

Conejo Valley Unified School District

WORKPLACE VIOLENCE PREVENTION PLAN

Employee Information Sheet

Purpose

The purpose of this plan is to prevent and minimize the hazards of workplace violence to employees of the Conejo Valley Unified School District by enabling the district to evaluate the risk of potential violence and then design and implement protection measures to address those risks. The plan is designed to address the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#)

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 staff with the intent to commit a crime.

“Type 2 violence”: Workplace violence directed at employees by vendors, parents, students, 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

The district will 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 substantial changes made to an employer’s WVPP. Workplace violence prevention training will include the following:

- How to report workplace violence incidents or concerns without fear of retaliation.
- What workplace violence hazards exist and measures in place to mitigate those hazards.
- How the employee can avoid or respond to an incident of violence.

How can employees help prevent workplace violence?

All employees are expected to follow workplace violence prevention plan directives, policies, and procedures. Staff are responsible for actively participating in required workplace violence prevention training and drills, and in reporting security hazards and incidents of workplace violence.

Reporting an incident of violence

- Report the incident of violence by means of the confidential WeTip phone-based reporting system. Call 844-805-3649 to report and incident.
- As an alternative to using the WeTip reporting system, an employee may report the incident directly to their immediate supervisor by submitting to them a completed **Report of Workplace Violence Incident**.

How can I obtain a copy of the WVPP and the incident report form?

- A copy of the Workplace Violence Prevention Plan is posted on the Human Resources website.
- A copy of the Report of Workplace Violence Incident form is posted on the Human Resources website.

Who can I contact with specific questions about the WVPP?

Inquiries about the WVPP should be made to the Director of Safety & Risk Management, gbradbury@conejousd.org