



El Camino College

# EL CAMINO COMMUNITY COLLEGE DISTRICT WORKPLACE VIOLENCE PREVENTION PLAN

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# TABLE OF CONTENTS

PURPOSE AND AUTHORITY ..... 3

DEFINITION OF TERMS..... 3

PERSON(S) RESPONSIBLE..... 4

PROCEDURES AND IMPLEMENTING ..... 4

COORDINATION..... 4

PROCEDURES TO ACCEPT AND RESPOND ..... 4

EMPLOYEE COMPLIANCE ..... 5

EMPLOYEE COMMUNICATION..... 5

EMPLOYER EVALUATION AND RESPONSE ..... 5

WORKPLACE VIOLENCE REPORT FORM ..... 5

EMPLOYEE TRAINING..... 6

RECORDKEEPING..... 6

# PURPOSE AND AUTHORITY

California SB 553 requires California employers to establish, implement, and maintain at all times in all work areas an effective Workplace Violence Protection Plan (WVPP).

The WVPP, a component of the Injury and Illness Prevention Program, is intended to establish a framework for protecting employees from workplace violence. This plan includes the following components:

1. Names or job titles of the persons responsible for implementing the plan. If there are multiple persons responsible for the plan, their roles shall be clearly described.
2. Effective procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan.
3. Effective procedures for the employer to accept and respond to reports of workplace violence, and to prohibit retaliation against an employee who makes such a report.
4. Effective procedures to ensure that supervisory and nonsupervisory employees comply with the plan.
5. Effective procedures to communicate with employees regarding workplace violence matters, including, but not limited to, both of the following:
  - A. How an employee can report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal.
  - B. How employee concerns will be investigated.
6. Effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following:
  - A. Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.
  - B. Evacuation or sheltering plans that are appropriate and feasible for the worksite.
  - C. How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement.
7. Procedures to develop and provide employee training.
8. Procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns. Inspections shall be conducted when the plan is first established, and after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard and:
  - A. Annually in collaboration with Keenan and the Workplace and Risk Management office.
9. Procedures to correct workplace violence hazards identified above, in a timely manner consistent with the IIPP, including:
  - A. Procedures for post incident response and investigation.

- B. Procedures to review the effectiveness of the plan and revise the plan, including:
  - i. Procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan.
10. Maintain a written log recording incidents of workplace violence.

## DEFINITION OF WORKPLACE VIOLENCE

"Workplace violence" means any act of violence or threat of violence that occurs at the work site. Workplace violence includes 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. "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. Acts of workplace violence include, but are not limited to, the following: physical assaults, punching, slapping, grabbing, pushing, choking, kicking, biting, hitting with an object, threatening with a weapon, assaulting with a weapon, animal attacks, verbally harassing, verbally threatening, and homicide. Workplace violence does not include lawful acts of self-defense or defense of others.

"Threat of violence" is defined as 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.

## TYPES OF VIOLENCE

- **Type I 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 II violence:** workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- **Type III violence:** workplace violence against an employee by a present or former employee, supervisor, or manager.
- **Type IV 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.

## PERSON(S) RESPONSIBLE FOR IMPLEMENTING THE WVPP

The overall responsibility for overseeing the development, implementation, and maintenance of the WVPP, rests with the Director of Workplace Safety and Risk Management including employee involvement and training, emergency response, hazard identification, and coordination with other employers. The Workplace Violence and Prevention Committee consist of the Director of Workplace Safety and Risk Management, Director of Human Resources, Chief of the El Camino Community College Police Department.

## PROCEDURES FOR INVOLVING EMPLOYEES IN THE DEVELOPMENT AND IMPLEMENTATION OF THE WVPP

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 through their participation in identifying, evaluating, and correcting workplace violence hazards, in designing and implementing training, and in reporting and investigating workplace violence incidents:

- Development of a Workplace Violence and Prevention Committee. Meeting dates, agendas, and minutes will be posted on the Workplace Safety and Risk Management webpage.
- All employees are asked to submit any questions or comments directly to the Director of Workplace Safety and Risk Management at [riskmanagement@elcamino.edu](mailto:riskmanagement@elcamino.edu).
- An annual session during Professional Development Day will be provided by the Workplace Violence and Prevention Committee.

## WVPP IMPLEMENTATION & COORDINATION

In an effort to ensure that all employees understand their respective roles in this plan, that they understand all aspects of this plan, and they understand how to report incidents of workplace violence, we will take the following steps:

1. Provide employee training via an online course (Keenan)
2. Provide an annual session at Professional Development Day highlighting the plan and any updates.
3. Post and share meeting agendas and minutes from committees or teams involved.

## EMERGENCY RESPONSE PROCEDURES

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

1. Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following: campus wide email, text notification, and in office phone notification. Information regarding emergency notifications is available via the following link: <https://www.elcamino.edu/support/health-safety/police/>
2. Evacuation procedures and emergency preparedness information is available via the following link: <https://www.elcamino.edu/departments/workplace-safety-and-risk-management/>
3. For emergencies that occur on the El Camino Community College main campus, the Police Department can be reached via phone at 310-660-3100. For emergencies at the Districts Business Training Center and Fire Academy, please call 911.



