

WHEATLAND SCHOOL DISTRICT

Injury & Illness Prevention Program (IIPP)

Incorporating the Workplace Violence Prevention Plan (Labor Code §6401.9) and Heat Illness Prevention Plan (T8 CCR §§3395–3396)

*Adapted from the Cal/OSHA Workplace Injury & Illness
Prevention Model Program for Non-High Hazard Employers (CS-1B)
and current Cal/OSHA Title 8 CCR requirements*

Revision: 8/20/2026

Compliance basis: Title 8, California Code of Regulations §§3203, 3204, 3395, 3396, 3400, 5194, 5199; Labor Code §6401.9 (SB 553); Title 8 §14300 et seq. (recordkeeping); Federal OSH Act (for reference — California operates its own State Plan, which meets or exceeds federal OSHA).

Board Policy references in this IIPP use Wheatland School District's current local policy numbering, as published on the District's website (wheatlandsd.com) and its Board Policy portal. Where noted, “cf.” refers to a related Board Policy for the reader's convenience; it does not restate that policy's full text.

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I. Policy

It is the policy of the Wheatland School District (“District” or “WSD”) to provide a safe and healthy campus environment for faculty, staff, students, volunteers, and the public. To achieve this goal, the District maintains a comprehensive Injury and Illness Prevention Program (IIPP) that integrates a cooperative effort of the entire school community to identify and eliminate unsafe conditions or practices, control health hazards, and fully comply with all applicable safety and health regulations. The District will provide employees with safety training to prevent injury and illness — both on and off the job. No employee will be required to perform work that exposes themselves or others to unreasonable risk of injury or illness.

As delegated by the Superintendent, designated WSD employees are responsible for developing, implementing, enforcing, and maintaining the District’s IIPP. Site administrators and supervisors take a leadership role in ensuring the program’s effectiveness by fostering a strong safety culture and ensuring operations under their control comply with applicable regulations and District policy. Each employee is responsible for preventing workplace injury and illness by performing job duties consistent with this program.

Departments must periodically inspect for unsafe conditions and work practices and correct deficiencies found. The IIP Program Administrator/Safety Coordinator, or designee, may assist with inspections of workplace conditions and practices.

This program is designed to comply with Title 8 of the California Code of Regulations (“T8 CCR”) §3203, and — reflecting current law — also incorporates the Workplace Violence Prevention Plan required by Labor Code §6401.9 (SB 553, effective July 1, 2024) and the Heat Illness Prevention requirements of T8 CCR §3395 (outdoor) and §3396 (indoor, effective July 23, 2024). The program consists of the following elements:

- Responsibilities
- Compliance
- Communication
- Hazard Assessment
- Accident / Exposure Investigations
- Hazard Correction
- Training and Instruction
- Heat Illness Prevention (Outdoor and Indoor)
- Workplace Violence Prevention
- Recordkeeping

California is a federal OSHA “State Plan” state: Cal/OSHA standards apply in lieu of federal OSHA standards and are, in numerous respects (including the IIPP mandate itself, heat illness prevention, and workplace violence prevention), more protective than federal requirements. Where no California-specific standard exists, the general duty clause of the federal Occupational Safety and Health Act (29 U.S.C. §654) and Labor Code §6400 both require a workplace free of recognized hazards.

II. Responsibilities

District employees at every level have a special obligation to work safely and to maintain a safe and healthful work environment. Safe job performance is an integral part of overall job performance. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

IIP Program Administrator / Safety Coordinator

☐ Name: Angela Gouker

☐ Title: Superintendent

☐ Phone: 530-633-3130

has the authority and responsibility for implementing and maintaining this IIP Program for Wheatland School District, including its Workplace Violence Prevention Plan and Heat Illness Prevention Plan components.

Managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about it. A copy of this IIP Program is available from each manager and supervisor and at each District worksite.

Consistent with the 2017 amendment to T8 CCR §3203(b), the District will provide a copy of this IIPP to any employee, former employee, or their representative within five (5) business days of a written request, at no cost, in a reasonable time, place, and manner.

Related Board Policy: 5-302 Employee Discipline, Dismissal, and Release

III. Compliance

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. The District's system for ensuring compliance includes:

- Informing workers of the provisions of the IIP Program, the Workplace Violence Prevention Plan, and the Heat Illness Prevention Plan
- Providing training to workers whose safety performance is deficient
- Recognizing employees who follow safe and healthful work practices
- Applying progressive, consistent disciplinary measures for failure to follow safe work practices, up to and including termination, in accordance with applicable collective bargaining agreements and District policy
- Communicating District expectations to new employees during onboarding and to all employees whenever practices or procedures change

Related Board Policy: 1-101 Anti-Discrimination in Employment; 5-302 Employee Discipline, Dismissal, and Release

IV. Communication

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers, including translation or interpretation where a majority of employees at a site primarily speak a language other than English. The District's communication system encourages all workers to inform managers and supervisors about workplace hazards, including workplace violence hazards, without fear of reprisal or retaliation.

