



Cal/OSHA Publications Unit
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WORKPLACE VIOLENCE PREVENTION PROGRAM FOR GOLDEN VALLEY CHARTER SCHOOLS

Our establishment'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](#).

Date of Last Review: July 15, 2025

Date of Last Revision(s): 03/12/2026

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 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.

Workplace violence - 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.
- The following four 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.

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

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

RESPONSIBILITY

The WVPP administrator, the Executive Director, has the authority and responsibility for implementing the provisions of this plan for Golden Valley Charter Schools. If there are multiple persons responsible for the plan, their roles will be clearly described below.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Jennifer Hoover	Executive Director	Overall responsibility for the plan; Jennifer Hoover approves the final plan and any major changes.		jhoover@goldenvalleycharter.org
Eileen Worthing	Human Resources Manager	Responsible for employee involvement and training; Eileen organizes safety meetings, updates training materials, and handles any reports of workplace violence.		eworthing@goldenvalleycharter.org
Becky Page	Orchard Site Principal	Responsible for emergency response, hazard identification, and coordination with other employers; Becky conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.		bpage@goldenvalleycharter.org
Ryan Sutton	River Site Principal	Responsible for emergency response, hazard identification, and coordination with other employers; Becky conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.		rsutton@goldenvalleycharter.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.

EMPLOYEE ACTIVE INVOLVEMENT

Golden Valley Charter Schools 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. Management will have quarterly safety meetings with employees and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures. In addition, the Golden Valley Charter Schools

- has an open-door policy and is open to feedback on how to make the workplace safer.
- Designing and implementing training
 - Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.
- Reporting and investigating workplace violence incidents.
 1. Reporting an Incident
 - a. Who Should Report: Any employee who experiences or witnesses workplace violence or a threat should report it as soon as possible.
 - b. How to Report: Notify your immediate supervisor or Human Resources.
 - c. What to Include in the Report:
 - i. Date, time, and location of the incident
 - ii. Names of individuals involved and any witnesses
 - iii. A detailed description of what occurred
 - iv. Any history of prior related incidents, if applicable
 2. Incident Documentation
 - a. Human Resources or the designated Safety Officer will complete a formal incident report to document the event.
 3. Initial Response
 - a. The Executive Director and/or Human Resources will:
 - i. Assess the situation to determine the level of threat
 - ii. Decide if immediate action is required (e.g., temporary administrative leave, separating individuals involved)
 - iii. Secure the area if necessary to preserve evidence or ensure safety
 4. Investigation
 - a. A prompt, fair, and confidential investigation will be conducted by Human Resources in collaboration with management and, if necessary, legal counsel.
 5. Corrective Action
 - a. Based on the results of the investigation, appropriate actions may include:
 - i. Disciplinary measures (e.g., written warning, suspension, termination)
 - ii. Additional training or mediation
 - iii. Notification to law enforcement (if required)
 - iv. Support services such as the Employee Assistance Program (EAP) or counseling will be offered to affected employees.
 6. Follow-Up
 - a. Human Resources will:
 - i. Communicate investigation outcomes to those directly involved, as appropriate
 - ii. Monitor the work environment for any ongoing issues, including retaliation
 - iii. Review the incident for potential policy or procedure improvements
 7. Recordkeeping
 - a. All documentation will be maintained in accordance with legal and District retention policies.
 - b. A summary (excluding personal identifiers) may be included in the District's annual workplace violence log, if applicable.
 - 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.
 - 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:

- Training employees, supervisors, and managers in the provisions of Golden Valley Charter Schools Workplace Violence Prevention Plan (WVPP).
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
 1. Policy Acknowledgement
 - a. All employees will receive a copy of the WVPP upon hire and after any significant update.
 - b. Employees must acknowledge in writing that they have received, read, and understand the WVPP.
 2. Mandatory Training
 - a. All employees are required to attend initial training on workplace violence prevention within 30 days of hire. This includes types of workplace violence, how to recognize warning signs, procedures for reporting and responding to incidents, and specific roles of supervisors in enforcement.
 - b. Refresher training will be provided annually, or sooner if there is a policy change or workplace incident.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by verbal acknowledgement or spotlight in staff communication. Employees who go above and beyond will have a notation within their performance evaluation.

