



Workplace Violence Prevention Plan Training

Shasta Head Start has developed this Workplace Violence Prevention Plan (**WVPP**) as part of our health and safety program. Under all circumstances, it is the intent of Shasta Head Start to provide a safe and healthy work environment and to help support employees in the overall identification, correction, and prevention of workplace violence or workplace violence hazards.

This **WVPP** is in effect as of July 1st, 2024, and is in compliance with Senate Bill 553.

This training will familiarize you with the definitions & requirements of the plan, what to do in the event of a workplace violence incident, and how to identify & correct potential hazards.



The WVPP can be found and obtained through the **Standard Operating Procedures Portal** (SOP) under section (7.5.1.5).

The responsible people will ensure overall implementation, maintenance, and support of the WVPP.

Responsible People:

Shasta Head Start has designated the Fiscal/HR Manager, **Melissa Skudlarek**, as the WVPP Administrator.

Alternate people with responsibilities include:

- **Gordon Chatham**, Executive Director
- **Chelsea Miller**, HR Specialist
- **Supervisors**, Directors, Managers, Site Supervisors, Head Teachers



Employee's Active Involvement

All **Shasta Head Start** employees share the responsibility for creating and maintaining a safe environment, free from workplace violence. Employees are encouraged to participate in identifying, evaluating, and correcting workplace violence during their monthly site meetings (quarterly for Admin staff). This can include brainstorming sessions, discussions of recent incidents, reviews of safety procedures, and suggestions for procedure changes. Employees are also encouraged to participate in identifying and reporting workplace violence, as well as designing and implementing their ideas for the development and training of the plan through direct contact with their supervisor or the WVPP Administrator. Direct contact can include in person conversation, encrypted email, or phone call/voicemail.



Four Types of Workplace Violence

- I. Workplace violence committed by someone with no legitimate business interests at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
- II. Workplace violence directed at employees by customers, clients, patients, students, or visitors.
- III. Workplace violence between two current employees or one current and one former employee.
- IV. Workplace violence committed by a non-employee who has a personal relationship with an employee.



Procedures:

If a Workplace Violence Incident occurs:

- I. Employees will make a report to their supervisor or the WVPP administrator as soon as possible after the incident, preferably in a written format.
- II. The WVPP administrator or the applicable supervisor will immediately undertake an investigation of the incident and complete the Workplace Violence Investigation Form.
- III. Once the investigation is complete, a Violent Incident Log will be completed and submitted to the WVPP Administrator. *(no personal identifying information may be included on the log)*

If an imminent threat or danger is present, employees should call 911.

Violent Incident Log

The information in the log must come from an employee who witnessed the incident, witness statements, or investigation findings.

Records of the Violent Incident Log can be obtained by contacting the WVPP administrator.

Violent Incident Log

The information from each log must come from an employee who witnessed the incident, other witness statements, or investigative findings. No personal identifying information may be included in the log, such as a name.

Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

☐ Classroom ☐ Kitchen ☐ Office ☐ Parking Lot ☐ Other _____

Type of Violence: _____

1. Workplace violence committed by someone with no legitimate business interests at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
2. Workplace violence directed at employees by customers, clients, patients, students, or visitors.
3. Workplace violence between two current employees or one current and one former employee
4. Workplace violence committed by a non-employee who has a personal relationship with an employee.

Nature of Violence: *(check all that apply)*

- ☐ Physical attack without a weapon, including, but not limited to biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, 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 _____

Offender:

- ☐ Client or Customer ☐ Family or Friend of a Client or Customer ☐ Partner or Spouse
- ☐ Co-worker ☐ Supervisor or manager ☐ Parent or relative ☐ Stranger with criminal intent
- ☐ Other _____

Description of Incident: *(continue on separate sheet if necessary)*

Circumstances: *(e.g., employee was rushed, working in a poorly lit area, isolated/alone, unfamiliar location)*

Action Taken: *(e.g., use of law enforcement, means of protection, administrative, etc.)*

Additional Comments:

Log Completed By:

Name: _____ Date: _____

Position: _____

Checklist for Identifying, Evaluating, and Correcting Workplace Violence Hazards

Inspections will be conducted upon implementation of the WVPP, after an incident, and whenever SHS becomes aware of an unrecognized hazard.