Our communication system includes:

- New worker orientation, including a discussion of safety and health policies and procedures
- Review of the IIP Program, Workplace Violence Prevention Plan, and Heat Illness Prevention Plan
- Training programs
- Regularly scheduled safety meetings, including site safety committee meetings where established
- Posted or distributed safety information
- A system for workers to anonymously inform management about workplace hazards, including through the Report of Unsafe Condition or Hazard Form
- A confidential process for employees to report workplace violence concerns or incidents without fear of retaliation, consistent with Labor Code §6401.9

Related Board Policy: 2-204 Uniform Complaint Procedure

V. Hazard Assessment

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer according to the following schedule:

- When this Injury and Illness Prevention Program was first established
- When new substances, processes, procedures, or equipment which present potential new hazards are introduced into the workplace
- When new, previously unidentified hazards are recognized
- When occupational injuries and illnesses occur
- Whenever workplace conditions warrant an inspection
- At least annually for the Workplace Violence Prevention Plan, and whenever a violent incident occurs or new hazards are identified
- During periods of elevated indoor or outdoor temperature, to evaluate heat-related hazards consistent with T8 CCR §§3395–3396

Hazard assessments address recognized District-specific exposures, including but not limited to: playground and athletic equipment; classroom and shop equipment; custodial chemicals (Hazard Communication, T8 CCR §5194); slip, trip, and fall hazards; vehicle and transportation safety; food service equipment; indoor air quality/ventilation; and site security.

VI. Accident / Exposure Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured workers and witnesses
- Examining the workplace for factors associated with the accident/exposure
- Determining the cause of the accident/exposure
- Taking corrective action to prevent the accident/exposure from recurring
- Recording the findings and actions taken
- For incidents involving actual or threatened workplace violence, completing the Violent Incident Log and following the investigation procedures in Section X, consistent with Labor Code §6401.9

Serious injuries, illnesses, or deaths must be reported to Cal/OSHA immediately (no later than 8 hours after the employer knows or should have known), and serious injury/illness cases involving inpatient hospitalization, loss of a body part, or permanent disfigurement follow the same 8-hour rule per T8 CCR §342. Certain workplace violence incidents involving a firearm must be reported to Cal/OSHA within 24 hours.

Related Board Policy: 5-202 Industrial Accident and Illness Leave; 6-100 Comprehensive School Safety Plan

VII. Hazard Correction

Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazard, according to the following procedures:

- When observed or discovered, hazards are corrected as soon as possible based on severity; and
- When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, all exposed workers will be removed from the area except those necessary to correct the existing conditions. Workers required to correct the hazardous condition shall be provided with the necessary protection.
- Workplace violence hazards identified through the Workplace Violence Prevention Plan are corrected using the same timely, severity-based approach, including administrative, procedural, and physical security controls as appropriate

Related Board Policy: 6-100 Comprehensive School Safety Plan; 6-200 Disruption of the Classroom Environment

VIII. Training and Instruction

All workers, including managers and supervisors, receive training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- When the IIP Program is first established
- To all new workers
- To all workers given new job assignments for which training has not previously been provided
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard
- Whenever the employer is made aware of a new or previously unrecognized hazard
- To supervisors, to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed
- To all workers with respect to hazards specific to each employee's job assignment
- Annually, and whenever the plan is updated, on the Workplace Violence Prevention Plan, including an opportunity for interactive questions and answers with a person knowledgeable about the plan, per Labor Code §6401.9
- Before an employee engages in work reasonably anticipated to expose them to heat illness risk, and annually thereafter, on the Heat Illness Prevention Plan(s) applicable to their work area, per T8 CCR §§3395–3396

General Workplace Safety & Health Practices

General workplace safety and health practices include, but are not limited to:

- Implementation and maintenance of the IIP Program
- Emergency action and fire prevention plan
- Provisions for medical services and first aid, including emergency procedures and location of automated external defibrillators (AEDs) where installed
- Prevention of musculoskeletal disorders, including proper lifting techniques
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire-extinguishing equipment, and electrical panels
- Proper reporting of hazards and accidents to supervisors

- Hazard communication, including worker awareness of potential chemical hazards and proper labeling of containers (T8 CCR §5194)
- Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated
- Recognition, reporting, and response to workplace violence, including active-threat procedures coordinated with site emergency operations plans
- Recognition of heat illness signs and symptoms and District heat illness response procedures

Topics for Training

Topics for training include, but are not limited to:

- Explanation of this IIPP, the Emergency Action Plan, and the Fire Prevention Plan, and measures for reporting unsafe conditions, work practices, injuries, and when additional instruction is needed
- Availability of toilet, handwashing, and drinking water facilities
- Provisions for medical services and first aid, including emergency procedures
- Proper housekeeping
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety
- Proper storage, including not stacking goods unstably and not storing materials against doors, exits, fire-extinguishing equipment, or electrical panels

Where applicable, training also includes:

- Proper lifting techniques
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment
- Information about chemical hazards to which employees could be exposed and other hazard communication program information
- Wildfire smoke protection where employees may be exposed to a current Air Quality Index (AQI) for PM2.5 of 151 or greater, per T8 CCR §3403
- Bloodborne pathogens exposure control, for employees with reasonably anticipated occupational exposure, per T8 CCR §5193

IX. Heat Illness Prevention (Outdoor and Indoor)

This section is new since the District's prior IIPP revision and reflects the outdoor Heat Illness Prevention standard (T8 CCR §3395) and the indoor Heat Illness Prevention standard (T8 CCR §3396, effective July 23, 2024). It applies to any District employee who works outdoors, or indoors in areas that can reach the applicable temperature thresholds (e.g., kitchens, maintenance/custodial areas without adequate cooling, gymnasiums, or portable classrooms during equipment outages).

Outdoor Heat Illness Prevention (T8 CCR §3395)

- Provide fresh, cool, free drinking water located as close as practicable to employees, in sufficient quantity, at the start of the shift and throughout the workday.
- Provide access to shade upon request, and mandatory access whenever the temperature exceeds 80°F, for at least a 5-minute cool-down/recovery period.

- Implement High-Heat Procedures whenever the temperature reaches 95°F or above, including: observation of employees for signs of heat illness (via mandatory buddy system or supervisor check-ins), effective communication with employees, reminders to drink water, and close observation of new or returning employees during a 14-day acclimatization period.
- Train supervisors to recognize the signs and symptoms of heat illness and to take immediate action, including emergency response, when an employee shows signs of heat illness.
- Maintain a written Heat Illness Prevention Plan for outdoor work, available at the worksite and provided to employees in the language they understand.

Indoor Heat Illness Prevention (T8 CCR §3396)

- Applies to indoor work areas where the temperature or heat index equals or exceeds 82°F, or 87°F generally, with lower thresholds where employees wear heat-restrictive clothing/PPE or work in high radiant heat areas.
- Measure and record the indoor temperature and heat index in affected work areas when a supervisor or employee has reason to believe the threshold may be exceeded.
- Provide access to cool-down areas and water consistent with the outdoor standard when thresholds are met.
- Implement engineering controls (ventilation, air conditioning, fans, isolating heat sources) and administrative controls (acclimatization, work/rest schedules, closer observation) where engineering controls alone are infeasible or insufficient.
- Maintain a written Indoor Heat Illness Prevention Plan, which may be combined with the outdoor plan, available at each affected worksite.

Emergency Response

- Any employee showing signs or symptoms of heat illness is monitored and not left alone; first aid is provided and emergency services (911) are called if symptoms are severe or do not quickly improve.
- Supervisors are trained on clear, effective procedures for contacting emergency medical services and, if necessary, providing clear directions to the worksite for responders.

Site- and season-specific procedures, water/shade locations, and monitoring logs are maintained as an attachment to this IIPP or as a stand-alone Heat Illness Prevention Plan available at each site.

Related Board Policy: 6-103 Emergency Use of Naloxone (Narcan) and Epinephrine Auto-Injectors; 6-100 Comprehensive School Safety Plan

X. Workplace Violence Prevention Plan

Effective July 1, 2024, Labor Code §6401.9 (SB 553) requires the District to establish, implement, and maintain an effective, written Workplace Violence Prevention Plan (WVPP). The District has adopted a separate WVPP document, which is incorporated by reference as a stand-alone section of this IIPP and is reproduced in full at Appendix H. It is also coordinated with, and does not replace, each school site's Comprehensive School Safety Plan (CSSP) required under Education Code §§32280–32289. This section is new since the District's prior IIPP revision.

The District's WVPP addresses, at minimum:

- The person(s) responsible for implementing and maintaining the Plan
- Employee involvement in developing, implementing, and reviewing the Plan
- Procedures to identify, evaluate, and correct workplace violence hazards, including an annual hazard assessment (Plan Appendix A)

- Training and education, provided upon hire and annually thereafter, with interactive questions and answers
- Reporting procedures, including anonymous reporting and protection from retaliation
- The Violent Incident Log required under Labor Code §6401.9(d) (see also Appendix E of this IIPP for a fillable log template)
- A post-incident response plan, coordinated with the District's Comprehensive School Safety Plan and Standard Response Protocol
- Procedures for communicating with employees about workplace violence matters
- Periodic review and improvement of the Plan
- Collaboration with law enforcement, community resources, and coordination at multiemployer worksites
- Recordkeeping, including the fifteen (15) calendar day timeline for providing records to employees, their representatives, or Cal/OSHA under Labor Code §6401.9(f) — which controls over the general five (5) business day IIPP access rule in Section II for these specific records

The full text of the District's current WVPP is at Appendix H. Employees may obtain a copy of the WVPP at no cost as described there.

