

## **Appendix F.**

### **Workplace Violence Prevention Plan California State University, Sacramento**

#### **I. Purpose**

This Workplace Violence Prevention Plan (“WVPP” or “Plan”) addresses and implements corrective measures for workplace violence hazards specific to California State University Sacramento (the “University”) work areas and operations. The purpose of this Plan is to: identify the names and job titles of the persons responsible for the implementation and maintenance of the WVPP, highlight how employees can report violent workplace incidents, threats, or other workplace violence concerns, and how to respond to reports, reinforce against unlawful retaliation for reporting violent incidents, threats, or other workplace violence concerns, and participating in any related investigations of such reports, outline procedures to respond to actual or potential workplace violence emergencies, detail training requirements about this Plan, including the frequency of training, outline procedures to identify and evaluate workplace violence hazards, and communicate post-incident response and investigation processes.

#### **II. Workplace Violence Prevention Requirements**

California Senate Bill 553 (SB 553) amended California Labor Code section 6401.7 and created section 6401.9. The new requirements (Workplace Violence Prevention) found in those Labor Code sections will be in effect and enforceable on July 1, 2024.

#### **III. Scope**

The WVPP applies to all University employees, including faculty and staff, as well as volunteers and persons present in University worksites. The WVPP does not apply to University employees when telecommuting from a location of the employee’s choice, not under the control of the University. University auxiliaries are responsible for applying similar practices to their respective programs and activities.

#### **IV. Accountability**

Any University employee who engages in an act or threat of workplace violence or who retaliates against another member of the University community for reporting a workplace violence incident or concern is subject to disciplinary action under University policies and/or applicable collective bargaining agreements, up to and including non-retention or expulsion. If a contractor, vendor, volunteer, or visitor engages in an act or threat of workplace violence or retaliates against another member of the University community for reporting a workplace violence incident or concern, they may be barred from University-owned or leased property and have their business relationship with the University suspended or terminated.

#### **V. Definitions**

The following definitions apply to this Plan:

1. 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.
2. Emergency: Unanticipated circumstances that can be life threatening or pose a risk of significant injuries/harm to employees or other persons.

3. 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.
4. Log: The violent incident log (“VIL”) required by Labor Code Section 6401.9.
5. Workplace Violence: Any act or threat of violence that occurs in a place of employment. This term encompasses, but is not limited to, the following:
  - a. 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 an injury is sustained.
  - b. An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects such as weapons, regardless of whether an injury is sustained.
  - c. Workplace violence does not include lawful acts of self-defense or defense of others.
6. Work Practice Controls: Procedures and rules which are used to effectively reduce workplace violence hazards.
7. Workplace Violence Type:
  - i. Type 1 Violence is workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace with the intent to commit a crime.
  - ii. Type 2 Violence is workplace violence directed at employees by students or visitors.
  - iii. Type 3 Violence is workplace violence against an employee by a present or former employee, supervisor, or manager.
  - iv. Type 4 Violence is 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 a University employee.

## **VI. Workplace Violence Incidents**

1. Reporting Acts or Threats of Workplace Violence and University Actions
  - a. University employees or students who witness or perceive an act of workplace violence or a threat of workplace violence on campus are encouraged to report such incidents of workplace violence through one or more of the following channels:
    - i. University Police: 916-278-6000
    - ii. “Blue Light” campus emergency phone (University Police) [Safety Map](#)
    - iii. Sacramento Police: 911
    - iv. The University Behavioral Intervention Team (BIT) online report form for student-only incidents: [BIT Report form](#)
    - v. Employees contact their Appropriate Administrator
    - vi. Employees contact University Human Resources: [Report to Human Resources](#)
    - vii. Risk Management Safety Hotline for Non-police incidents: 916-278-2020
    - viii. Injury Incident on Campus for any in the campus community Report Form: [Injury on Campus Report Form](#)
    - ix. Non-Discrimination Policy complaint form: [Online Complaint Form](#)
  - b. Situations that do not involve an actual or imminent act of workplace violence or threat of workplace violence can be reported.
2. Retaliation for reporting an instance of workplace violence is strictly prohibited. Any member of the University community who retaliates against someone for reporting workplace violence is subject to discipline, up to and including non-retention, expulsion, and/or removal from campus.

