



# Workplace Violence Prevention Plan

**Adopted by:  
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# Workplace Violence Prevention Plan

## Section I: Policy Statement

Our establishment, Feather River Recreation & Park District, is committed to our employees' safety and health. We refuse to tolerate any form of violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP). We will provide adequate authority and budgetary resources to responsible parties so that our goals and responsibilities can be met.

All managers, supervisors and employees are responsible for implementing and maintaining our WVPP Program. We encourage employee participation in designing and implementing our program. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

A copy of this policy statement and WVPP Plan is readily available to all employees and from each manager and supervisor.

Our plan ensures that all employees, including supervisors and managers, adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace.

All employees, including managers and supervisors, are responsible and accountable for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe and secure work environment.

The management of our establishment is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

The WVPP Plan will be reviewed and updated annually.



## 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

## Section II: Responsibility and Accountability

The Workplace Violence Prevention Program Administrator is Brian Wilson, General Manager, and he has the authority and responsibility for implementing the provisions of this program for Feather River Recreation & Park District. All managers, supervisors and employees are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the program.

### Example:

Responsible Persons	Job Title/ Position	WVPP Responsibilities	Phone Number	Email
Brian Wilson	General Manager	Overall Responsibility of the plan	(530) 533-2011	Brianw@frrpd.com
Joe Velasquez	Park Supervisor	Shared responsibility for employee involvement and training; Joe organizes safety meetings, updates training materials, and handles any reports of workplace violence.	(530) 533-2011	Joev@frrpd.com

## Section III: Compliance

All employees are responsible and will be held accountable for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe and secure work environment.

Managers, supervisors, and employees will comply with work practices that are designed to make the workplace more secure and will not engage in threats or physical actions which create a security hazard for others in the workplace. Managers and supervisors will:

- Inform employees, supervisors, and managers about our Workplace Violence Prevention Program.
- Evaluate the performance of all employees in complying with our establishment's workplace security measures.
- Recognize employees who perform work practices which promote security in the



workplace.

- Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security.
- Discipline employees for failure to comply with workplace security practices.
- Follow established workplace security directives, policies, and procedures.

Managers and supervisors will maintain an open, two-way communications system on all workplace safety, health, and security issues. Our establishment has a communication system designed to encourage a continuous flow of safety, health and security information between management and our employees without fear of reprisal and in a form that is readily understandable.

**There will be no retaliation for any employee(s) who report workplace violence.**

Our communication system consists of the following items:

- New employee orientation on our establishment's workplace security policies, procedures, and work practices.
- Periodic review of our Workplace Violence Prevention Program with all personnel, at least once per year.
- Training programs designed to address specific aspects of workplace security unique to our establishment.
- A system to ensure that all employees, including managers and supervisors, understand the workplace security policies.
- Regularly scheduled safety meetings with all personnel that include workplace security discussions.
- Posted or distributed workplace security information.
- A system for employees to inform management about workplace security hazards or threats of violence.
- Procedures for protecting employees who report threats from retaliation by the person making the threats.
- Our establishment has fewer than ten employees and communicates with and instructs employees orally about general safe work practices with respect to workplace security.



## Section IV: Record Keeping and Review

FRRPD 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 investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

The FRRPD 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 FRRPD'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.]



## Section V: Workplace Hazard Assessment and Security Inspections

### Hazard Assessment

The WVPP Administrator will perform workplace hazard assessment for workplace security in the form of record keeping and review, periodic workplace security inspections, and a workplace survey. The assessment group will identify workplace violence and security issues and make recommendations to management and employees.

Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence will be performed by the following observer(s) in the following areas of our workplace:

Observer	Area
Joe Velasquez	Oroville Convention Center, Nelson Pool,
Eric Danner	Nelson Complex, Nolan Complex, Riverbend Park, Tennis Courts, Skatepark, MLK Park, Palermo Park, Maintenance shop
Jesus Aispuro	Forbestown Park

Periodic inspections are performed according to the following schedule:

- Monthly
- When we initially established our Workplace Violence Prevention Program.
- When new, previously unidentified security hazards are recognized.
- When occupational injuries or threats of injury occur; and
- Whenever workplace security conditions warrant an inspection.

Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in employee work practices and may require assessment for more than one type of workplace violence. Our establishment performs inspections for each type of



workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

**Inspections for workplace security hazards from violence by strangers (Type 1) include assessing:**

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for security surveillance measures, such as mirrors or cameras.
- Posting signs notifying the public that limited cash is kept on the premises.
- Procedures for employee response during a robbery or other criminal act.
- Procedures for reporting suspicious persons or activities.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services where employees have access to a telephone with an outside line.
- Limiting the amount of cash on hand and using time access safes for large bills.
- Staffing levels during evening hours of operation and at other high-risk times.
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the workday).
- Adequacy of lighting and security for designated parking lots or areas.

**Inspections for workplace security hazards from violence by customers or clients (Type 2) include assessing:**

- Access to, and freedom of movement within, the workplace.
- Adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations may lead to violent acts by persons who are service recipients of our establishment.
- Employees skill in safely handling threatening or hostile service recipients.
- Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the workday).
- Adequacy of lighting and security for designated parking lots or areas.
- The availability of employee escape routes.



### **Inspections for workplace security hazards from violence by co-workers**

#### **(Type 3) include assessing:**

- How well our establishment's anti-violence policy has been communicated to employees, supervisors, and managers.
- How well our establishment's management and employees communicate with each other.
- How well do our employees, supervisors and managers know the warning signs of potential workplace violence?
- Access to, and freedom of movement within, the workplace by non-employees, specifically recently discharged employees.
- Frequency and severity of employee-reported threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- Employee disciplinary and discharge procedures.

#### **Inspection for workplace security hazards from violence by personal relations (Type 4) include assessing:**

- Access to, and freedom of movement within, the workplace by non-employees, specifically personal relations with whom one of our employees is having a dispute.
- Frequency and severity of employee-reported threats of physical or verbal abuse which may lead to violent acts by a personal relation.
- Adequacy of workplace security systems, such as door locks, security windows, and physical barriers.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs.
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the workday).
- Adequacy of lighting and security for designated parking lots or areas.
- Warnings or police involvement to remove personal relations of employees from the worksite and effectiveness of restraining orders.



## Section VI: Emergency Response Procedures

Feather River Recreation and Park District has in place the following specific measures to manage actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by call, text, or email blast.
- Feather River Recreation and Park District Evacuation Plans are posted at each worksite. The plans include maps of evacuation routes, locations of emergency exit, and instructions for sheltering in places.
- How to obtain help from staff, security personnel, or law enforcement.
  - Butte County Sheriff’s non-emergency number: (530) 538-7321
  - Oroville Police Department non-emergency number: (530) 538-2444
  - Notify the WVPP Administrator by email or phone/text.

**IF THERE IS IMMEDIATE DANGER CALL FOR EMERGENCY ASSISTANCE BY DIALING 9-1-1**

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

<b>Responsible Persons</b>	<b>Job Title/Position</b>	<b>WVPP Responsibility(ies)</b>	<b>Phone #</b>	<b>Email</b>
Joe Velasquez	Park Supervisor	Plan Administrator	(530)531-4241	Joev@frpd.com
Brian Wilson	General Manager	Overall Responsibility for the plan	(530)533-2011	Brianw@frpd.com



## **Section VII: Training and Instruction:**

We have established the following policy on training all employees with respect to workplace violence and security.

All employees, including managers and supervisors, shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the Workplace Violence Prevention Program is first established and periodically thereafter. Training shall be provided for all new employees and for other employees for whom training has not previously been provided. It shall also be provided for all employees, supervisors, and managers, given new job Exercises for which specific workplace security training for the job Exercise has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace violence and security training and instruction includes, but is not limited to, the following:

- Explanation of the Workplace Violence Prevention Program including measures for reporting any violent acts or threats of violence.
- Recognition of workplace security hazards including the risk factors associated with the four types of violence.
- Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.
- Ways to defuse hostile or threatening situations.
- Measures to summon others for assistance.
- Employee routes of escape.
- Notification of law enforcement authorities when a criminal act may have occurred.
- Emergency medical care provided in the event of any violent act upon an employee.
- Post-event trauma counseling for those employees desiring such assistance.



## **Section VIII: Procedure 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 risk factors 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 ensure 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 another 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.
- 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.
- Support and resources, such as counseling services, are provided to affected employees. These resources could include referrals to counseling services, information about employee assistance programs, and time off work if necessary.