Related Board Policy: 6-100 Comprehensive School Safety Plan; 1-101 Anti-Discrimination in Employment; 2-204 Uniform Complaint Procedure

XI. Recordkeeping

The Injury and Illness Prevention Program requires detailed recordkeeping, which is mandatory for:

- Workplace inspections
- Employee training
- Workplace violence hazard identification, evaluation, correction, and the Violent Incident Log (minimum 5 years)
- Heat illness prevention training and, where applicable, indoor temperature/heat index monitoring
- OSHA 300 Log, 300A Summary, and 301 Incident Report forms, for employers required to maintain them under T8 CCR §14300 et seq. (Cal/OSHA recordkeeping)

Workplace inspection reports shall include:

- Date of inspection
- Areas inspected
- Name(s) of person(s) conducting the inspection
- The unsafe conditions and work practices identified
- Action taken to correct the identified unsafe conditions

Safety and health training records for each employee shall include:

- Employee's name
- Employee's District ID number
- Date of training
- Type of training provided
- Training provider(s)

The District will maintain all records required by this section for at least three (3) years following the end of the year to which they relate, except that Violent Incident Log entries, workplace violence hazard identification/evaluation/correction records, and workplace violence incident investigation records are maintained for at least five (5) years, and workplace violence training records are maintained for at least one (1) year, consistent with Labor Code §6401.9.

Upon written request, the District will provide a copy of this IIPP (including the Heat Illness Prevention Plan components) to an employee, their representative, or Cal/OSHA within five (5) business days, at no cost, per T8 CCR §3203(b). Workplace violence hazard records and the Violent Incident Log are provided within fifteen (15) calendar days of a request, at no cost, per Labor Code §6401.9(f), which controls over the general IIPP timeline for those specific records.

Related Board Policy: 2-206 Access to District Records; 2-204 Uniform Complaint Procedure

Appendix A: Report of Unsafe Condition or Hazard

Employees may submit this form anonymously. Reports may also concern potential workplace violence hazards.

Employee's Name (optional):	
Job Title:	
Location of condition believed to be unsafe or hazardous:	
Date and time condition or hazard observed:	
Description of unsafe condition or hazard:	
What changes would you recommend to correct the condition or hazard?	
Signature of Employee (optional):	Date:

Wheatland School District's Response

Name of Person Investigating Report:	
Results of investigation (what was found; was the condition unsafe or a hazard?):	
Action taken to correct the hazard or unsafe condition (or, alternatively, information provided to the employee explaining why the condition was not unsafe or hazardous):	
Signature of Person Investigating Report:	Date:

Appendix B: Hazard Assessment and Correction Record

Date of Inspection:
Person / Title Conducting Inspection:
Unsafe Condition or Work Practice:
Corrective Action Taken:
Date of Follow-up Inspection:
Person / Title Conducting Follow-up Inspection:

Appendix C: Supervisor's Accident Analysis

For first aid or minor injury, complete all highlighted areas on this page only. For injuries requiring more than first aid, all items must be completed by the Supervisor via employee interview.

Facility / Site:	Contact Person / Phone No.:
Employee Name:	Date and Time of Accident:
Employee Phone Number(s):	Best Time(s) to Call Employee:
Occupation:	Employee's Department:
Length of Service with District:	Length of Service in this Department:
Department Where Accident Occurred:	Location Where Accident Occurred:

☐ Property damaged at the time of accident? Yes ☐ No ☐ Property owned by: _____

☐ Were there witnesses to the accident? Yes ☐ No ☐ (If yes, immediately interview each witness using a Witness Statement form)

Witness name(s):	
Accident Reported to Management (name):	Date / Time Reported:
Person In Charge at Time of Injury:	Person Conducting this Analysis / Date:
Employee's Supervisor (print name):	Supervisor's Phone No.:

Supervisor's Description of Accident

Interview the employee, then, in your own words, provide a detailed description of what happened.

Description:

Body Part Involved — Check all that apply. Circle Right (R) or Left (L).

HEAD INJURY	TRUNK INJURY	UPPER BODY	LOWER BODY
☐ Head ☐ Face ☐ Eye ☐ R-L ☐ Nose ☐ Ear R-L ☐ Neck ☐ Skin	☐ Shoulder R-L ☐ Upper Back ☐ Middle Back ☐ Lower Back ☐ Chest ☐ Ribs R-L ☐ Abdomen	☐ Upper Arm R-L ☐ Forearm R-L ☐ Elbow R-L ☐ Wrist R-L ☐ Hand R-L ☐ Finger(s)– identify	☐ Hip R-L ☐ Leg R-L ☐ Thigh R-L ☐ Knee R– L ☐ Calf R-L ☐ Ankle R-L ☐ Foot R-L ☐ Toe(s)–identify

Nature of Injury — Check all that apply

☐ Abrasion/Contusion ☐ Bruise ☐ Cut/Laceration ☐ Puncture ☐ Foreign Object ☐ Burn–Heat ☐ Burn–Chemical
☐ Exposure–Heat/Cold ☐ Exposure–Chemical ☐ Inhalation ☐ Poisoning ☐ Allergic Reaction ☐ Skin Problem ☐
☐ Sprain/Strain ☐ Fracture ☐ Repetitive Motion ☐ Workplace Violence (see Section X) ☐ Other (describe)

