



**Workplace Violence Prevention Plan (WVPP)**

***Effective July 2024***

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# WORKPLACE VIOLENCE PREVENTION PROGRAM (WVPP) for CHIME Institute

**Objective:** CHIME Institute (“CHIME”) Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by California Labor Code (LC) section 6401.9.

**Date of Last Review:** July 2024

**Date of Last Revision(s):** July 2024

## I. 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 or WVPP**- 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.

## II. RESPONSIBILITY FOR WVPP

The following individuals have the authority and responsibility for implementing the provisions of this plan for CHIME:

WVPP Administrators	Position & Location	WVPP Responsibilities	Phone #	Email Address
Erin Studer	Executive Director K8 Charter	Implement provisions, hold annual safety meetings, investigate workplace violence incidents and related hazards, maintain logs and records related to workplace violence.	(818) 346-5100 x 223	<a href="mailto:estuder@chimecharter.com">estuder@chimecharter.com</a>
Annie Cox	Executive Director Early Ed		(818) 677-2922	<a href="mailto:annie.cox@chimeinstitute.net">annie.cox@chimeinstitute.net</a>
Azita Daneshfar	HR Director K8 Charter		(818) 346-5100 x 230	<a href="mailto:adaneshfar@chimecharter.com">adaneshfar@chimecharter.com</a>
Kathy Jamison	Principal K8 Charter		(818) 346-5100 x	<a href="mailto:kjamison@chimecharter.com">kjamison@chimecharter.com</a>
Caitlin Healey	Principal K8 Charter		(818) 346-5100 x	<a href="mailto:chealey@chimecharter.com">chealey@chimecharter.com</a>
Tina Goodman	Assistant Principal K8 Charter		(818) 346-5100 x	<a href="mailto:tgoodman@chimecharter.com">tgoodman@chimecharter.com</a>

All administrators are responsible for implementing and maintaining the WVPP in their work areas, and for answering employee questions about the WVPP. ALL employees are responsible for adhering to and complying with the WVPP.

## III. EMPLOYEE ACTIVE INVOLVEMENT

CHIME ensures the following policies and procedures obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Administrators will work with and allow employees and authorized employee representatives to participate in:
  - Identifying, evaluating, and determining corrective measures to prevent workplace violence. Administrators will have (at a minimum) annual safety meetings with employees and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and discuss how to correct them. These meetings will involve the review of safety procedures and discussions of recent incidents. If an employee requests it, or the need arises, the meetings will convene more often as needed. The current topics covered by the safety training include:
    - Dealing with angry/irate members of the community;
    - How to respond to an emergency scenario (i.e., school lockdown);
  - Training feedback - Employees are encouraged to provide feedback on training programs. Suggestions will be incorporated into the training materials as needed. For example, employees can suggest new training scenarios based on recent incidents or based on the contents of safety training(s) that they receive. All employee feedback is welcome. Feedback and suggestions can be sent to Executive Director Erin Studer, Executive Director Annie Cox, and HR Director Azita Daneshfar via email at [estuder@chimecharter.com](mailto:estuder@chimecharter.com), [annie.cox@chimeinstitute.net](mailto:annie.cox@chimeinstitute.net), and [adaneshfar@chimecharter.com](mailto:adaneshfar@chimecharter.com).

- Reporting and investigating feedback - Employees are encouraged to provide recommendations on best practices to report and investigate workplace violence incidents. Feedback and suggestions can be sent to Executive Director Erin Studer, Executive Director Annie Cox, and HR Director Azita Daneshfar via email at [estuder@chimecharter.com](mailto:estuder@chimecharter.com), [annie.cox@chimeinstitute.net](mailto:annie.cox@chimeinstitute.net), and [adaneshfar@chimecharter.com](mailto:adaneshfar@chimecharter.com).
- Administrators will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Administrators will enforce the rules fairly and uniformly.
- All employees must follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. These policies include, but are not limited to, this WVPP, the Injury and Illness Prevention Program (“IIPP”), and the Employee Handbook.
- The plan shall be in effect at all times and in all work areas and is specific to the hazards and corrective measures for each work area and operation.