Ensure that no personal identifying information is recorded or documented in the written investigation report. 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.



# Violent Incident Log

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

## Where the Incident Occurred

- In the workplace     Parking lot     Other area outside workplace  
 Other: \_\_\_\_\_

## Type(s) of Incident *(select as many as apply to the incident)*

- Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
- Workplace violence directed at employees by customers, clients, or visitors.
- Workplace violence against an employee by a present or former employee, supervisor, or manager
- 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

## Perpetrator(s) Relationship to Victim(s) *(select as many as appropriate)*

- Client or Customer     Partner or Spouse  
 Supervisor or Manager     Family or Friend of a Client or Customer  
 Co-worker     Stranger with criminal intent  
 Parent or Relative     Other: \_\_\_\_\_

## Type(s) of Incident *(select as many as appropriate)*

- 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: \_\_\_\_\_



**Circumstances at Time of Incident** *(What best describes circumstances at time of incident? Select as many as apply)*

- Isolated or alone   
  Poorly lit area   
  Rushed working due to low staffing level.  
 Unable to get help   
  Isolated or alone   
  Completing usual job duties; nothing atypical.  
 Other:

**Description of the Incident** *(attach additional pages as needed; omit personal identifying information of all persons involved, ex. names, personal telephone numbers, personal addresses, e-mail addresses, social security numbers, etc.)*


**Incident Response**

Was security, law enforcement, and/or emergency medical services contacted?

Yes                       No

If yes, describe actions of security, law enforcement, and/or emergency medical services:


Describe actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident:


Authorized Company Representative

Title

Date



# Employee Security Survey

This survey will help detect Security Problems in your building or at an alternate worksite. Please fill out this form and submit it to Joe Velasquez, Park Supervisor. It will be reviewed to help determine where the potential for major security problems lie. \*This survey is intended to aid the employer in creating a safe work environment. There will be no retaliation for any employee(s) who report workplace violence.

Name \_\_\_\_\_ Work Location \_\_\_\_\_

<b>Unsafe Work Conditions</b> <i>(select any that apply to you)</i>	
<input type="checkbox"/> I have received a verbal threat	<input type="checkbox"/> No notification is given to anyone when I finish work
<input type="checkbox"/> I have witnessed a threat of violence	<input type="checkbox"/> I have been assaulted by a coworker
<input type="checkbox"/> I work alone	<input type="checkbox"/> I have witnessed incidents of violence between coworkers

<b>Workplace Safety Controls</b> <i>(select any that are in place in your workplace)</i>	
<input type="checkbox"/> There is a written policy to follow for addressing general security problems	<input type="checkbox"/> There is a procedure to request the assistance of police
<input type="checkbox"/> There is a written policy for handling a violent coworker or client	<input type="checkbox"/> There is a procedure to deal with or report harassment
<input type="checkbox"/> There is a procedure to request the assistance of a coworker	<input type="checkbox"/> There is an adequate alarm system
	<input type="checkbox"/> There is adequate security in and out of building
	<input type="checkbox"/> There is adequate security in the parking lot

<b>Additional Information</b> <i>(elaborate on any of the above, or list additional unsafe work conditions experienced)</i>

<b>Incident Severity</b> <i>(Are violence-related incidents worse during shift work, on the road, or in other situations? Please specify)</i>



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**Risky Locations** *(Where in your building or worksite would a violence-related incident most likely occur? Check all that apply)*

<input type="checkbox"/> Lounge <input type="checkbox"/> Exits <input type="checkbox"/> Deliveries <input type="checkbox"/> Private Offices	<input type="checkbox"/> Parking Lot <input type="checkbox"/> Bathroom <input type="checkbox"/> Entrance <input type="checkbox"/> Other <i>(specify)</i> _____
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**Additional Information** *(elaborate on any of the above, or list additional unsafe work conditions experienced)*

Have you ever noticed a situation that could lead to a violent incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Have you missed work because of a potential violent act(s) committed during your course of employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Do you receive workplace violence-related training or assistance of any kind?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Has anything happened recently at your worksite that could have led to violence? <i>If yes, can you comment about the situation?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Has the number of violent coworkers or clients increased in your workplace?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
Do you have any other concerns about violence or security in your workplace? <i>If so, describe.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>