



Prevention Plan For Workplace Violence

In accordance with California's SB 553, the Antelope Valley Boys & Girls Club California Workplace Violence Prevention Plan (WVPP) defines workplace violence as any act of violence or threat of violence that occurs in a place of employment.

Workplace violence 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, 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.

Definitions

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

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

Plan (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.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment. Does not include lawful acts of self-defense or defense of others.

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.

Workplace Violence Types :

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.

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

Chain of Command

Employee > Manager/Supervisor > DOO/HR > CEDs > CPO

If you are unsure who to contact, please contact your supervisor or human resources. You can also submit an anonymous email to wvpp@avbgc.org.

Human Resources must be informed of all incidents for record-keeping purposes.

Responsibility

The Antelope Valley Boys & Girls Club Administration Executives will have the authority and responsibility to implement the provisions of this plan. All managers, supervisors, and site leads are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

Employee Compliance, Communication, and Active Involvement

All employees of the Antelope Valley Boys & Girls Club will complete an annual online training course on the WVPP. New employee orientation and new supervisor training will include workplace violence prevention policies and procedures. Employees are welcome to share suggestions, report concerns, or discuss the WVPP with any supervisor or with Human Resources. Employees can provide feedback at the conclusion of the online training course or by submitting suggestions to wvpp@avbgc.org. All employees will receive safety performance evaluations as needed. All forms and meeting notes will be submitted to Human Resources for record-keeping in a timely manner. Noncompliance with the WVPP may result in disciplinary action, up to and including termination.

Emergency Reporting and Response

Reporting Procedures:

- In the event of an emergency or immediate threat, call 9-1-1, and then notify your site coordinator or supervisor. (NOTE: CALLING 911 IS A VOLUNTARY AND PERSONAL DECISION AND SHOULD ONLY OCCUR IF THE EMPLOYEE FEELS THEY ARE REASONABLY ABLE TO AND WILLING TO DO SO. WHEN CALLING 9-1-1, AN EMPLOYEE SHOULD ALWAYS PROVIDE THEIR NAME, SITE LOCATION, THE TYPE OF EMERGENCY, AND A DETAILED DESCRIPTION OF THE INDIVIDUAL POSING THREAT, IF POSSIBLE)
- If you have a concern about potential violence, but it is not imminent or life-threatening, employees should partner immediately with a supervisor, who will evaluate whether to call 9-1-1, then partner immediately with the Director of Operations (DOO). (or, if not available, Human Resources)
- Employees can report workplace violence incidents by either emailing wvpp@avbgc.org or by using the reporting link, <https://forms.gle/VB84meQTJ5iHysio9>, where you can report the incident anonymously, if

you choose. The link to this form can also be found through the W2W portal and on the Employee Page of our website.

Reporting Response:

- The Antelope Valley Boys & Girls Club will use When To Work messaging to notify employees of emergencies.
- Workplace Violence Incidents will be investigated in a timely manner.
- A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively per our Zero-Tolerance policy on Retaliation.
- Local Emergency Contacts will be posted at each site.

Local Emergency Contacts

Local Law Enforcement Contacts –

TO BE POSTED AT EACH CLUB LOCATION:

Sheriff – Palmdale (661) 272-2400, Lancaster (661) 948-8466, Mojave (661) 824-7130, Cal City (760) 373-8606

Fire Department – Palmdale (661) 947-8700, Lancaster – (661) 946-0471

DCFS – La County – (661) 223-4200

California Highway Patrol – (661) 948-8541

Workplace Violence Hazard Identification, Evaluation, and Prevention

Inspection shall be conducted when the plan is first established, after each workplace violence incident, and whenever the Antelope Valley Boys & Girls Club is made aware of a new or previously unrecognized hazard.

Employees may contact their supervisor at any time with concerns about potential Workplace Violence hazards. All submitted/reported concerns of potential hazards will be reviewed. Regular safety inspections will be done quarterly at each location, this includes a check of various emergency response items including first aid kits and clear exit paths.

Workplace Violence Hazard Correction

Workplace violence hazards will be evaluated and corrected in a timely manner. Responses may include:

- Engagement by management or Human Resources with those involved or affected.
- Referral to the Employee Assistance Plan of those involved or affected.
- Temporary leave of absence for those involved or affected.
- Disciplinary action, up to and including termination of employment, against any employee determined to have engaged in workplace violence, been dishonest during, or failed to cooperate with a workplace violence investigation.
- Notification of law enforcement.
- Issuance of restraining orders or no trespass letters.
- Any other appropriate action deemed necessary.