#### **IV. EMPLOYEE COMPLIANCE**

Our system is made 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, including at a minimum:

- Training employees, supervisors, and managers in the provisions of CHIME’s WVPP.
  - The annual training will cover the topics in the WVPP. All employees are required to participate. Participation will be noted via a digital log. Failure to complete the mandatory training will result in discipline (up to and including termination).
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
  - All employees are required to follow the WVPP and may be subject to discipline (up to and including termination) for any failure to adhere to the WVPP.
  - Supervisory employees who have questions or concerns related to compliance with the WVPP are directed to report them to their Executive Director and HR Director (contact information is located on Page 3 above).
- Provide retraining to employees whose safety performance is deficient with the WVPP. This will occur on an as-needed basis. Any employee who feels that they need additional training is encouraged to reach out to their Executive Director and HR Director (contact information is located on Page 3 above).
- Discipline employees for failure to comply with the WVPP. CHIME’s existing discipline procedures located in its Employee Handbook also apply to failure to comply with the WVPP. The Employee Handbook may be accessed via the intranet at <https://www.chimeinstitute.org> As stated above, employees who fail to comply with the WVPP and may be subject to discipline (up to and including termination).

## V. 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 that 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. If any employee requires assistance in understanding this WVPP or the contents of the safety training meeting, requires a translation into another language, please contact your supervisor, or the School Director, and a translation will be made available to you.
- Posted or distributed workplace violence prevention information - The WVPP will be available for review in the school's main office. It can also be accessed via the intranet at the following link: <https://www.chimeinstitute.org> If you would like a hard copy to take home, please contact your Executive Director, and a copy will be made available to you.
- Employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action in the following ways:
  - Employees are encouraged to report any violent incident, threat or other workplace violence concern to their supervisor, HR Director, or Executive Director in writing. If an employee is not comfortable communicating with their supervisor, HR Director, or Executive Director, then the employee is encouraged to report the concern to Board President Patrick Smith ([psmith@chimeinstitute.net](mailto:psmith@chimeinstitute.net)). **No employee will be retaliated against for reporting workplace violence concerns.**
  - Employees can also anonymously report a violent incident, threat, or other workplace violence concern to California Division of Occupational Safety and Health (Cal/OSHA) at (800) 963-9424. This anonymous hotline may also be used by whistleblowers to report illegal or unethical activities. This same hotline can be used to report a violent incident, threat, or other violence concerns. All employees are given access to a phone number and receive a card with a code with a link to a website. All anonymous complaints reported via this method are directed to an authority outside of CHIME.
  - **For emergency response, please dial 911.** For non-emergencies, employees can also reach local police departments at the following numbers:
    - LAPD, West Valley Division (818) 756-4800 (*For CHIME Institute's Schwarzenegger Community Charter School*).
    - LAPD, Devonshire Division (818) 832-0633 (*For CHIME Institute's Early Education Program*).

- 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. This will be accomplished by each employee's supervisor having a meeting with the employee and informed of the outcome of the investigation. Updates on the status of investigations and corrective actions may also be 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.
- Employees may voice their concerns during safety training meetings and during periodic inspections of workplace hazards performed by the Executive Director.

## VI. WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

CHIME will implement the following effective procedures to ensure that all employees are instructed on the correct procedures to report any threats or acts of workplace violence:

- Procedures for reporting incidents, threats, hazards and concerns of workplace violence.
  - Employees are encouraged to report any violent incident, threat or other workplace violence concern to his or her supervisor, HR Director, or the Executive Director. Such reports (if made verbally) should be followed up in writing. If an employee is not comfortable communicating with their supervisor or School Director, then the employee is encouraged to report the concern to Board President Patrick Smith ([psmith@chimeinstitute.net](mailto:psmith@chimeinstitute.net)). No employee will be retaliated against for reporting workplace violence concerns.
    - In emergencies, Employees are instructed to call 9-1-1;
    - Employees can report violent incidents and threats to WVPP Administrators listed on page 3;
    - Employees can also anonymously report a violent incident, threat, or other workplace violence concern to California Division of Occupational Safety and Health (Cal/OSHA) at (800) 963-9424. This anonymous hotline may also be used by whistleblowers to report illegal or unethical activities. This same hotline can be used to report a violent incident, threat, or other violence concerns. All anonymous complaints reported via this method are directed to an authority outside of CHIME.