Checklist for Identifying, Evaluating, & Correcting Workplace Violence Hazards

Inspections will be conducted upon implementation of the WVPP, after a workplace violence incident, and whenever Shasta Head Start becomes aware of a new or unrecognized hazard.

Yes	No	N/A	Potential Hazard	Corrective Action/Notes	Date Corrected
			Is the parking lot and other outside areas lit well?		
			Is the parking lot secure with a gate, lock, security camera etc.?		
			Are vehicles safely locked and secured?		
			Do vehicles receive routine inspections and are they kept in good working order?		
			Are vehicle door and window locks controlled by the driver?		
			Have neighboring facilities or businesses experienced violence or crime?		
			Is the area surrounding the building free of bushes or other hiding places?		
			Are exterior walkways visible from inside the building?		
			Are all security cameras positioned well and working properly?		
			Is the alarm system working and tested regularly?		
			Are there procedures to control key access?		
			Is public access to the building controlled?		
			Are authorized visitors required to sign-in?		
			Are authorized visitors required to wear ID badges or name tags?		
			Can an employee(s) observe others in waiting areas?		
			Are waiting and work areas free of objects that could be used as weapons?		
			Is there adequate staffing at the center/office?		
			Do all necessary doors and windows lock?		
			Are restrooms secure with working locks?		
			Are broken locks, windows, cameras repaired promptly?		
			Do employees have access to a telephone with an outside line?		
			Can an employee be heard if they call for help?		

			Are all incidents of violence or suspicious activity reported?		
			Are employees notified of past violent incidents?		
			Is there an internal procedure for conflict situations?		
			Are all staff trained on emergency procedures?		
			Is emergency information visibly posted?		
			Is indoor lighting adequate enough to see clearly?		
			Are employee work areas separate from public areas?		
			Is there a secure location for employees to store their personal belongings?		
			Are exits clear and are there enough exits or adequate routes of escape?		
			Can exit doors be opened only from the inside to prevent unknown and unauthorized entrances?		
			Are floor plans posted to show entrances and exits?		
			Other...		

Completed by: _____

Position: _____

Center: _____

Date: _____

Evacuation and Shelter in Place Procedures

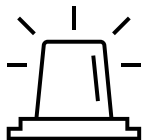
- In the event of an incident, employees will be notified by their supervisor or the Designated Person in Charge regarding the nature of the incident.
- Employees will follow their centers Licensing 610 Form: *Emergency Disaster Plan for Child Care Centers*. These forms are in prominent locations within each classroom.
- In the event of a shelter in place emergency the Designated Person in Charge will initiate the lockdown procedures; locking all of the doors, closing the blinds, and turning the lights off. *Under no circumstances should staff be allowed out during the lockdown.*

Contact Information

The WVPP Administrator, **Melissa Skudlarek**, can be reached at (530) 241-1036 extension 1065 or through email at mskudlarek@shskids.org.

Use the numbers below if immediate help is needed.
Do not dial 8 to call out before dialing 911.

<u>Emergency Contact</u>	<u>Phone Number</u>
Police Department	911
Fire Department	911
Ambulance	911



Shasta Head Start recognizes that open, two-way communication between our management team and staff about workplace violence issues is essential to a safe and productive workplace.

All employees can report incidents or concerns to Shasta Head Start or law enforcement without fear of reprisal. Any employee who suffers or suspects retaliation should notify the Fiscal/HR Manager.

All questions or concerns can be emailed to hrdept@shskids.org or directed to your supervisor; responses will be as prompt as possible. Thank you for doing your part in keeping **Shasta Head Start** a safe place to work.