Procedure for Post-Incident Response and Investigation

All reports of warning signs, threats, or acts of workplace violence will be taken seriously and will be investigated by Supervisors, Director of Operations, Executive Directors, and/or Human Resources. In all cases, the investigation will involve a review of the involved employees' performance or behavior at the Antelope Valley Boys & Girls Club, a consideration of personal circumstances, history, risk factors, and interviews.

After a workplace incident, when necessary or applicable, the Director of Operations along, with a non-partial investigator, will implement the following post-incident procedures:

- Visit the scene of an incident and preserve evidence 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 root 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.
- The Director of Operations will include an anonymized incident description summary for use in the Violent Incident Log.

Training and Instruction

All employees will have training and instruction on workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and Instructions 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. Any additional training may be limited to addressing any new workplace violence hazard(s) or changes to the plan.

The Antelope Valley Boys & Girls Club will provide its employees with training and instruction on the definitions found on Page 1 of this plan and the requirements listed below:

- The WVPP, how to obtain a copy of the WVPP at no cost, and how to provide feedback on the WVPP.
- How to report workplace violence incidents or concerns to AVBGC or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures AVBGC 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 Violence Incident Logs.
- Opportunities for interactive questions and answers with a person knowledgeable about the WVPP.

Employee Access to the Written WVPP

AVBGC 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.

Recordkeeping and Employee Access to Records

The Antelope Valley Boys & Girls Club will:

- Create and maintain records of workplace violence hazard identifications, evaluations, 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 attending the training sessions.
 - Names and job titles of all persons attending the training sessions.
- Maintain Violent Incident Log for a minimum of five (5) years.
- Maintain records of workplace violence investigations for a minimum of five (5) years.
- The records shall not contain medical information per subdivision (i) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and corrections; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to al/OSHA upon request for examination and copying.

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.

- Violent incident logs.

To request any of these records, send an email to hrrdirector@avbgc.org

Review and Revision of the Plan

The AVBGC 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 Compliance, Communication, 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 AVBGC'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 the California Code of Regulations (CCR), Title 8, Section 342(a), AVBGC will report any work-related serious injury or illness (as defined by CCR, Title 8, Section 330(h)) or death (including any due to Workplace Violence) to Cal/OSHA within the required reporting timeframe.

Violent Incident Log

Information gathered for workplace violence incidents will be entered into a Violence Incident Log and shall contain, at a minimum, the information required by LC section 6401.9(d).

The information that is entered will be based in:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names, Addresses (physical and electronic), Telephone numbers, Social security number

The violence Incident Log will contain the following Information:

- Date, time (or approximate time), and location(s) of the incident
- Workplace Violence Types
 - 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.
- Indicate which of the following describes the type(s) of incident, and explain in details:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.

- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.
- A detailed description of the incident and any additional information on the violence incident type and what it included.
- Who committed the workplace violence.
- The circumstances at the time of the incident.
- Where the incident occurred.
- The consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Were there any injuries? Yes or No. Please explain.
 - Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, or On-site First Aid required? Yes or No. If yes, explain.
- If the severity of the injuries requires reporting to Cal/OSHA, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

GREAT FUTURES START **HERE.**



WORKPLACE VIOLENCE HAZARD CORRECTION FORM

Date & Time: (am/pm)	
Date & Time Hazard Was Identified: (am/pm)	
Name: (Leave blank to report anonymously)	
Location of Hazard:	
Detailed Description of How or Why it is a Hazard:	
Additional Information: (Optional)	
AVBGC USE ONLY	
Received by:	
Date received:	
Assigned to: (Supervisor/Manager name for review)	
Corrective Action(s) taken:	



WORKPLACE VIOLENCE INCIDENT FORM

Incident Date & Time (am/pm)	
Incident Location Address:	
Incident Violence Type(s): -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.	
Detailed Description of Incident:	
Who Committed Violence: (If known, include name, description, address, and contact information.) Include whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.	
Incident Circumstances: Describe what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.	

Where Incident Occurred: (Ex: Parking lot, workplace, other, etc.)	
Type of Incident: Ex: Physical attack without weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting. - Attack with a weapon or object, including but not limited to, a firearm, knife, or other object. - Threat of physical force or threat of the use of a weapon or other object. - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact. - Animal Attack - Other	
Were there any injuries? Yes or No If yes, explain:	
Consequences of Incident: Ex: Was law enforcement contacted and did they respond. If applicable, result(s) of law enforcement response. Any actions taken to protect the employee from continuing threat.	
Were emergency medical responders other than law enforcement contacted, such as a Fire Department or Paramedics? Yes or No If yes, explain:	
Received by: (AVBGC use only)	
Date Received: (AVBGC use only)	

Workplace Violence Prevention in General Industry (Non-Health Care Settings) - Information for Employees

According to the Occupational Safety and Health Administration (OSHA), workplace violence affects almost 2 million American workers every year.