**No Retaliation:** A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. Any employee who retaliates against a coworker for reporting an incident will be subject to discipline, up to and including termination.

## VII. EMERGENCY RESPONSE PROCEDURES

CHIME has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:



- Alarm systems and PA announcements will be used to alert employees of emergencies.
- CHIME will have evacuation routes, marked exit signage, defined evacuation routes, and active shooter protocol and procedures.
- To obtain help from law enforcement, see below contact information for response staff and local law enforcement. **If there is immediate danger, call for emergency assistance by dialing 9-1-1 and then notify the WVPP Administrators located on page 3.**
  - LAPD, West Valley Division (818) 756-4800 (*For CHIME Institute's Schwarzenegger Community Charter School*).
  - LAPD, Devonshire Division (818) 832-0633 (*For CHIME Institute's Early Education Program*).

In the event of an emergency including a Workplace Violence Emergency, **call 9-1-1**. Additionally, contact the following:

WVPP Administrators	Position & Location	WVPP Responsibilities	Phone #	Email Address
Erin Studer	Executive Director K8 Charter	Implement provisions, hold annual safety meetings, investigate workplace violence incidents and related hazards, maintain logs and records related to workplace violence.	(818) 346-5100 x 223	<a href="mailto:estuder@chimecharter.com">estuder@chimecharter.com</a>
Annie Cox	Executive Director Early Ed		(818) 677-2922	<a href="mailto:annie.cox@chimeinstitute.net">annie.cox@chimeinstitute.net</a>
Azita Daneshfar	HR Director K8 Charter		(818) 346-5100 x 230	<a href="mailto:adaneshfar@chimecharter.com">adaneshfar@chimecharter.com</a>
Kathy Jamison	Principal K8 Charter		(818) 346-5100 x	<a href="mailto:kjamison@chimecharter.com">kjamison@chimecharter.com</a>
Caitlin Healey	Principal K8 Charter		(818) 346-5100 x	<a href="mailto:chealey@chimecharter.com">chealey@chimecharter.com</a>
Tina Goodman	Assistant Principal K8 Charter		(818) 346-5100 x	<a href="mailto:tgoodman@chimecharter.com">tgoodman@chimecharter.com</a>

## VIII. WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by CHIME to ensure that workplace violence hazards are promptly identified and evaluated:

- Inspections shall be conducted when this plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard (including when a suggestion or concern is raised by an employee).

CHIME will also review all submitted/reported concerns of potential hazards in the following manner(s):

- The Administrators will conduct a monthly review of all submitted and reported concerns including, but not limited to:

- Submittals, reports, voicemails, and communications sent to supervisors, HR Director, Executive Directors and all authorized employee representatives of CHIME, including those sent with the intent to remain anonymous, to inform management about workplace violence hazards and threats of violence without fear of reprisal/retaliation.

#### **A. 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 are conducted once a month, and additionally on an as-needed 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:

<b>Specific Person Name/Job Title</b>	<b>Location</b>
Erin Studer, Executive Director Azita Daneshfar, HR Director William Tiraccaya, IT Coordinator Kathy Jamison, Principal Caitlin Healey, Principal Tina Goodman, Assistant Principal Guillermo Ceja, Facilities Manager	K8 Charter 19722 Collier St Woodland Hills, CA 91364
Annie Cox, Executive Director Azita Daneshfar, HR Director William Tiraccaya, IT Coordinator	Early Ed 18330 Halsted Street. Northridge, CA 91330

Inspections for workplace violence hazards include assessing the following factors that are specific to CHIME's workplace that may result in risk of workplace violence.

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.

- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, and physical barriers.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' (including security personnel at specific campus locations) skill in safely handling threatening or hostile service recipients.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., phones, alarms and PA systems.
- The availability of employee evacuation routes.
- How well CHIME's establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of 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.

## **IX. WORKPLACE VIOLENCE HAZARD CORRECTION**

Workplace violence hazards will be evaluated and corrected in a timely manner. CHIME 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 existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated. CHIME will document the corrective actions via a written memorandum.
- Corrective measures for workplace violence hazards will be specific to a given work area.
  - For example, in the event of a robbery, CHIME may make the workplace unattractive to robbers by:
    - Improve lighting around and at the workplace.
    - Post signs notifying the public that cameras are monitoring the facility.
    - Utilize measures, such as security cameras to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
    - Hire security personnel and have them patrol the workplace interior and perimeter as needed.

- CHIME may provide workplace violence systems, such as door locks, lockdown safety shades, physical barriers, and emergency alarms.
- Ensure the adequacy of workplace violence systems
- Post emergency telephone numbers for law enforcement, fire, and medical services
- Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
- Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or PA systems.
- Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
  - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
  - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
  - Improve how well our establishment's management and employees communicate with each other.
  - Procedures for reporting suspicious persons, activities, and packages.
  - Provide/review employee, supervisor, and management training on emergency action procedures.
- Ensure adequate employee escape routes.
- Increase awareness by employees, supervisors, and administrators of the warning signs of potential workplace violence.
- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence. See the CHIME Institute Employee Handbook for more details.
- Establish a policy for prohibited practices.
- Limit the amount of cash on hand and use time access safes for large bills.

## **X. PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION**

After a workplace incident, the WVPP administrators (identified on page 3) or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.

- Interview the 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: [*See attached Violent Incident Log*]
  - 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.
  - CHIME will provide support and resources to affected employees. These resources include referrals to counseling services, information about employee assistance programs, and time off work to the extent required by law.

CHIME ensures 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.

## **XI. TRAINING AND INSTRUCTION**

All CHIME 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.

CHIME provides 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 CHIME has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The contents of the violent incident log (including how to complete it) and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities CHIME has for interactive questions and answers with a person knowledgeable about the WVPP.

- Strategies to avoid/prevent workplace violence and physical harm, such as:
  - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
  - Methods to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee.
- Post-event trauma counseling for employees desiring such assistance.

**Note:** CHIME uses training material appropriate in content and vocabulary to the educational level, literacy, and language of employees. In the event that translation is required, the employee or designated representative is directed to reach out to the Executive Director.

## **XII. EMPLOYEE ACCESS TO THE WRITTEN WVPP**

CHIME's WVPP is in writing and is available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished in the following manner(s):

- CHIME's WVPP is readily accessible to all employees via the intranet at <https://www.chimeinstitute.org> CHIME will provide unobstructed access through this intranet website, which allows all 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.
- Whenever an employee or designated representative requests a copy of the written WVPP, CHIME will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy. If an employee or designated representative requires the WVPP to be translated into another language or needs assistance in understanding its terms, the employee or designated representative is directed to reach out to Human Resources and a translated copy will be made available, and any questions will be answered.

## **XIII. RECORDKEEPING**

CHIME 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.

#### **XIV. 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.

#### **XV. REVIEW AND REVISION OF THE WVPP**

CHIME's WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent (either based on an employee concern or otherwise).
- After a workplace violence incident.
- On an as-needed basis as determined by the WVPP administrators as identified on page 3.

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 CHIME's WVPP will 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.
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions will be made promptly and communicated to all employees via a written memorandum.



These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

## **XVI. EMPLOYER REPORTING RESPONSIBILITIES**

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, CHIME 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.

We, Erin Studer and Annie Cox, Executive Directors of CHIME Institute, 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.

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[Signature of person authorizing this WVPP]

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[Date of Signature]

[Signature of person authorizing this WVPP]

## XVII. CHIME INSTITUTE VIOLENT INCIDENT LOG

This template log will be used for every workplace violence incident that occurs in our workplace. It includes 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.

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- Were there any injuries? Yes or No. Please explain:

[Indicate here if there were any injuries, if so, provide description of the injuries]

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- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

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Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

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

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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]