Contributing Factors — Check all that apply and describe

- ☐ Lifting/Picking up materials or equipment ☐ Loading/unloading ☐ Pushing/Pulling — Describe:
- ☐ Slip, Trip, or Fall — ☐ Wet surface ☐ Object(s) left on floor ☐ Uneven floor ☐ Damaged flooring ☐
Climbing/descending stairs/ladder — Describe:
- ☐ Struck by or against something — ☐ Falling item ☐ Another person ☐ Employee hit/bumped into object or
person — Describe:
- ☐ Cut/Puncture — ☐ Knife ☐ Hand tool or machinery ☐ Other object — Describe:
- ☐ Workplace violence incident — complete the Violent Incident Log (Appendix E) — Describe:
- ☐ Heat-related illness — record temperature/heat index and conditions — Describe:
- ☐ Other — Describe:

Cause — Check all that apply

☐ Attention–Poor ☐ Carelessness ☐ Fatigue ☐ Body Mechanics (posture) ☐ Horseplay ☐ Ventilation–Poor ☐
☐ Chemicals ☐ Electrical Exposure ☐ Equipment–Broken ☐ Equipment–Improper Use ☐ Equipment–Not Available ☐
☐ Improper Dress/Protection ☐ Falling Objects ☐ Flame/Fire/Smoke ☐ Physical Impairment ☐ Building/Structure ☐
☐ Floor–wet or with food ☐ Floor–ground uneven ☐ Excessive Speed ☐ Furniture/Fixtures ☐ Hand Tools–Non-Power ☐
☐ Hand Tools–Power ☐ Housekeeping–Poor ☐ Automobile ☐ Stairs ☐ Ladder ☐ Railings ☐ Struck By/Against ☐
☐ Unsafe Act ☐ Unsafe Condition ☐ Lack of Training ☐ Heat Exposure ☐ Workplace Violence ☐ Other:

Prevention

List the steps to be (or that have been) taken to prevent a similar occurrence.

Prevention Step	Responsible Person	Date to be Done	Date Completed

Follow-Up

Monitoring and review by Department Manager and/or Safety Committee.

Date Reviewed	Notes

Recordkeeping (Completed by Human Resources)

☐ Is this OSHA “Recordable” (OSHA 300 Log)? Yes ☐ No ☐

☐ Is this OSHA “Reportable” (8-hour serious injury/illness/death or 24-hour firearm-related workplace violence report)? Yes ☐ No ☐

If yes, date Cal/OSHA was notified:	
Supervisor’s Signature / Date:	Department Manager’s Signature / Date:
HR Signature / Date:	Copy Sent to Safety Committee Chair / Date:

Appendix D: Safety Training and Instruction Record

Training Date:	Trainer:
Topic and/or Type of Training:	Location:
Employee Name	Employee Signature

Appendix E: Violent Incident Log [NEW — Labor Code §6401.9(d)]

Required by the Workplace Violence Prevention Plan (Section X). Complete for every workplace violence incident, regardless of whether an injury occurred. Do not record personal identifying information of any individual involved. Retain for at least five (5) years; provide to employees, their representatives, or Cal/OSHA within fifteen (15) calendar days of a request, at no cost.

Date, Time, and Detailed Location of Incident:	Classification of Type (1–4) — see Section X definitions:
Violence Type (physical attack, threat, weapon involvement, or sexual assault):	Classification of who committed the violence (e.g., stranger, student, parent/guardian, coworker, personal relation):
Detailed description of the incident, including circumstances leading up to it:	
Consequences: Was law enforcement contacted? Yes ☐ No ☐ Did the incident result in injuries, lost time, or medical treatment? Yes ☐ No ☐ (describe):	
Actions taken to protect employees from a continuing threat:	
Was Cal/OSHA notified (firearm involvement = 24-hour report; serious injury/death = 8-hour report)? Yes ☐ No ☐ Date notified:	
Name and job title of person completing this log entry:	Date completed:

Appendix F: Heat Illness Prevention Monitoring Log [NEW — T8 CCR §§3395–3396]

Complete when temperature or heat index thresholds under Section IX are met or reasonably anticipated to be met.
Retain with IIPP records.

Date	Time	Location (indoor/outdoor)	Temp / Heat Index (°F)	Water & Shade/Cool- Down Available (Y/N)	Action Taken	Recorded By

Appendix H: Workplace Violence Prevention Plan (Full Text)

The following is the full text of the District's adopted Workplace Violence Prevention Plan (Revised 7/7/2026), reproduced here as required to incorporate it as a stand-alone section of this IIPP. It is also maintained as a stand-alone document and in the District's Comprehensive School Safety Plan.