Your employer is required to establish, implement, and maintain an effective written Injury and Illness Prevention Program (IIPP), as well as other safety & health programs to reduce your risk of exposure to hazards and prevent injuries and illnesses in the workplace. As of July 1, 2024, your employer will also be responsible for establishing, implementing, and maintaining an effective written Workplace Violence Prevention Plan (WVPP).

This employee fact sheet will define workplace violence, explain the four types of workplace violence, identify required WVPP training, recommend how to prevent workplace violence, and list your rights under requirements of the WVPP.

What is workplace violence?

“Workplace violence” means any act of violence or threat of violence that occurs in a place of employment.

What are the four 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 workers 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.

Preventing workplace violence

Employers are required to provide training to employees on its WVPP when it is first established, during initial training, and every year after that. Additionally, training is required when a new or previously unrecognized workplace violence hazard is identified or there are changes made to an employer’s WVPP.

Workplace violence prevention training should include the following:

- How to involve employees and their representatives in developing and carrying out the WVPP.
- How to get a free copy of the written WVPP.
- How to report workplace violence incidents or concerns to your employer or law enforcement without fear of retaliation.
- What the workplace violence hazards are for the employees’ job.
 - How the employer will correct those hazards.
 - How the employee can get help to avoid or respond to violence.

(continued on next page)

- Suggestions on how to avoid physical harm.

How can employees help prevent workplace violence?

Inform your supervisor if you know of any incidents of workplace violence and/or if you suspect any incidents, which may include:

- Physical or verbal threats against an employee.
- Non-employees or strangers in the workplace who seem like they want to cause harm.
- Rumors of possible workplace violence.
- Arguments or physical fights between coworkers, clients and/or non-employees.

Become familiar with the procedures your employer has written on how to:

- Respond and report actual or potential workplace violence to your employer or law enforcement.
- Request a copy of the WVPP.
- Evacuate or take shelter in case of workplace violence emergencies.
- Avoid physical harm and workplace violence.
- Who to contact for questions and answers about the WVPP.

How does workplace violence prevention affect dual-employers and temporary (staffing) agencies?

If you are a temporary worker, both your staffing agency and the host employer whose workplace you work at are responsible for your safety and health and must protect you against hazards in

the workplace. Staffing agencies and the host employer must provide you with workplace protections as required by Cal/OSHA, such as appropriate training and personal protective equipment.

What rights do employees have under the workplace violence prevention plan?

Every employee has the right to:

- Be provided with training that they understand, in the language they understand.
- Obtain a free copy of the WVPP.
- Receive the following types of records related to workplace violence for copying and examination within 15 calendar days of the request:
 - Workplace violence hazard identification and evaluation
 - Training
 - Violent incident logs
- Report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of retaliation.

All workers have a right to a safe and healthful workplace, regardless of immigration status, and may file confidential complaints about workplace safety and health hazards with Cal/OSHA.

For work-related questions or complaints, contact the Cal/OSHA Call Center at 833-579-0927. Bilingual representatives are available to answer your questions.

June 2024



This document is available with active links at www.dir.ca.gov/dosh/dosh_publications
 For assistance regarding this subject matter, employers may contact
Cal/OSHA Consultation Services at 1-800-963-9424 or InfoCons@dir.ca.gov
www.dir.ca.gov/dosh/consultation.html
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Acknowledgment of Workplace Violence Prevention Plan

I acknowledge that I have received a digital copy of AVBGC's Workplace Violence Prevention Plan (WVPP) and Cal OSHA's WVPP Employee Fact Sheet. I understand I may contact my supervisor or human resources to request to receive a printed copy of the WVPP and Employee Fact Sheet or access the virtual copy on the AVBGC Employee page. The virtual copy allows me to review, print, or email the current version of the WVPP and Cal OSHA's WVPP Employee Fact Sheet. AVBGC has reviewed the plan and fact sheets with me, and I agree to utilize this training along with the information provided to me.

I understand and agree that it is my responsibility to read and familiarize myself with this plan/policy. I understand that the Antelope Valley Boys and Girls Club is committed to providing a work environment free from harassment, discrimination, retaliation, and violence. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this plan/policy.

Employee Webpage: <https://www.avbgc.org/employee-page>

Employee's Name (PRINT): _____

Employee Signature: _____ DATE: _____

Employer Representative: _____ DATE: _____