLACE VIOLENCE INCIDENT



CORRECTIVE ACTION FOR WORKPLACE VIOLENCE INCIDENTS

WV incidents will be evaluated, and appropriate corrective action will be taken in a timely manner. Corrective action may include, but is not limited to:

- Mediation between the parties involved
- Disciplinary action for those committing violence
- Filing a Workplace Violence Restraining Order (WVRO)
- Criminal charges
- Review of policy and training to address possible gaps and/or deficiencies
- Review and possible update of the plan through the WVPP Review Committee

NOTE:

Any discipline taken against an employee for violation of the WVPP will be undertaken in accordance with existing SBCCD policy and any Collective Bargaining Agreement governing the terms of their employment.

IMPORTANT CONTACTS TO REPORT WORKPLACE VIOLENCE HAZARDS

Workplace Violence Hazards will be documented and reported directly to SBCCD POLICE and/or SAFETY & RISK MANAGEMENT. S&RM or their designee will coordinate with SBCCD Police to ensure the safety of employees, students, contractors, and visitors; correct the hazard; and document the correction.

1 **SBCCD Police - Call 911 for Emergencies**
(909) 389-3275 - Crafton Hills College - **(909) 384-4491** Valley College, DSO, EDCT

2 **Safety & Risk Management - Call (909) 388-6957**

3 **Anonymous Reporting - ENG (800)403-0436 - ESP (800)216-1288**
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WORKPLACE VIOLENCE HAZARDS

WV Hazards include issues of the built environment or shortcomings in policy, preparedness, or training. These include, but are not limited to:



Broken security cameras



Obstructed or inaccessible escape routes



Ineffective site communications for emergencies



Blind corners that may require mirrors



Malfunctioning landlines



Lack of WVPP awareness amongst employees



Building features that create hiding spaces

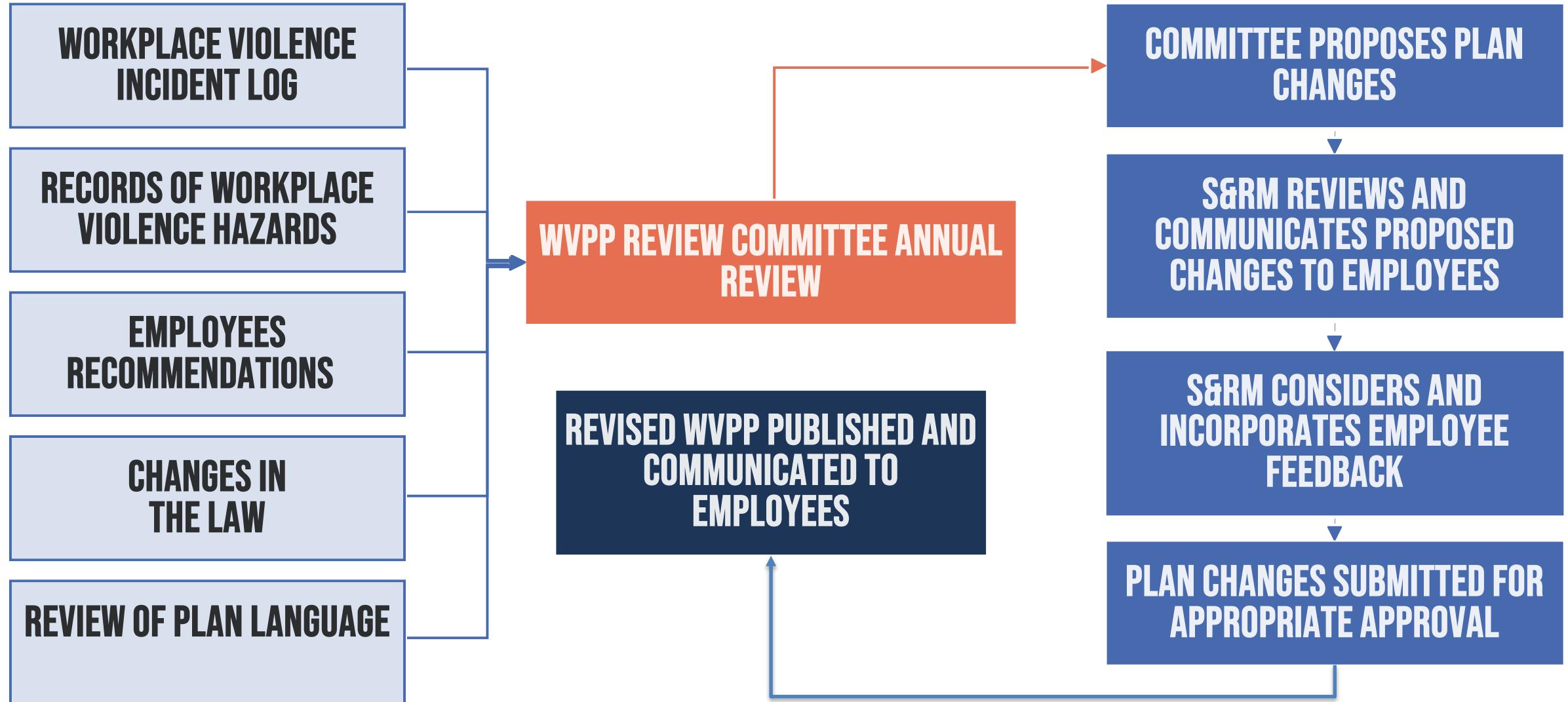


Recurring incidents at specific locations



Inadequate procedures for reporting suspicious behavior

ANNUAL REVIEW OF THE WVPP





Now that you've heard from us...

HOW DO YOU LEARN MORE?

Tiffany Guevara (909) 388-6941

 Patrick Keith (909) 388-6921

Dave Stevenson (909) 388-6935

Mirriam Abunaja (909) 388-6957

 ehs@sbccd.edu

 <https://sbccd.edu/district-services/safety-risk-management/index.php>

THANK YOU FOR YOUR ATTENTION!



Open for QUESTIONS