



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD
Safety and Risk Management

Workplace Violence Prevention Plan (WVPP)

References:

SB553, LC 6401.9

Authors:

SRM, UPD, HR

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Introduction:

California State University, Bakersfield aims to provide a working environment that minimizes the potential for workplace violence and other safety/security risks. Violence in the workplace poses a significant threat to the safety and wellbeing of our employees and the general public. It is the responsibility of all employees to help minimize workplace violence. California Senate Bill 553 (SB 553) amended California Labor Code section 6401.7 and created section 6401.9 and the new requirements (Workplace Violence Prevention) found in those Labor Code sections will be in effect and enforceable on July 1, 2024.

Scope:

The WVPP applies to all University employees and volunteers, as well as persons present in CSUB worksites. The WVPP does not apply to:

- Employees teleworking from a location of the employee's choice, not under the control of California State University, Bakersfield (e.g., employees working from their home).

University auxiliary organizations are responsible for applying similar practices to their respective programs and activities.

Purpose:

The purpose of this plan is to:

- Identify the names and job titles of the persons responsible for the implementation and maintenance of the Workplace Violence Prevention Program.
- Highlight how employees can report violent incidents, threats, or other workplace violence concerns, and how to respond to reports.
- Reinforce against unlawful retaliation for reporting, in good faith, 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.
- Communicate post-incident response and investigation processes.

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 - An 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.

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 behavior 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.

	Definition	*Area
Type 1 Violence:	Workplace violence committed by a person who has no legitimate business at the worksite, including violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.	<ul style="list-style-type: none"> • Athletics Ticket Office • ATM machines Bookstore • Cashiers Office • Concerts, Dances, Athletic and Special Events • First Floor Restrooms • Loading Docks • Parking Areas • Parking Office • University Police Department • Student Union cash handling offices • CSU Bakersfield Food Service/Vendors
		<ul style="list-style-type: none"> • Administrative Offices • Admissions and Records • Bookstore • Career Development and other counseling locations Classrooms

Type 2 Violence:	Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.	<ul style="list-style-type: none"> • Concerts, Dances, Athletic and Special Events Dean of Students' Office • Extended Education • Faculty Offices during office hours Financial Aid/Student Aid Accounting Human Resources • Library Parking Areas • President's Office • University Police Department • Food Service/Vendors • Student Affairs Office • Student Services areas
Type 3 Violence:	Workplace violence against an employee by a present or former employee, supervisor, or manager.	<ul style="list-style-type: none"> • All Administrative/Department Offices Building and Grounds • Human Resources Parking Areas • President's Office
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.	<ul style="list-style-type: none"> • All Administrative/Department Offices Building and Grounds • Human Resources Parking Areas • President's Office
<p>Workplace violence does not include lawful acts of self-defense or defense of others.</p> <p>*Areas assessed as higher risk based on violence type. This list is not intended to fully comprehensive.</p>		

Workplace Practice Controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

Workplace violence - refers to any "act of violence or threat of violence that occurs in a place of employment." It includes, but is not limited, to the following:

- The threat or use of physical force against an employee that results in or is likely to result in injury, psychological trauma, or stress, regardless of whether an employee sustains an injury.
- Incidents 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 four workplace violence types described above.

Roles and Responsibilities:

The Vice President and Chief Financial Officer, Business and Administrative Services (VPCFO) has the authority and responsibility for implementing and maintaining the provisions of this WVPP program for California State University, Bakersfield.