Wheatland School District — Workplace Violence Prevention Plan

Revised: 7/7/2026 Board Approved: _____

1. Policy Statement

Wheatland School District (WSD) is dedicated to providing a safe, secure, and respectful working and learning environment for all staff, students, parents, and visitors. We strictly enforce a zero-tolerance policy for any acts of violence, threats, harassment, or intimidation within our schools or during any school-related activities. This plan outlines our proactive measures to prevent workplace violence, in accordance with California Labor Code §§6401.7 and 6401.9 (the Workplace Violence Prevention Plan law, SB 553), Education Code §32282, and other applicable California law, and our unwavering commitment to the safety and well-being of our community.

This Plan is maintained as the District's written Workplace Violence Prevention Plan (WVPP) required under Labor Code §6401.9 and is incorporated as a stand-alone section of the District's Injury and Illness Prevention Program (IIPP) and in the Comprehensive School Safety Plan (CSSP). It is coordinated with, and does not replace, each school site's Comprehensive School Safety Plan required under Education Code §§32280–32289.

Persons Responsible for Implementation: Angela Gouker, Superintendent, is the person responsible for implementing and maintaining this Plan, including coordinating the workplace violence hazard assessment, employee training, recordkeeping and the Violent Incident Log, and the periodic review described in Section 9.

2. Employee Involvement

WSD will obtain the active involvement of employees and their authorized employee representatives in developing and implementing this Plan, including through participation in:

- Identifying, evaluating, and correcting workplace violence hazards
- Designing and implementing employee training
- Reporting and investigating workplace violence incidents

3. Workplace Violence Hazard Identification, Evaluation, and Correction

An annual workplace violence hazard assessment will be conducted to identify potential risks and vulnerabilities (see Appendix A). This assessment will take into account:

- Analysis of incidents occurring within the last year, including review of the Violent Incident Log described in Section 6
- Consultations with staff, law enforcement, and security experts
- Examination of school facilities and existing security measures
- Consideration of external factors, including community safety trends

- Procedures and methods the District will use to identify and evaluate workplace violence hazards, including scheduled periodic inspections to identify unsafe conditions and work practices, and that take into account specific tasks, equipment, and workstations associated with a higher risk of violence
- Inspections will be conducted when this Plan is first established, after each workplace violence incident, and whenever the District is made aware of a new or previously unrecognized workplace violence hazard. The District will also identify hazards through employee reports and concerns.
- Methods the District will use to correct identified workplace violence hazards in a timely manner

4. Training and Education

Mandatory training will be provided to all WSD employees, which will include:

- Identification of behavior that may indicate potential for workplace violence
- Strategies for conflict resolution and de-escalation
- Detailed review of WSD's policies for reporting and managing incidents
- Comprehensive emergency response protocols, tailored to each school's layout and resources
- The definitions and requirements of Labor Code §6401.9
- This Plan, how to obtain a copy of this Plan at no cost, and how employees can participate in the development and implementation of this Plan
- How employees can report workplace violence incidents or concerns to the District or law enforcement without fear of reprisal
- Workplace violence hazards specific to employees' job duties, the corrective measures the District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm
- The purpose of the Violent Incident Log (Section 6) and how employees may obtain copies of records required under Labor Code §6401.9
- An opportunity for interactive questions and answers with a person knowledgeable about the District's Plan

Employee training courses include the following:

- Threat Assessment Module 1: Identifying Students Who May Pose a Threat
- Threat Assessment Module 2: Threat Assessment and Management

Training will be conducted upon hire and annually thereafter, as well as whenever a new or previously unrecognized workplace violence hazard is identified and whenever changes are made to this Plan, with additional sessions as needed to address emerging issues.

Training will be presented in a format and language understandable to employees and will allow for interactive questions and answers, consistent with Labor Code §6401.9(e)(2).

5. Reporting Procedures

WSD establishes a confidential, accessible reporting system for violence or threats, featuring:

- Diverse reporting channels, including an online portal located on the District website at wheatlandsd.com called Anonymous Reporting, and direct contact with trusted staff members
- Anonymous Reporting — English / Spanish
- Assurance against retaliation for individuals reporting concerns
- Immediate and appropriate follow-up actions on all reports received

- Effective procedures for the District to accept and respond to reports of workplace violence, and a clear statement prohibiting retaliation against an employee who makes such a report, consistent with Labor Code §6401.9(c)(2)(D)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with this Plan, consistent with Labor Code §6401.9(c)(2)(E)
- Procedures for post-incident response and investigation, consistent with Labor Code §6401.9(c)(2)(K), including timely investigation of all reports

6. Violent Incident Log

Consistent with Labor Code §6401.9(d), WSD will record information in a Violent Incident Log for every workplace violence incident. Information will be based on reports from employees who experienced the incident, witness statements, and investigation findings. Personal identifying information of any individual involved will be omitted from the log.