3. To prepare for a workplace violence emergency and enhance the likelihood that a University employee will report an incident, the University will undertake the following actions:
  - a. Provide workplace violence prevention policies and procedure information during new employee and volunteer orientations.
  - b. Require employees to complete workplace violence prevention plan training.
  - c. Post and distribute workplace violence prevention information.
  - d. Communicate periodically to all University employees about how employees can report a violent incident, threat, or other workplace violence concern without fear of reprisal or adverse action.
4. Emergency Communication
  - a. In the event of a workplace violence emergency, the University will communicate through the following means:
    - i. Alerts may be sent to University employees and students utilizing the Emergency Notification System.
    - ii. University email: Official University email communications may be sent to active email addresses.
    - iii. Emergency notifications and alerts may be displayed on the University website home page.
    - iv. University and external public safety officials may provide emergency information to external news media.
    - v. Social media: Information may be posted on social media platforms the University maintains.
  - b. When information is available and appropriate to release, these alerts may:
    - i. Provide information about the presence, location, and nature of the workplace violence emergency.
    - ii. Provide evacuation or sheltering plans appropriate for the situation.
    - iii. Inform campus community about how to obtain assistance from the UPD or other law enforcement agencies.
5. Violent Incident Log (VIL)
  - a. University Risk Management (URM) maintains the VIL.
  - b. Only University personnel from departments receiving Violent incident Reports (UPD, HR, BIT, Auxiliaries) submit reports to the VIL.
  - c. The VIL will identify who in URM completes the VIL, including their name, job title, and the dates reports are received.
  - d. University Auxiliaries that operate on campus coordinate with the University VIL by submitting reports of incidents in their locations.
  - e. The VIL will collect the following information:
    - i. The date, time, and location of the incident.
    - ii. The workplace violence category “Type 1-4” involved in the incident, as defined.
    - iii. A brief summary of the incident.
    - iv. Information that would reveal the identification of any person involved in a violent incident, such as the person’s name, address, email address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, that reveals the person’s identity shall not be included in the VIL report.
    - v. A classification of who committed the violence, including 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 another perpetrator.

- vi. A description of circumstances 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.
- vii. Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- viii. The describing nature of the incident, including, but not limited to, whether it involved any of the following:
  - 1. Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
  - 2. Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
  - 3. Threat of physical force or threat of the use of a weapon or other object.
  - 4. Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
  - 5. Animal attack.
  - 6. Other.
- ix. Consequences of the incident, including, but not limited to:
  - 1. Whether there were any injuries as a result of the incident, and if so, a description of the injuries.
  - 2. Whether security or law enforcement was contacted and their response.
  - 3. Whether emergency responders other than law enforcement were contacted, such as Fire Department, Paramedics.
  - 4. Any actions taken to protect employees from a continuing threat or from any other hazards identified from the incident.

## **VII. Post-Incident Response and Investigation**

- 1. Any victims of workplace violence who receive injuries are triaged and provided first aid, and medical services as needed.
- 2. In the event of a workplace violence event that involves criminal behavior, the area where the criminal incident occurred is secured as soon as possible to preserve evidence for an investigation.
- 3. After a workplace violence incident, a combination of the University Police Department (“UPD”), in coordination as appropriate with Administration and Business Affairs (“ABA”) University Human Resources (“UHR”), University Risk Management (“URM”), Student Affairs (“SA”) will conduct the investigation and assess responses to incidents.
- 4. UPD will lead the investigation into a Workplace Violence Hazard that includes potential Criminal Behavior and coordinate with local, county, state and federal law enforcement agencies as needed.
- 5. Any actions identified as a result of an investigation that may potentially prevent similar incidents are assessed and implemented as appropriate by a combination of the UPD, in coordination as appropriate ABA including Facilities Management (“FM”), UHR, URM, and SA.
- 6. Any workplace violence hazard that involves a University Auxiliary will include the Auxiliary in the investigation, assessment and post-incident action review.
- 7. URM will review the VIL in coordination with UPD, UHR and SA as appropriate to assess any trends that may be applicable to future prevention and response actions.
- 8. URM through its Department of Environmental Health and Safety (“EHS”) will provide an annual summary and assessment of the VIL to the University Executive Safety Committee.

## **VIII. Workplace Violence Prevention and Mitigation**

1. Training:
  - a. The University will provide training to all current employees:
    - i. When the WVPP is first established
    - ii. Annually, thereafter
    - iii. When a new employee begins work
    - iv. When a new or previously unrecognized workplace violence hazard has been identified
    - v. When changes are made to the WVPP, the information provided is limited to addressing the new hazard or changes to the WVPP.
  - b. The training will review and explain the definitions in this Plan
  - c. The training will provide the requirements listed below:
    - i. How to obtain a copy of the WVPP and participate in the development and implementation of the WVPP.
    - ii. How to report workplace violence incidents or concerns to the University or law enforcement without fear of reprisal.
    - iii. Workplace violence hazards specific to employees' jobs based on the type of workplace, any corrective measures the employer has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
    - iv. The VIL and how to obtain copies of records pertaining to WVPP hazard identification, evaluation and correction, training records, and violent incidents.
  - d. The University will provide employees with live interactive answers about the WVPP from the University Risk Management Department through its Safety Hotline during normal business hours at 278-2020.
2. Workplace Violence Physical Hazard Identification and Evaluation
  - a. Any workplace violence physical hazards that are identified as a result of an investigation that may prevent similar incidents are evaluated as appropriate by a combination of the UPD, in coordination as appropriate with ABA, FM, UHR, URM, and SA.
  - b. Any workplace violence physical hazards identified that involves a University Auxiliary will include the Auxiliary in the evaluation and implementation review.
  - c. URM will review the VIL in coordination with UPD to identify any trends related to workplace violence physical hazards that may be applicable to appropriate future prevention and response actions.
  - d. The Department of EHS, a division of URM, will provide an annual summary and assessment of the VIL to the University Executive Safety Committee that includes an evaluation of any physical hazards identified.
3. Workplace Violence Physical Hazard Correction
  - a. Any workplace violence physical hazards that are identified as a result of an investigation and that have been evaluated to potentially prevent similar incidents may be implemented as appropriate by ABA in coordination as appropriate with UHR, URM, FM, and SA.
  - b. Any workplace violence physical hazard corrective actions taken and completed will be documented by report to the Executive Safety Committee.

## IX. Responsibilities

1. The leadership positions of the following University departments have the authority and responsibility for implementing all or specific portions of the WVPP:
  - a. Administration and Business Affairs (ABA): Responsible for the implementation and overall coordination of the University's WVPP, which includes assessing the effectiveness of the WVPP as well as its compliance with all applicable CSU policies and federal and state laws and regulations.
  - b. University Police Department (UPD): Primarily responsible for implementing measures to ensure the University is prepared to respond to, investigate, and potentially mitigate workplace violence incidents. Other UPD responsibilities include:
    - i. Maintaining procedures on how workplace violence investigations will be conducted, recorded, and the results thereof disseminated to the appropriate University stakeholder(s).
    - ii. Receiving and investigating reports of acts or threats of workplace violence.
    - iii. Reporting of acts or threats of workplace violence to URM for inclusion in the VIL.
    - iv. Issuing timely notices of workplace violence emergencies and/or emergency notifications consistent with CSU EO 1107 "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", including instructions for how members of the University community should respond to such emergencies.
  - c. University Risk Management (URM): In support of the ABA, URM is responsible for planning, coordination, and communications associated with the WVPP as well as ensuring that the WVPP meets all applicable CSU policies and federal and state laws and regulations. Other responsibilities include:
    - i. Ensuring opportunities exist for University employees in the ongoing review of the functionality of the WVPP through the Executive Safety Committee.
    - ii. Participating in University post-incident response and review.
    - iii. As part of the annual IIPP review process, conducting an annual review the WVPP to assess WVPP overall effectiveness, WVPP reporting effectiveness, and providing a written report to the University Executive Safety Committee.
    - iv. Chairing the University Executive Safety Committee.
    - v. Evaluating the WVPP after a workplace violence incident, and if a new workplace hazard becomes known.
  - d. University Environmental Health and Safety (EHS): EHS is a department within URM and implements the University Injury and Illness Prevention Program (IIPP) and the WVPP which is attached to the IIPP as Appendix F. Other responsibilities include:
    - i. Maintaining the VIL.
    - ii. Evaluating any identified trends or physical hazards through the VIL.
    - iii. Coordinating any safety related evaluations or assessments generated by the WVPP, when initially implemented, after an act of workplace violence, and if a new hazard becomes known.
    - iv. Assessing general WVPP training compliance.
    - v. Ensuring compliance with reporting of serious injury or fatality per Title 8 CCR Sections 330(a) and 342.
  - e. University Human Resources (UHR): Responsible for addressing WVPP compliance by Management Personnel Plan (MPP) employees, faculty, student assistants, and represented and non-represented staff. Other responsibilities include:
    - i. Provide general oversight of CSU Learn training management system for WVPP training compliance
    - ii. Communicate with employees regarding required WVPP training.

- iii. Provide counseling to University employees whose performance is deficient in complying with work practices related to preventing workplace violence.
    - iv. Discipline employees, as permitted by applicable laws, rules, regulations, policies, and collective bargaining agreements, for failure to comply with workplace violence prevention work practices.
  - f. University Student Affairs (SA): Responsible for communicating with students about all aspects of the WVPP, and communicating the means and methods to report incidents of violence involving students.
  - g. Facilities Management (FM): Responsible for assessing and implementing any corrective actions to University physical structures determined by a post-incident assessment.
  - h. Procurement: Procurement coordinates implementation of the University WVPP with contract employers who may have employees working within the University campus.
- 2. The following University personnel have the authority and responsibility for implementing specific portions of the WVPP:
  - a. University Emergency Manager: Reports to URM, the Emergency Manager develops and implements University procedures on how to respond to emergencies, including evacuation and/or sheltering in place plans in response to a violent incident in coordination with UPD, UHR, ABA, and FM.
  - b. J. Clery Director: Primarily responsible for coordinating the issuance of timely warnings and emergency notifications related to workplace violence incidents consistent with CSU EO 1107 “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”.
  - c. University Provost: Responsible for reviewing and addressing violations of CSU/CSUS WVPP work practices by faculty.
  - d. Management Plan Personnel: All MPPs as appropriate administrators have primary responsibility for implementing and maintaining the WVPP in their administrative areas, ensuring that faculty and staff who report to them have access to training and written materials concerning University WVPP policies, procedures, and practices, assault prevention, guidelines for resolving violent confrontation, and for answering employee questions about the WVPP or directing employees to WVPP resources. Additional responsibilities include:
    - i. Informing UPD of all threats or acts of violence involving the employees they supervise.
    - ii. Informing UHR of all threats or acts of violence involving the employees they supervise, even if the situation has been resolved.
    - iii. Ensuring that the University employees they supervise comply with WVPP training requirements.
    - iv. Being available to communicate issues related to workplace safety and security, including identification of concerns/hazards, discussion of recent incidents and/or safety procedures with their direct reports and to consult with UHR as needed.
    - v. Being available to receive communication from the employees they supervise regarding any workplace violence concerns, hazards, threats, and incidents.
  - e. All University employees: All employees of the University are responsible for following all University directives, policies, and work practices concerning campus security, and the WVPP, including:
    - i. Review and become familiar with materials concerning campus safety and security and violence prevention, and participate in campus workplace violence training.
    - ii. Comply with work practices designed to prevent workplace violence incidents.
    - iii. Not engaging in threats or physical actions which create a workplace violence hazard for others on campus.
    - iv. Reporting to UPD an incident of workplace violence while it is occurring.
  - f. All University students: Review and become familiar with materials provided by the University concerning reporting incidents, and campus safety and security.

## **X. General Provisions**

1. The University will encourage active involvement of employees and authorized employee representatives in implementing the WVPP.
2. Provide employees and authorized employee representatives the means to report workplace violence incidents without fear of reprisal.
3. Enable employees to assist in maintaining work practices for workplace violence prevention.
4. The University Executive Safety Committee provides the entire University community, including labor representatives, with an open forum where concerns, questions, or reports involving workplace violence prevention are vetted and receive a response.
5. Employees who demonstrate safe work practices that promote the WVPP in the workplace may be recognized for their positive contributions.
6. Employees whose WVPP performance is deficient may receive additional training.
7. Employees may be counseled or disciplined as permitted by applicable laws, rules, regulations, policies, and collective bargaining agreements, for failure to comply with workplace violence prevention work practices.
8. Provide students with information about the WVPP including how and when to report incidents to UPD and to SA without fear of retaliation.
9. University Auxiliaries will utilize their own WVPP, but are recommended to coordinate with the University through reporting to the University VIL through use of the University VIL form in addition to reporting to their own Auxiliary VIL.
10. University Procurement will communicate to outside employers who may operate on campus of the presence of the University WVPP, and the means for reporting incidents.
11. The WVPP will be in writing and accessible on the University's public facing website, including through a link on the University's home page. [WVPP Link](#)
12. The VIL will be accessible through request to URM.

## **XI. Recordkeeping**

1. EHS will create and maintain records of workplace violence hazard identification, and evaluation for a minimum of five (5) years.
2. CSU Learn will create and maintain training records for a minimum of one (1) year and include the following:
  - a) training dates;
  - b) contents or a summary of the training sessions;
  - c) names and job titles of all training session attendees.
3. Facilities Planning and Management (FPM) will create and maintain records that are specific to mitigating workplace violence hazards for a minimum of five (5) years.
4. EHS will maintain the VIL for a minimum of five (5) years. These records shall not contain medical information per subdivision (j) of section 56.05 of the California Civil Code and PII will be not be collected.

## **XII. WVPP Review**

1. EHS will review the WVPP for effectiveness annually and report the review to the Executive Safety Committee.
2. The URM review will be conducted annually, or when a deficiency becomes apparent, or after a workplace violence incident where procedures were assessed to be deficient.
3. Any revisions to be made to the WVPP by EHS will be reviewed by URM and coordinated with UPD, UHR, SA Auxiliaries, and the resulting revisions will be communicated through the Executive Safety Committee.