Title/Position	Responsibilities
VPCFO	Overall coordination of the University's Violence in the Workplace: Prevention and Response Program. Other responsibilities are delegated to the Associate Vice President and Chief Human Resources Officer (AVP & CHRO), the Chief of Police and Director of Public Safety (COPDPS) and the Director of Safety and Risk Management (DSRM) as noted below.
AVP & CHRO (Staff) AVP Faculty Affairs (Faculty)	<ul style="list-style-type: none"> a. Ensuring that faculty and staff (including MPPs) have access to training and written materials concerning this Program and workplace security, including assault prevention, resolving violent confrontations and steps to take during an emergency situation; b. Informing the COPDPS and the DSRM of all threats or acts of violence reported to the Department of Human Resources or to the Department of Faculty Affairs, respectively; c. Advising the COPDPS and/or DSRM regarding concerns about violent and potentially violent employees; d. Applying or recommending appropriate administrative or disciplinary action to faculty, staff, or managers who make a threat of violence or commit an act of violence against a member of the campus community; and e. Ensuring that student employees have access to training and written materials concerning university safety policies, procedures and practices; assault prevention; and guidelines for resolving violent confrontation.
Department of Safety & Risk Management (DSRM)	<ul style="list-style-type: none"> a. Coordinate the workplace violence training of faculty, administrators and staff, and managers; a. Identification of physical features on campus that increase the likelihood of a threat or act of violence, and implementation of changes to lessen the likelihood of a threat or act of violence; b. Receiving and logging all Campus Safety Reports, as well as all reported accounts of threats or acts of violence received from sources other than a Campus Safety Report; c. Maintenance of records of workplace inspections and

	<p>security training; and</p> <p>d. Ensuring that workplace security hazards have been corrected once first observed or discovered.</p> <p>e. Lead the post-incident investigation for reported threats or acts of violence with other campus resources as needed</p>
<p>VP Academic Affairs, Student Affairs, University Advancement, President's Office/Chief of Staff</p>	<p>a. Informing the COPDPS and DSRM of all threats or acts of violence reported to the Office of the Vice President for the respective division</p> <p>b. Advising the COPDPS and DSRM regarding concerns about violent and potentially violent faculty staff, and/or students;</p> <p>c. Providing a mechanism for faculty, staff and/or students to report workplace security hazards and threats or acts of violence; and</p> <p>d. Applying appropriate administrative or disciplinary action to faculty and/or staff who make a threat of violence or commit an act of violence against a member of the campus community.</p> <p>e. Ensuring that faculty, staff and/or students have access to training and written materials concerning university safety policies, procedures and practices; assault prevention; and guidelines for resolving violent confrontation.</p>
<p>All other non- management employees</p>	<p>a. Responsible for using safe work practices, following all university directives, policies and procedures concerning workplace security, and assisting in maintaining a safe and secure work environment including reporting all threats or acts of violence (link to reporting section)</p> <p>b. Comply with work practices designed to make the workplace more secure and to not engage in threats or physical actions which create a security hazard for others in the workplace, the university will</p> <p>c. Complete required training</p> <p>d. Inform the COPDPS and DSRM of all threats or acts of violence, even if the situation has been resolved;</p> <p>e. Report workplace security hazards and threats or acts of violence;</p> <p>f. Participate in campus workplace violence training seminars</p>
	<p>a. All MPPs have primary responsibility for implementing</p>

<p>Management Plan Personnel (MPPs)</p>	<p>and maintaining the WVPP in their administrative areas, ensuring that faculty and staff have access to training and written materials concerning University safety policies, procedures, and practices; assault prevention; and guidelines for resolving violent confrontation. Additional responsibilities include:</p> <ol style="list-style-type: none"> 1. Informing University Police of all threats or acts of violence, even if the situation has been resolved. 2. Encouraging faculty and staff to participate in campus workplace violence training seminars. 3. Discussing regularly with all personnel issues related to workplace security. 4. Training and/or counseling faculty and staff whose performance is deficient in complying with work practices designed to increase workplace security.
<p>Behavioral Assessment Intervention & Response Team (BART)</p>	<ol style="list-style-type: none"> a. Assess, address and respond to workplace non-emergencies involving threats or acts of violence. b. Supports the health and safety of the workplace by providing a central agency where campus members can report non-emergency behaviors that are disruptive, concerning, or pose a threat to self or others c. Advise the President and others as designated concerning issues and response options; ensure effective implementation of appropriate crisis management and intervention protocols; and determine the physical and mental needs of employees in the aftermath of an emergency. d. Develop and implement appropriate and effective crisis management and intervention protocols, and identify organizational factors that increase the likelihood of workplace violence and recommending correction to improve these conditions.
<p>COPDPS</p>	<ol style="list-style-type: none"> a. Respond to reported threats or acts of violence; b. Determining and implementing actions necessary to mitigate reported threats or acts of violence; c. Convening the Emergency Operations Center/Incident Command structure in the event of an emergency; d. Distribution of guidelines outlining workplace security, violence avoidance and other issues pertinent to the Program; and e. Maintenance of Criminal Incident Reports and any other documentation related to reported threats or

	<p>acts of violence, including Campus Safety Reports.</p> <p>e. Maintenance of Incident Reports and any other documentation related to reported threats or acts of violence, including Campus Safety Reports.</p>
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Employee Involvement:

California State University, Bakersfield will take the following measures to ensure active involvement of employees and authorized employee representatives in the development and implementation of the WVPP:

- Ensure employees and authorized employee representatives have opportunities to participate in
 - identifying potential workplace violence incidents
 - identifying, evaluating, and determining corrective measures to prevent workplace violence incidents
 - designing and implementing training
 - reporting workplace violence incidents
- Communicate all policies and procedures within the WVPP to all employees
- Require all employees to follow the WVPP and assist in maintaining a safe work and learning environment
- Ensure the WVPP addresses the hazards and corrective measures for all work areas/operations and learning environments
- Collective Bargaining Units will meet and confer on initial proposed program and changes
- Suggestion box will be made available via the [WVPP website](#)
- Annual meeting/open forum will be held as an opportunity to review the program and solicit for employee feedback

Employee Compliance:

All California State University Bakersfield employees, including managers and supervisors, are expected to adhere to this plan (except as outlined below) and are responsible for ensuring they have read this plan and act in compliance with it.

To ensure that employees comply with the rules and safe work practices included in this plan, we will take the following steps at a minimum:

- Inform employees of the provisions of this plan.
- Establish accessible channels for employees to report workplace hazards and violence, including anonymously.

- Provide training to all employees when the plan is created, and as new hazards are identified.
- Conduct post-incident investigations and implement corrective measures.
- Counsel and/or Discipline employees that fail to comply with the WVPP, as permitted by applicable laws, rules, regulations, policies and collective bargaining agreements.

Reporting Workplace Violence:

All employees and members of the campus community shall promptly report all threats or acts of workplace violence through one or more of the following:

- UPD 661-654-2111 or Dial 9-1-1 (when safe to do so)
- Use the campus Emergency Blue Phones
- Report to their appropriate manager, resident advisor, or faculty instructor.
- Anonymous tips to Cal/OSHA at 661-588-6400 or DOSHBAK@dir.ca.gov
- [CSUB Workplace Violence Reporting Form](#)

Individuals can report incidents verbally or in writing; however, a written report containing details about the incident is recommended. Individuals may also report incidents anonymously and CSUB will investigate anonymous reports to the extent possible given the level of detail contained or not contained in the report.

For situations that do not involve an actual or imminent act of workplace violence or threat of workplace violence, the incident should be reported promptly by submitting a report to their management team, HR, or by using the online reporting form.

- [CSUB Workplace Violence Reporting Form](#)

California State University, Bakersfield strictly prohibits and does not tolerate any form of unlawful retaliation for reporting of incidents of workplace violence. 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 immediate removal from campus.

Communications Regarding Workplace Violence:

Managers are responsible for communicating with all employees about workplace violence in a form readily understandable by all employees. All employees are encouraged to inform their managers about workplace hazards and may do so without fear of reprisal.

Our communication efforts include the following:

- New employee orientation, including a discussion of workplace hazards and reporting channels.
- Regularly scheduled training.
- A system through which employees can inform management about workplace hazards, violent incidents, threats, and other workplace violence concerns, which includes anonymous reporting channels.

Communications in the event of an emergency shall follow the communication procedures outlined in the emergency response procedures below.

Responding to Workplace Violence:

Following any incident, California State University, Bakersfield will conduct a thorough investigation, implement necessary security measures, offer necessary support services to those impacted, and take disciplinary action where required along the way. Our response procedures reflect our commitment to maintaining a workplace where safety is paramount, fostering a culture of trust and well-being for all.

Training:

All employees, including managers, are required to complete training and instruction on this plan via CSU Learn, including:

- Knowledge of how to access the most up-to-date version of this plan.
- How employees can participate in the development and implementation of this plan
- Key definitions
- How to report workplace violence incidents or concerns
- Workplace violence hazards specific to an employee's role
- How to seek assistance to prevent or respond to violence
- Strategies to avoid physical harm.