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.
- 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.
- Posted or distributed workplace violence prevention information.
- Employees can anonymously report a violent incident, threat, of other violence concerns.
 - For immediate threats to health and/or safety, including violence or physical danger:
 - Dial 9-1-1 from any District phone or personal device.
 - Notify your direct supervisor or the Executive Director as soon as it is safe to do so.
- Employees will not be prevented from accessing their mobile or other communication devices to seek 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.
- Effective communication includes providing updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.

COORDINATION WITH OTHER EMPLOYERS

Golden Valley Charter Schools will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- If at a multiemployer worksite, Golden Valley Charter Schools will ensure that if its employees experience workplace violence incident that Golden Valley Charter Schools will record the information in a violent incident log and shall also provide a copy of that log to controlling employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Golden Valley Charter Schools will implement the following effective procedures to ensure that threats, or concerns related to workplace violence are reviewed promptly.

Standard Reporting Procedures

- All threats or acts of workplace violence must be reported immediately to the employee's supervisor or manager, who will notify the WVPP Administrator.
- If the supervisor or manager is not available, or if the employee is not comfortable reporting to them, the employee may report the incident directly to:
 - The WVPP Administrator
 - Human Resources
- This reporting can be done verbally, in writing, or using the Incident Report Form available from Human Resources or on the Sharepoint/Intranet.

Anonymous Reporting Option

- Employees who prefer to report anonymously may submit their concern by placing a written report into the Anonymous Workplace Safety Box located in the GVCS Administration Office lobby.
- This box will be securely maintained and checked regularly by Human Resources to ensure timely follow-up.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident could be disciplined up to termination.

EMERGENCY RESPONSE PROCEDURES

Golden Valley Charter Schools has in place the following specific measures to handle actual or potential workplace violence emergencies:

Alerting Employees of a Workplace Violence Emergency

1. GVCS has established the following methods to notify employees of the presence, location, and nature of a workplace violence emergency:

- Public Address (PA) Announcements will be used to provide real-time updates, including the nature and location of the emergency.
- Email, text message alerts, or other District-approved messaging systems may be used for ongoing updates or when immediate in-person communication is not possible.

PA systems and visual alarms should be used in high-risk or immediate danger situations. Email or internal messaging may be used in non-active threat scenarios (e.g., lockdown has ended, or follow-up instructions).

2. Evacuation and Shelter-in-Place Procedures

GVCS maintains detailed emergency evacuation and shelter-in-place plans, which include:

- Evacuation route maps posted near building exits and in employee common areas.
- Designated evacuation assembly points outside of each facility, clearly marked on the evacuation maps.
- Shelter-in-place procedures for incidents involving an external threat (e.g., armed intruder nearby) where it is safer to remain indoors.
- Employees will receive regular training and participate in drills for both evacuation and shelter-in-place procedures to ensure preparedness.

All employees should familiarize themselves with the nearest exits, the location of shelter rooms (if applicable), and assigned assembly areas.

3. Obtaining Help from Staff, Security, or Law Enforcement

In the event of a workplace violence emergency, employees should take the following steps to seek help:

- For immediate danger:
 - Dial 9-1-1 from any District phone or personal mobile device.
 - Then notify the WVPP Administrator, Executive Director, or Human Resources.

In the event of an emergency, including a Workplace Violence Emergency, contact the following as soon as you are able to safely do so:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Jennifer Hoover	Executive Director	Overall responsibility for the plan; <i>Jennifer Hoover approves the final plan and any major changes.</i>		Jhoover@goldenvalleycharter.org
Eileen Worthing	Human Resources Manager	Responsible for employee involvement and training; <i>Eileen Worthing organizes safety meetings, updates training materials, and handles any reports of workplace violence.</i>		Eworthing@goldenvalleycharter.org
Becky Page	Orchard Site Principal	Responsible for emergency response, hazard identification, and coordination with other employers; <i>Becky conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>		Becky@goldenvalleycharter.org
Ryan Sutton	River Site Principal	Responsible for emergency response, hazard identification, and coordination with other employers; <i>Becky conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>		Rsutton@goldenvalleycharter.org

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Golden Valley Charter Schools 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:

- Workplace Violence Hazards suggestion box
- Voicemail/email/text messages

Periodic 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 bi-

monthly basis.

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

Specific Person Name/Job Title	Area/Department/Specific location
Principal	Orchard Campus
Principal	River Campus

Inspections for workplace violence hazards include assessing:

- Inspections to identify and evaluate workplace violence hazards will include assessment of the following factors, specific to Golden Valley Charter Schools’ facilities and operations such as the schools, buildings, and Central Office.
- The exterior and interior of Golden Valley Charter Schools facilities, including classroom buildings, school campuses, campus buildings, and administrative buildings, for conditions that might attract criminal activity (e.g., poor lighting, blind spots, or unsecured entrances).
- The presence, placement, and functionality of surveillance measures such as security cameras, mirrors, and adequate lighting throughout Golden Valley Charter Schools properties.
- Procedures and training for employees on appropriate response during criminal acts or violent incidents, emphasizing that employees who are not designated security personnel should avoid confrontation with violent or criminal individuals.
- Clear and accessible procedures for reporting suspicious persons or activities in all Golden Valley Charter Schools-managed areas, including parks and community event spaces.
- Location and operability of emergency buttons, alarms, or panic systems at facilities such as the school office, campus buildings, and park headquarters.
- Posting of emergency contact numbers for local law enforcement, fire, and medical services prominently throughout Golden Valley Charter Schools sites.
- Identification and maintenance of effective escape routes and designated safe areas for employees at all Golden Valley Charter Schools facilities in case of emergencies.
- Adequacy of security systems such as door locks, electronic entry controls (keycards or codes), security windows, physical barriers, and restraint systems tailored for Golden Valley Charter Schools’ various environments.
- Frequency, severity, and nature of any threatening or hostile situations involving visitors, school students or families, students or visitors, or members of the public served by Golden Valley Charter Schools.
- Assessment of employee preparedness and training for safely handling confrontational or hostile individuals, including those in customer service, lifeguard, park ranger, or administrative roles.
- Effectiveness of communication systems and procedures designed to alert Golden Valley Charter Schools staff of potential or active workplace violence, including alarms and panic buttons.
- Use of safety practices such as the “buddy system” during certain events, after-hours work, or in isolated park areas.
- Monitoring and maintaining clear, unobstructed escape routes for employees in all Golden Valley Charter Schools facilities and outdoor workspaces.
- Evaluation of communication between Golden Valley Charter Schools management and employees regarding workplace safety and violence prevention.
- Control of access and movement within Golden Valley Charter Schools properties by non-employees,

- including monitoring for unauthorized individuals or persons with prior disputes involving employees.
- Documentation and review of any reports or history of threats, verbal abuse, or violent incidents involving Golden Valley Charter Schools employees, supervisors, or visitors.
- Consideration of any previous incidents of workplace violence, threats, property damage, or other stress-related factors within Golden Valley Charter Schools work environments.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. Golden Valley Charter Schools 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 necessary to correct the hazard. Employees required to address the hazard will be provided with appropriate protection and resources.
- All corrective actions will be documented and dated on Golden Valley Charter Schools' designated safety forms to ensure proper recordkeeping and follow-up.
- Corrective measures will be tailored to the specific work area within Golden Valley Charter Schools facilities, including but not limited to parks, classroom buildings, campus buildings, administrative offices, and custodial or storage areas.