For each incident, the log will record, at a minimum:

- Date, time, and detailed location of the incident
- Classification of the workplace violence type (Type 1–Type 4, as defined by Labor Code §6401.9(a))
- A detailed description of the incident, including the violence type (physical attack, threat, weapon involvement, or sexual assault), and a classification of who committed the violence
- Consequences of the incident, including whether law enforcement was contacted, whether the incident resulted in injuries, lost time, or medical treatment, and actions taken to protect employees from a continuing threat
- Information about the person completing the log entry, including job title and date completed

The Violent Incident Log will be reviewed as part of the periodic review of this Plan described in Section 9, and records will be made available to employees and their representatives upon request, without cost, within 15 calendar days, as required by Labor Code §6401.9(f).

7. Response Plan

Upon the report of an incident, WSD will:

- Activate immediate measures to secure the safety of all individuals involved
- Provide necessary medical and psychological support to affected persons
- Initiate a thorough investigation to ascertain facts and determine necessary disciplinary or corrective actions
- Communicate with the school community as appropriate, respecting the privacy and confidentiality of those involved
- Evaluate, when applicable, whether a temporary restraining order or order after hearing under Code of Civil Procedure §527.8 should be sought on behalf of an affected employee, consistent with Code of Civil Procedure §527.8 as amended by SB 553 (effective January 1, 2025)
- Record the incident, response, and outcomes in the Violent Incident Log described in Section 6
- Respond to actual or potential workplace violence emergencies using the alerting, evacuation/shelter, and request-for-help procedures in the District's Comprehensive School Safety Plan and Standard Response Protocol — including ParentSquare and Catapult EMS alerts and 911/law-enforcement contact — consistent with Labor Code §6401.9(c)(2)(G)

8. Communication with Employees Regarding Workplace Violence Matters

Consistent with Labor Code §6401.9(c)(2)(F), WSD will maintain procedures to communicate with employees regarding workplace violence matters, including:

- How an employee can report a violent incident, threat, or other workplace violence concern to the District or law enforcement, and how reports can be made anonymously
- How employees can communicate with each other about workplace violence threats or hazards
- How the District will inform employees of the results of investigations, as appropriate

9. Review and Improvement

The Workplace Violence Prevention Plan will be reviewed (A) annually, (B) when a deficiency in the Plan is observed or becomes apparent, and (C) after a workplace violence incident, with adjustments made based on feedback from the school community, insights gained from incident reviews and the Violent Incident Log, and changes in legal or policy requirements.

10. Collaboration with Law Enforcement and Community Resources

WSD will collaborate closely with local law enforcement agencies and community organizations to enhance our violence prevention capabilities, through:

- Shared training programs
- Exchange of relevant safety and security information
- Access to support and recovery resources for staff and students
- Coordination procedures required where WSD facilities are multiemployer worksites (e.g., shared use with contractors or other agencies), consistent with Labor Code §6401.9(c)(2)(C), to ensure training, incident reporting, and investigation obligations are met across all employers at the site

11. Documentation and Record-Keeping

All records of training, incident reports, investigations, the Violent Incident Log, hazard identification and correction records, and response actions will be maintained in accordance with Labor Code §6401.9(f), with personal identifying information redacted from the Violent Incident Log, to support compliance, effectiveness assessment, and continuous improvement of the prevention plan.

Records of workplace violence hazard identification, evaluation, and correction, the Violent Incident Log, and records of workplace violence incident investigations will each be retained for at least five years, and training records will be retained for at least one year. Records of workplace violence hazard identification, evaluation, and correction, and the Violent Incident Log, will be made available to employees, their representatives, and Cal/OSHA upon request, without cost, within 15 calendar days, as required by Labor Code §6401.9(f).

Compliance and Legal Considerations

This plan has been developed to align with the requirements of California Labor Code §§6401.7 and 6401.9 (SB 553), Code of Civil Procedure §527.8, and Education Code §§32280–32289 and will be regularly reviewed to ensure ongoing compliance with all applicable legal and regulatory mandates. WSD commits to upholding the highest standards of safety and respect within our community.

Appendix A — Workplace Violence Prevention Risk Assessment Template

Introduction: This document serves as a template for conducting an annual risk assessment aimed at identifying and mitigating potential risks of workplace violence within the Wheatland School District (WSD). The purpose of this assessment is to ensure a safe and secure environment for all students, staff, and visitors.

Section 1: Data Collection

1.1 Incident Review:

- Summary of reported incidents of violence or threatening behavior in the past year
- Analysis of trends or patterns (e.g., time, location, type of incident)
- Cross-reference with entries in the Violent Incident Log required under Labor Code §6401.9(d)

1.2 Input from School Community:

- Surveys or interviews with staff, students, and parents about their perceptions of safety and any concerns regarding workplace violence
- Meetings with school safety committees or teams to discuss observations and suggestions
- Documented participation of employees and authorized employee representatives, consistent with Labor Code §6401.9(c)(2)(B)

1.3 Physical Security Assessment:

- Inspection of school buildings and grounds to identify security vulnerabilities (e.g., unsecured entrances, lack of surveillance cameras)
- Review of current security measures (e.g., access control systems, emergency communication tools)

1.4 Review of External Factors:

- Consideration of community safety trends or events that may impact school safety
- Coordination with local law enforcement for insights on local threats or patterns of violence