Any such training will be interactive and allow for questions and answers with the persons responsible for maintaining this plan.

Training and instruction about this plan are provided:

- When this plan is first established.
- To all employees annually.
- Whenever new or previously unrecognized workplace violence hazards have been identified; or
- When changes are made to this plan.

To the extent that training is provided when a new or previously unrecognized workplace violence hazard has been identified — or when changes are made to this plan — such training will only cover the new hazards and/or changes to this plan.

Identification and Evaluation of Workplace Violence Hazards:

California State University, Bakersfield will proactively identify and evaluate workplace violence hazards to help ensure the ongoing safety and security of our employees. Our comprehensive approach involves:

- Regular risk assessments conducted by those listed in the Roles & Responsibilities section.

- Inspections that will be conducted when the plan is first established, after each workplace violence incident, and whenever California State University, Bakersfield is made aware of a new or previously unrecognized hazard.

Additionally, we encourage open communication with employees, providing a platform for any employee to report concerns, observations, or experiences related to workplace violence hazards. Safety and Risk Management will review, assess, document outcomes or referrals of all such reports.

Correcting Workplace Violence Hazards:

Workplace violence hazards shall be evaluated and corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered; and
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s), we will work to remove all endangered employees from the area except those necessary to address the existing hazard. Employees who are required to address the hazard shall be provided with the necessary protection.

All corrective actions taken will be documented, dated, and recorded.

Emergency Response:

California State University, Bakersfield has implemented the following emergency response procedures for dealing with active or potential workplace violence emergencies:

- Evacuation or sheltering plans to respond to actual or potential workplace violence emergencies.
 - To shelter from a potential attack:
 - Seek sanctuary by proceeding to a room that can be locked, close and lock all windows and doors and turn off lights
 - To the extent possible, ensure no one is visible from outside the room and call UPD. Advise the dispatcher of the event, inform the dispatcher of your location, and remain in place until police advise otherwise.
 - Evacuation:
 - If the attacker(s) is not in the area, proceed to a safer location.
 - In the event of a building alarm or campus wide notification, evacuate the building at the nearest exit (or alternate is nearest is blocked or unsafe).
 - Follow any directions given by emergency personnel and/or CSUB PD Officers.
 - If safe for you to assist a person with a disability or special needs, do so. If you are unable to assist, notify first responders of the location of the person(s) and their location.
 - Wait to be contacted, do not return to the building until receiving notification that it is safe to do so.

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.
 - CSUB ALERT – All CSUB Staff, Faculty and Students enrolled in CSUB Alert can receive emergency notifications to emails and phone numbers listed in MyCSUB, notifications will be in form of text, email and automated phone call.
 - Visiplex- Speakers mounted both on the interior and exterior of campus buildings can announce, as needed, emergency information.
 - Social Media/Web – Can be used to post precautions or updates relevant to campus situations.
 - Other – UPD Staff may use other direct contact methods such as face to face announcements or announcements over PA systems to communicate.

- How to obtain help from staff, security personnel, or law enforcement.
 - For non-emergency assistance, call 661-654-2677.
 - For emergency assistance on campus 661-654-2111 from any phone or 911 from any campus landline.
 - UPD Dispatch can also contact off-campus emergency resources as needed.

Post-Incident Response and Investigations:

Any workplace violence incident must be thoroughly investigated. After a workplace violence incident, the BART team will implement the following post-incident procedures:

- Assessment of the incident scene as soon as safe and practical.
- Interviews of all parties involved including employees, security, patrons, and witnesses.
- Obtain any reports from law enforcement, if applicable.
- Examining the location for factors associated with the incident.
- Review of security footage, if applicable.
- Review of all previous similar incidents for patterns and learning.
- Determine the cause of the incident.
- Take corrective action to prevent the incident from recurring.
- Record the findings and take corrective action.
- Document in the violent incident log.
- Work with campus departments to provide supportive measures and/or assistance to any victim(s)

Violent Incident Log:

The log must include the following information:

- Date/time/location of the incident.
- The workplace violence type or types involved in the incident.
- A detailed description of the incident.
- Classification of the perpetrator (e.g., client, customer, friend, coworker, etc.).
- Classification of circumstances at the time of incident (e.g., working regular job duties, rushed, working during low staffing, isolated/alone, working in unfamiliar or new location, poorly lit area, etc.).
- Classification of the location where the incident occurred.
- Whether security or law enforcement was contacted.
- Actions taken by the employer to protect the employee or other hazards identified because of the incident.
- Information about the person completing the log, including name, job title, and date completed.
- The type of incident
 - Physical attack without a weapon (e.g. biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, spitting)
 - Attack with a weapon or object
 - Threat of physical force or threat of the use of a weapon or other object
 - Sexual assault or threat (e.g. rape, attempted rape, physical display, or unwanted verbal or physical sexual contact)
 - Animal attack
 - Other

The log does *not* include any personal identifying information sufficient to allow 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, reveals the person’s identity.

Please contact the Department of Safety & Risk Management for copies of any of these records.

Recordkeeping:

California State University, Bakersfield led by Safety and Risk Management 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 a violent incident log for each workplace violence incident and must maintain such records for at least 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.

Employee Access to written WVPP:

A copy of California State University, Bakersfield's WVPP shall be made available and easily accessible to employees, authorized employee representatives, and representatives of Cal-OSHA at all times.

- Open access to this document online will be provided which will allow employees to print or email the most current version of the WVPP

Employee Access to Records:

The following records shall be made available, subject to redaction of personally identifiable information, 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.
- Training records.
- Violent incident logs.

Plan Review and Update:

This plan will be reviewed and updated for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review of the WVPP will include:

- Incident investigations and the violent incident log.
- Control measures in place and the effectiveness of those controls.

Any necessary revisions will be made promptly and communicated to all employees.

Workplace Violence Prevention Plan (WVPP)

Acknowledgement of Receipt and Review

I, _____, acknowledge that I received and California State University, Bakersfield's Workplace Violence Prevention Plan, and understand that it is my responsibility to comply with its terms, as well as any future updates or revisions to the plan. If I have any questions about this plan, I will contact my manager or SRM, UPD, or HR.

Signature

Printed Name

Date

Interim

Violent Incident Log

DATE	TIME	LOCATION	DETAILED DESCRIPTION OF THE INCIDENT	WORKPLACE VIOLENCE TYPE	WHERE INCIDENT OCCURRED?				
				<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">1</td> <td style="width: 25%; text-align: center;">2</td> <td style="width: 25%; text-align: center;">3</td> <td style="width: 25%; text-align: center;">4</td> </tr> </table>	1	2	3	4	
1	2	3	4						
CLASSIFICATION OF PERPETRATOR:	<input type="checkbox"/> Client <input type="checkbox"/> Customer <input type="checkbox"/> Family of client <input type="checkbox"/> Friend of client <input type="checkbox"/> Family of customer <input type="checkbox"/> Friend of customer <input type="checkbox"/> Stranger		<input type="checkbox"/> Co-worker <input type="checkbox"/> Supervisor/manager <input type="checkbox"/> Partner/spouse <input type="checkbox"/> Parent <input type="checkbox"/> Relative <input type="checkbox"/> Other: _____	CLASSIFICATION OF CIRCUMSTANCES AT TIME OF INCIDENT:	<input type="checkbox"/> Performing usual job duties <input type="checkbox"/> Poorly lit areas <input type="checkbox"/> Rushed <input type="checkbox"/> Isolate/alone <input type="checkbox"/> Unable to get help/assistance. <input type="checkbox"/> Working in unfamiliar/new loc. <input type="checkbox"/> Rushed <input type="checkbox"/> Low staffing level <input type="checkbox"/> Working in community setting <input type="checkbox"/> Other: _____				
TYPE OF INCIDENT:	<input type="checkbox"/> Physical attack without a weapon <input type="checkbox"/> Animal attack <input type="checkbox"/> Sexual assault or threat (including rape, attempted rape, physical display, or unwanted verbal or physical sexual contact) <input type="checkbox"/> Other								
	Was law enforcement contacted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	RESPONSE:						
	Action taken to protect employees from a continuing threat or other hazards as a result of the incident:								
COMPLETED BY:	JOB TITLE:			DATE COMPLETED:					