Examples of Corrective Measures Specific to Golden Valley Charter Schools:

- Make Golden Valley Charter Schools facilities unattractive to criminals by:
 - Improving outdoor and indoor lighting at school sites and administrative offices, parking lots, and entryways.
 - Posting clear signage notifying the public that limited cash is kept on-site and that security cameras are in use.
- Utilize surveillance and deterrent measures such as:
 - Installing and maintaining security cameras and mirrors in parks, school facilities, campus buildings, and office areas to monitor activity and discourage criminal behavior.
 - Hiring or contracting security personnel to patrol key Golden Valley Charter Schools areas during events or high-traffic hours.
- Provide and maintain physical security systems:
 - Ensuring proper functioning of door locks, badge access controls, secure windows, physical barriers, emergency alarms, and restraint systems tailored to each Golden Valley Charter Schools site's needs.
 - Posting emergency telephone numbers for local law enforcement, fire, and medical services at strategic locations throughout Golden Valley Charter Schools properties.
- Control access and movement within Golden Valley Charter Schools properties by:
 - Monitoring and restricting entry to employees, authorized personnel, and visitors.
 - Limiting access for recently discharged employees or individuals involved in disputes with Golden Valley Charter Schools employees, ensuring safety for all staff.
- Install effective warning and assistance systems:
 - Providing alarms, panic buttons, or emergency alert systems in offices, recreation areas, school facilities, and other Golden Valley Charter Schools locations.
- Ensure employees have access to telephones with outside lines across all Golden Valley Charter Schools work areas, including outdoor parks and remote sites.
- Provide employee training and refresher courses on the Workplace Violence Prevention Program, which includes:
 - Recognizing and safely handling threatening or hostile behavior from park visitors, school students or families, recreation participants, or members of the public.
 - Reporting procedures for violent acts, threats, verbal abuse, or property damage, with a clear emphasis on non-retaliation against anyone making a report.
 - Improving communication between Golden Valley Charter Schools management and employees regarding workplace violence concerns.
 - Procedures for reporting suspicious persons, activities, or packages within all Golden Valley Charter

- Schools facilities and properties.
- Training on emergency action plans specific to Golden Valley Charter Schools environments.
- Ensure that all Golden Valley Charter Schools employees are aware of and have clear escape routes and designated safe areas at every facility and park location.
- Increase awareness of warning signs of potential workplace violence through ongoing training, communication, and safety briefings tailored to Golden Valley Charter Schools operations.
- Include workplace violence potential in employee disciplinary and discharge policies to address and mitigate risks appropriately.
- Maintain and enforce a strict no-weapons policy across all Golden Valley Charter Schools facilities and properties, including parks, classroom buildings, and campus buildings.
- Limit cash on hand in Golden Valley Charter Schools administrative and recreation facilities by using time-locked safes for large bills and minimizing cash transactions where possible.
- Implement a buddy system for employees working in isolated areas, after-hours, or during specified emergency events in parks, school, or maintenance sites.

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 risks 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 ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as:
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - 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 other perpetrator.
 - A classification 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.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - The type of incident, including, but not limited to, whether it involved any of the following:
 - 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.
 - 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.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.

Ensure that no personal identifying information is recorded or documented in the violent incident log. This includes information which would reveal 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.

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.

Golden Valley Charter Schools 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 Golden Valley Charter Schools 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.
- Opportunities Golden Valley Charter Schools has for interactive questions and answers with a person knowledgeable about the Golden Valley Charter Schools plan.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Golden Valley Charter Schools 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.

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.

RECORDKEEPING

Golden Valley Charter Schools 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 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 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.

REVIEW AND REVISION OF THE WVPP

The Golden Valley Charter Schools 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 Golden Valley Charter Schools'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 law, Golden Valley Charter Schools 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, Jennifer Hoover, Executive Director of Golden Valley Charter Schools, 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 believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention.

Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- 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

[Enter the date the incident occurred (Day, Month, Year)]

[Enter the time (or approximate time) that the incident occurred]a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)
[Enter location(s) where the incident occurred]	[Enter the workplace violence type(s)]

Check which of the following describes the type(s) of incident, and explain in detail:

Note: *It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.*

- 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.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]

[Date of completion]