Section 2: Risk Analysis

2.1 Identification of Risks:

- Listing of identified potential risks based on data collected, categorized by likelihood and severity

2.2 Vulnerability Assessment:

- Evaluation of existing safeguards and their effectiveness in mitigating identified risks
- Identification of areas lacking sufficient protective measures

Section 3: Action Plan

3.1 Prioritization of Risks:

- Prioritization of identified risks based on their potential impact on school safety and the likelihood of occurrence

3.2 Development of Mitigation Strategies:

- Specific actions to address each prioritized risk (e.g., enhancements to physical security, changes to policies or procedures, additional training for staff and students)

3.3 Implementation Timeline:

- Timeline for implementing proposed mitigation strategies, including responsible parties and milestones

Section 4: Monitoring and Review

4.1 Monitoring Procedures:

- Establishment of processes for ongoing monitoring of risk factors and the effectiveness of implemented mitigation strategies

4.2 Annual Review:

- Commitment to an annual review of the risk assessment and action plan to ensure they remain relevant and effective, with adjustments made as needed based on new information or changing conditions, consistent with the periodic review triggers described in Section 9 of this Plan
- Incorporation of the Violent Incident Log (Section 6) into the periodic review, as required by Labor Code §6401.9(d)(1)(B)

IIPP Effectiveness Checklist

Are all elements included in your IIPP?

1. Authority and Responsibility **Yes** ☐ **No** ☐
2. Compliance **Yes** ☐ **No** ☐
3. Communication **Yes** ☐ **No** ☐
4. Hazard Assessment **Yes** ☐ **No** ☐
5. Accident/Exposure Investigation **Yes** ☐ **No** ☐
6. Hazard Correction **Yes** ☐ **No** ☐
7. Training/Instruction **Yes** ☐ **No** ☐
8. Recordkeeping **Yes** ☐ **No** ☐
9. Heat Illness Prevention (Outdoor and Indoor) [NEW] **Yes** ☐ **No** ☐
10. Workplace Violence Prevention Plan [NEW] **Yes** ☐ **No** ☐

Authority and Responsibility

Are employees made aware of who has authority and responsibility for the IIPP, and can they access that person if needed?

Effectiveness **Yes** ☐ **No** ☐

Action Required:

Compliance

Are employees recognized for performing safe and healthful work practices? **Yes** ☐ **No** ☐

Action Required:

Are employees disciplined for performing unsafe or unhealthful work practices? **Yes** ☐ **No** ☐

Action Required:

Are employees given training or retraining to ensure compliance with safe and healthful work practices? **Yes** ☐ **No** ☐

Action Required:

Communication

Do employees know and use the District's methods of communication to inform management about health and safety matters, including workplace violence concerns? **Yes** ☐ **No** ☐

Is a safety committee in use, and does it meet T8 CCR §3203(a)(3) requirements? **Yes** ☐ **No** ☐

Action Required:

Hazard Assessment

Does the District's periodic inspection process result in a comprehensive evaluation of hazards present at the workplace, including workplace violence and heat-related hazards? **Yes** ☐ **No** ☐

Action Required:

Hazard Correction

Are identified hazards corrected in a timely manner based on severity? **Yes** ☐ **No** ☐

Action Required:

Training

Does the District provide effective training on general safe work practices, job-specific hazards, workplace violence prevention, and heat illness prevention? **Yes** ☐ **No** ☐

Does training result in improved understanding of workplace hazards and safer work practices? **Yes** ☐ **No** ☐

Action Required:

Accident/Workplace Violence Investigation

Do the District's investigation procedures result in determining the cause(s) of accidents, hazardous substance exposures, near misses, and workplace violence incidents, followed by effective and timely corrective action?

Effectiveness **Yes** ☐ **No** ☐

Action Required:

Heat Illness Prevention [NEW]

Is a written outdoor and/or indoor Heat Illness Prevention Plan in place and available at affected worksites? **Yes** ☐ **No** ☐

Are water, shade/cool-down areas, and acclimatization procedures provided per T8 CCR §§3395–3396? **Yes** ☐ **No** ☐

Action Required:

Workplace Violence Prevention [NEW]

Is a written Workplace Violence Prevention Plan in place, incorporated by reference into this IIPP (Appendix H), per Labor Code §6401.9? **Yes** ☐ **No** ☐

Is the annual Workplace Violence Prevention Risk Assessment (WVPP Appendix A, reproduced in this IIPP's Appendix H) complete and current? **Yes** ☐ **No** ☐

Is the Violent Incident Log (Appendix E) maintained and reviewed at least annually? **Yes** ☐ **No** ☐

Have all employees received initial (upon hire) and annual interactive WVPP training, including Threat Assessment Modules 1 and 2? **Yes** ☐ **No** ☐

Are workplace violence hazard records and the Violent Incident Log available to employees/representatives within 15 calendar days of request, per Labor Code §6401.9(f)? **Yes** ☐ **No** ☐

Action Required:
