



**WILLOWS UNIFIED SCHOOL DISTRICT
Office of the Superintendent**

Management Report

DATE: August 6th, 2026

AGENDA TOPIC: WUSD Workplace Violence Prevention Plan

PRESENTER: Michelle O'Dell, Director of Curriculum, Instruction & Assessment

BACKGROUND INFORMATION:

The original plan was approved in August 2024. This is the same plan but with an updated Willows High School site principal.

Workplace Violence Prevention Plan Summary: Employees including supervisors and managers can be victims of workplace violence, which entails a substantial risk of physical and emotional harm. Some of these incidents of workplace violence result in fatal injury, and others result in nonfatal injuries, requiring medical treatment, missed work, lost wages, and decreased productivity. In response, on September 30, 2023, California Senate Bill 553 was signed into law and California labor Code section 6401.9 became in effect and enforceable as of July 1, 2024; requiring employers to establish, implement, and maintain an effective Workplace Violence Prevention Plan that includes but is not limited to the following:

- Identifying who is responsible for implementing the plan
- Involving employees and their representatives
- Accepting and responding to reports of workplace violence and prohibit employee retaliation
- Communicating with employees regarding workplace violence matters
- Responding to actual and potential emergencies
- Developing and providing effective training
- Identifying, evaluating, and correcting workplace violence hazards
- Performing post incident response and investigations

RECOMMENDATION:

Information only

Thank you!

WORKPLACE VIOLENCE PREVENTION PROGRAM

Willows Unified School District

Our district's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Implementation: July 1, 2024

Date of Last Review:

Date of Last Revision(s): July 26, 2026

PURPOSE AND AUTHORITY

California SB 553 requires California employers to establish, implement, and maintain an effective Workplace Violence Prevention Plan (WVPP) at all times, for all work areas.

Willows Unified School District (WUSD) developed its workplace violence prevention program to proactively address and mitigate workplace violence hazards. The plan includes the following components:

1. Job titles or persons responsible for implementing and maintaining the plan.
2. Methods to ensure employees understand their respective roles, as provided in the plan.
3. Effective procedures for the employer to accept and respond to reports of workplace violence and to prohibit retaliation against an employee who makes such a report.
4. Effective procedures to ensure that supervisory and nonsupervisory employees comply with the plan.
5. Procedures for an employee to report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal.
6. Effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following:
 - a. Effective means to alert employees of workplace violence emergencies, location, and nature.
 - b. Evacuation and sheltering protocols are in place for each work site.
 - c. Train employees in options-based approaches to emergencies.
7. Procedures to develop and provide employee training.
8. Procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify vulnerabilities and work practices and employee reports and concerns. Evaluation and response inspections/investigations shall be conducted by the designated site administrator:
 - a. After the plan is implemented on July 1st, 2024
 - b. After each workplace violence incident
 - c. Whenever the employer is made aware of a new or previously unrecognized hazard.
9. Procedures to correct workplace violence hazards identified above promptly consistent with the IIPP, including:
 - a. Procedures for post-incident response and investigation.
 - b. Procedures to review the effectiveness of the plan and revise the plan, including:
 - i. Obtaining the active involvement of employees and authorized employee representatives in reviewing the plan.
10. A written log recording incidents of workplace violence, training, and hazards.

GENERAL 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.

RESPONSIBILITY

The WVPP administrator, Emmett Koerperich has the authority and responsibility for implementing the provisions of this plan for Willows Unified School District.

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

Willows Unified School District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. Management will have quarterly safety meetings with employees and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them.
 - Reporting and investigating workplace violence incidents.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system 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, include at a minimum:

- Training employees, supervisors, and managers in the provisions of the Willows Unified School District Workplace Violence Prevention Plan (WVPP)
- Provide retraining to employees whose safety performance is deficient with the WVPP.

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 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.

- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
- 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.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

All threats or acts of workplace violence are reported to the employee's site principal:

James Lothschutz: Willows High School, 203 N. Murdock Avenue, Willows CA 95988
jlothschutz@willowsunified.org, 530-934-6611

Durell Siplin: Willows Intermediate School, 1145 W. Cedar Street, Willows, CA 95988
dsiplin@willowsunified.org 530-321-5599

Stacy Lanzi: Murdock Elementary School, 655 French Street, Willows, CA 95988
slanzi@willowsunified.org, 530-526-7556

Emmett Koerperich: Willows Community High School, 823 W. Laurel Street, Willows CA 95988
ekoerperich@willowsunified.org, 530-330-1031

If the site principal is not available, employees will report incidents directly to the WVPP administrator:

Emmett Koerperich: WVPP administrator, 823 W. Laurel Street, Willows CA 95988
ekoerperich@willowsunified.org, 530-330-1031

Confidentiality will be maintained at all times. Willows Unified School District will not tolerate retaliation against any employee reporting workplace violence.

EMERGENCY RESPONSE PROCEDURES

Willows Unified School District 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 include the use of the district's emergency warning program (currently Catapult EMS), alarm systems, and/or PA announcements. This list is not exhaustive.
- Willows Unified School District will have evacuation or sheltering plans, including maps of evacuation routes, locations of emergency exit, and instructions for sheltering in place. Drills are conducted regularly at each school site.

In the event of an emergency, if you cannot reach your site principal or WVPP administrator, dial 9-1-1.

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Willows Unified School District to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

- Following review of all submitted/reported concerns of potential hazards.

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 to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Michelle O'Dell, Director of Curriculum, Instruction and Assessment	District-wide
Steven Permann, Maintenance Lead III	District-wide
Stacy Lanzi, MES Principal	Murdock Elementary School
Durell Siplin, WIS Principal	Willows Intermediate School
James Lothschutz, WHS Principal	Willows High School
Emmett Koerperich, Superintendent	Willows Community High School

Inspections for workplace violence hazards include assessing:

- 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, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The availability of employee escape routes.

- How well our 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.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. Willows Unified School District 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 on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.
 - o Make the workplace unattractive to robbers by:
 - Improve lighting around and at the workplace.
 - Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
 - Install security surveillance cameras in and around the workplace.
 - o Provide workplace violence mitigation systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems
 - o Ensure the adequacy of workplace violence systems
 - o Post emergency telephone numbers for law enforcement, fire, and medical services
 - o Control, 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.
 - o Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.
 - o 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.
 - 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 managers of the warning signs of potential workplace violence.
- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.
- Establish a policy for prohibited practices.
- Limit the amount of cash on hand and use time access safes for large bills.

PROCEDURES 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 risks 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 ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- A violent incident log (see form at the end of this document) 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 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.
- o 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.
 - Provision for counseling services for affected employees including information about employee assistance programs.

Ensure that no personal identifying information is recorded or documented in the violent incident log. 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.

TRAINING AND INSTRUCTION

All 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 through an assignment from Vector Solutions:

- 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.

Willows Unified School District will provide 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 Willows Unified School District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.

- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities Willows Unified School District has for interactive questions and answers with a person knowledgeable about the WVPP plan.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - o How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - o Ways 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: *Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Willows Unified School District ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This plan will be accessible on the district website, www.willowsunified.org. Employees may request a printed or electronic copy.

RECORDKEEPING

Willows Unified School District 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:
 - o Training dates.
 - o Contents or a summary of the training sessions.
 - o Names and qualifications of persons conducting the training.
 - o 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.
 - o 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.

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.

REVIEW AND REVISION OF THE WVPP

The Willows Unified School District 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 Willows Unified School District 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.

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\), Reporting Work-Connected Fatalities and Serious Injuries](#), Willows Unified School District 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.

I, Emmett Koerperich, Superintendent of Willows Unified School District, hereby authorize and ensure, the establishment, implementation, and maintenance of this written Workplace Violence Prevention Plan and the documents/forms within this written plan.

Signature

Date

Violent Incident Report

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include 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

Date of Incident: _____

Time of Incident: _____ a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)

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.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]

[illegible]

Workplace violence committed by: [For confidentiality, only include the 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.]

Circumstances at the time of the incident: [write/type what was happening 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.]

Where the incident occurred: [Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]

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.

[Include information on what the consequences of the incident were.]

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

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

- 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:

[

]

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.

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

This violent incident log was completed by:

Name: _____

Title: _____

Date: _____

Signature: _____

WUSD Workplace Violence Hazard Mitigation Checklist

- **"Yes"** mitigation or preventative measures are in place;
- **"No"** mitigation or preventative measures are in place;
- **"Not Applicable"** if the criterion or facility area does not apply to the site; or
- **"Not Assessed"** if the criterion or facility area is not assessed.

Assessment Location: _____

Assessment By: _____ Date Assessed: _____

Potential Hazard	Mitigation Ideas
The exterior and interior of the workplace for its attractiveness to robbers. ☐ Yes ☐ No ☐ Not Applicable ☐ Not Assessed Comments:	Improve lighting around and at the workplace. Post signs notifying the public that cameras are monitoring the facility. Hire staff to patrol the workplace interior and perimeter. Install fencing and create a single point of entry into the facility. Remove vegetation close to the building and decrease hiding spots.
Violence surveillance measures, such as mirrors, cameras, or line of sight. ☐ Yes ☐ No ☐ Not Applicable ☐ Not Assessed Comments:	Utilize surveillance measures, such as cameras and mirrors, to provide information about what is happening outside and inside the workplace to dissuade criminal activity. Trim shrubs and trees to create natural surveillance so employees can look out the windows from inside the building and observe threats.
Procedures for employee response during a robbery or other criminal act. ☐ Yes ☐ No ☐ Not Applicable ☐ Not Assessed Comments:	Provide workplace violence systems, such as door locks, hardened windows, physical barriers, and emergency alarms. Active assailant training and drills to evacuate the facility.
Procedures for reporting suspicious persons or activities and handling hostile or threatening persons. ☐ Yes ☐ No ☐ Not Applicable ☐ Not Assessed Comments:	Employee communication systems could include radios, emergency management systems, group texting, or email alerts. Employee de-escalation training, identifying suspicious behavior, and non-confrontational techniques when contacting unknown persons. Increase awareness through drills or exercises.
Practical location and functioning of emergency	Ensure the adequacy of workplace violence systems.

buttons and alarms. ☐Yes ☐No ☐ Not Applicable ☐ Not Assessed Comments:	Install effective systems such as alarms or panic buttons to warn others of violent danger. Create a communication plan to notify other employees of an emergency.
Posting emergency telephone numbers for law enforcement, fire, and medical services in visible locations. ☐Yes ☐No ☐ Not Applicable ☐ Not Assessed Comments:	Post emergency telephone numbers for law enforcement, fire, and medical services. Ensure employees have access to a telephone with an outside line.
Whether employees have effective escape routes from the workplace. ☐Yes ☐No ☐ Not Applicable ☐ Not Assessed Comments:	Identify and train employees on multiple escape routes, rally points, and relocation areas. Confirm that escape routes, rally points, and relation areas are still available and documented in the local safety plan.
Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems. ☐Yes ☐ No ☐ Not Applicable ☐ Not Assessed Comments:	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. Visitor management and visitor monitoring policies. Employee termination and disciplinary action procedures.
Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees. ☐Yes ☐No ☐ Not Applicable ☐ Not Assessed Comments:	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 management and employees communicate with each other.

Use work practices such as the "buddy" system for specified emergency events. ☐ Yes ☐ No ☐ Not Applicable ☐ Not Assessed	Provide procedures for a "buddy" system for specified emergency events. Identify employees needing assistance evacuating and ensure the WVPP meets their needs.
Comments:	
Review any prior violent acts, threats of physical violence, verbal abuse, property damage, or other signs of strain or pressure in the workplace. ☐ Yes ☐ No ☐ Not Applicable ☐ Not Assessed Comments:	Review previous workplace violence incidents and identify increases, decreases, or trends. Review the Workplace Violence Incident Log and the Workplace Violence Hazard Log to create improvements at the site and plan. Speak with facility administrators and managers to confirm any new workplace violence hazards.
Other procedures to identify and evaluate workplace violence hazards ☐ Yes ☐ No ☐ Not Applicable ☐ Not Assessed Comments:	