# PROCEDURES TO ACCEPT & RESPOND TO REPORTS OF WORKPLACE VIOLENCE

Employees should report workplace violence to the El Camino Community College Police Department, the [Workplace Violence Reporting Form - Formstack](#) or call 9-1-1 if the threat/act of violence is imminent and serious. The El Camino College Police Department will adhere to the

following process for accepting and responding to reports of workplace violence:

1. The El Camino College Police Department will determine any steps that need to be taken to protect the reporting employee, or any other employee, against an immediate threat of violence.
2. All reports submitted will be reviewed by the Workplace Violence Prevention Committee.
3. Submitted reports will be reviewed and all relevant information (interviews, location visits, documentation of evidence, and follow-up questions) will be collected as needed by the El Camino Community College Police Department. Any investigative processes will be handled by the El Camino College Police Department.
4. Findings will be evaluated by the Workplace Violence Prevention Committee to determine a root cause.
5. Inspections shall be conducted when the plan is first established, and after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
6. Corrective actions/steps will be established to address each cause by the Workplace Violence Prevention Committee.
7. Coordination with the necessary departments/staff will be developed as needed to implement the corrective actions.
8. Findings and corrective actions will be communicated back to the reporting employee.
9. Corrective actions will be monitored for effectiveness.
10. The incident and all correlating information will be documented by the Workplace Violence Prevention Committee in the "Violence Incident Log" for recordkeeping and reporting purposes. The District shall omit any element of personal identifying information sufficient to allow identification of any person involved in a violent incident, such as the 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.

Any student related concerns should be reported to the Warrior Safety Network by visiting the following link: [https://cm.maxient.com/reportingform.php?ElCaminoCollege&layout\\_id=5](https://cm.maxient.com/reportingform.php?ElCaminoCollege&layout_id=5)

Any concerns related to students will be overseen by the Student Development Office. Relevant information will be shared with the Workplace Violence and Prevention Committee as needed.

All employees are encouraged to report any concerns or incidents related to workplace violence, and that they can do so without fear of reprisal. A strict non-retaliation policy is in place, and any instances of retaliation could lead to disciplinary action, including termination.

# PROCEDURES TO ENSURE EMPLOYEES COMPLY WITH THE WVPP

While the Director of Workplace Safety and Risk Management and the Workplace Violence Prevention Committee is responsible for overseeing the development, implementation, and maintenance of the WVPP, all employees are responsible for adhering to their roles, responsibilities and training provided under this plan. Supervisors and managers will use the following procedures to ensure employees comply with the WVPP:

- Ensuring employees take/attend the training(s) and refresher training(s) assigned to them.
- Monitor employee adherence to topics and concepts covered in the training they received.
- Follow our established AP's/BP's for the District. We will actively enforce all aspects of the WVPP.
- Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, or any other such means that ensures employee compliance with safe and healthful work practices.

## EMPLOYEE COMMUNICATION

Employees should report any and all workplace violence related incidents, threats and concerns to the El Camino Community College Police Department), or by contacting emergency services directly by calling 9-1-1 if the threat/act of violence is imminent and serious.

Anonymous reporting can be submitted via the following link:

- [Workplace Violence Reporting Form - Formstack](#)

All submitted forms will be reviewed by the Workplace Violence and Prevention Committee in three to five business days.

## EMPLOYER'S EVALUATION & RESPONSE

When responding to a report of workplace violence, the El Camino Community College Police Department outlined above, will adhere to the following process:

1. Determine any steps that need to be taken to protect the reporting employee, or any other employee, against an immediate threat of violence.
2. Investigate the report to gather all relevant information (interview employees, visit the location, document evidence, ask follow-up questions), including capturing the following information:
  - o Consequences of the incident (including but not limited to):
    - Actions taken to protect employees from a continuing threat or any other hazards resulting from the incident (please explain)
  - o Information about the person completing the employer's response/log:
    - Name
    - Title
    - Date

The Workplace Violence Prevention Committee will:

- Evaluate the findings from the Police Department to identify the root cause. Define corrective actions/steps to be taken to address each cause.
- Coordinate with the necessary departments/staff to implement the corrective actions.
- Communicate findings and corrective actions back to the reporting employee.
- Monitor the effectiveness of the corrective actions.
- Document the incident and all correlating information in the “Violent Incident Log” for recordkeeping and reporting purposes.
- Monitor employee adherence to topics and concepts covered in the training they received.
- Follow our established AP’s/BP’s for the District. We will actively enforce all aspects of the WVPP.
- Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, or any other such means that ensures employee compliance with safe and healthful work practices.

## EMPLOYEE TRAINING

El Camino Community College District will provide employees with initial training when the plan is first established, and annually thereafter, on all of the following:

1. Where to access the Workplace Violence Prevention Plan and how to participate in development and implementation of the plan.
2. The definitions and requirements of SB 553.
3. How to report workplace violence incidents or concerns to the District and/or law enforcement, without fear of reprisal.
4. Workplace violence hazards specific to employees’ jobs, the corrective measures we have implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
5. The required violent incident log and how to obtain copies of records.
6. An opportunity for interactive questions and answers with a person knowledgeable about the employer’s Plan.
7. Additional training will be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan.

## RECORDKEEPING

Records of workplace violence hazard identification, evaluation, and correction will be created and maintained for a minimum of five years.

Training records will be created and maintained for a minimum of one year and 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.

Violent incident logs will be maintained for a minimum of five years.

Records of workplace violence incident investigations will be maintained for a minimum of five years. These records shall not contain “medical information,” as defined in subdivision (j) of Section 56.05 of the Civil Code.

All records required above by will be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.

The Director of Workplace Safety and Risk Management and the Workplace Violence and Prevention Committee will be responsible for ensuring that all relevant records are completed, maintained, and made available upon request as required by this program and/or Cal/ OSHA. A safe and healthy workplace is the goal of everyone at El Camino Community College District, with responsibility shared by management and staff alike.



El Camino College

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