

WORKPLACE VIOLENCE PREVENTION PROGRAM for Redwood Coast Montessori (RCM)

Our establishment'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 Last Review: 09/11/2024

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.

Person(s) Responsible for Implementing the WVPP

The ultimate responsibility for overseeing the development, implementation, and maintenance of the WVPP rests with the School Director.

The WVPP administrator, School Director, has the authority and responsibility to implement the provisions of this plan for Redwood Coast Montessori.

In addition, the Administrative Team (Director and Manila Site Supervisor) is responsible for hazard identification, safety inspections, coordinating emergency response to hazards, and maintenance of sites. Here is a list of current personnel in these positions, and contact information for each:

Responsible Person	Job Title/Position	WVPP Responsibilities	Phone #	Email
Bryan Little	Director	Overall responsibility, enforcement, and investigating claims.	707-630-5018	bryan@redwoodmontessori.org
Michelle Leonard	Manila Site Supervisor	Brings WVPP issues to Admin Team meetings, supports training, and employee involvement	707-832-4194	michelle@redwoodmontessori.org

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

Procedures for Involving Employees in the Development and Implementation of the WVPP

Involving employees in the development and implementation of our WVPP is a critical component to the program's overall effectiveness. We welcome and encourage employees to participate in both the initial development and implementation as well as the ongoing and annual updates of the plan. We will utilize the following procedures to involve employees in the development and implementation of this plan:

- As a step in the development and implementation of the WVPP, the DRAFT plan will be reviewed and discussed with the RCM Administrative Team at regularly scheduled meetings. The Admin Team will be asked to participate in the identification, evaluation and correcting of workplace violence, in designing and implementation of training, and in reporting and investigating workplace violence.
- Employee feedback and input will be solicited in faculty meetings on specific aspects around the development and implementation of the plan. The plan will be updated and sent out annually.
- Employees are also invited to submit their ideas directly to the Director via email, telephone, or an in-person meeting.
- Any additional feedback and suggestions are always welcome at staff meetings.

WVPP Implementation and Coordination

It is critical to the implementation of this plan that Redwood Coast Montessori employees understand that we all have individual and collective responsibility for bringing any concerns forward in a timely and appropriate manner. In order to ensure we understand our roles, all aspects of the plan, and how to report incidents or concerns around workplace violence, Redwood Coast Montessori has established the following plan in place for implementation:

1. Redwood Coast Montessori will finalize the plan and provide annual training during back to school activities, and include this training in our series of mandated topics at the start of each school year.
2. Redwood Coast Montessori will work with CharterSafe to utilize online modules that are developed, and include quizzes either individually or group training sessions, with follow up questions and answer sessions to verify comprehension and ensure an interactive process.
3. Redwood Coast Montessori representatives will share WVPP meeting agendas and any pertinent information for changes or updates to the plan as determined by the WVPP committee.
4. As needed, communication will be sent out via email, newsletters, memos, or other means of communication, providing updates to all employees to support the development, implementation and /or updates of the plan, including timelines and next steps.

Procedures to Accept & Respond to Reports of Workplace Violence

Any employee who observes an imminent threat or act of violence should call 911 and take steps to ensure their immediate personal safety. Redwood Coast Montessori, will follow its notification system, and shelter-in-place, lockdown and evacuation procedures as outlined in the RCM safety plan. Initial notification of potential or observed violence and necessary protective actions may be through public address system, intercom, cell phones, radio, walkie-talkie, etc. When safe to do so, employees should report concerns about workplace violence directly to the Director, who will adhere to the following process for accepting and responding to reports of workplace violence:

1. The reporting employee will be asked to complete a **WORKPLACE VIOLENCE REPORTING FORM**.
2. Once the report has been completed and received, the Director or their designee will take action in conducting an investigation into the threat, including gathering all relevant information, interviewing employees, visiting the location, documenting evidence, and asking follow-up questions.
3. After the investigation, findings will be determined and evaluated to identify the root cause.
4. Appropriate corrective actions will be taken to address the root cause, if necessary following disciplinary processes defined in collective bargaining agreements.
5. The Director will coordinate with the involved departments and staff to implement and ensure corrective actions.
6. The findings and corrective actions will be communicated back to the reporting employee.
7. The effectiveness of the corrective actions will be monitored by assigned supervisors.
8. The incident and all correlating information will be documented in the “Workplace Violence Log” for recordkeeping and reporting purposes. All employees are encouraged to report any concerns or incidents related to workplace violence, and that they can do so without fear of reprisal. Additional detailed procedural steps are outlined in the Employer’s Evaluation & Response section in detail.

Procedures to Ensure Compliance with the WVPP

While the Director is responsible for overseeing the development, implementation, and maintenance of the WVPP, all employees are responsible for adhering to their roles, responsibilities, and training provided under this plan. Supervisors will use the following procedures to ensure employees comply with the WVPP:

- Ensure employees take/attend the initial and annual WVPP training(s) and refresher training(s).
- Work with personnel to incorporate WVPP training into onboarding of new employees.
- Monitor employee adherence to topics and concepts covered in the training they received.
- Follow our established disciplinary action process if an employee or supervisor does not follow elements of this plan.

Disciplinary Action

Redwood Coast Montessori will actively support all aspects of the WVPP. An employee that fails to adhere to the established procedures and practices of the plan may be disciplined following Redwood Coast Montessori practice of progressive discipline including:

1. Retraining
2. Warning
3. Warning with reprimand placed in personnel file
4. Suspension from work with no compensation and record added to personnel file
5. Termination of employment, with a record added to the personnel file.

Whenever an employee is disciplined for non-compliance with the WVPP, their supervisor, Director or designee shall document the action taken.

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. RCM will communicate at monthly staff meetings, post monthly educational resources related to WPVP in the staff room, and the Remind App as needed.
 - RCM will ensure that supervisors and employees can communicate effectively and in the employees' first language.
- 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.
 - Multiple reporting avenues are readily available to encourage reporting. Including:
 - Reporting directly to a supervisor or administrator
 - Reporting anonymously through an online form
 - Reporting to a designated safety representative
 - Reporting directly to law enforcement in case of an immediate threat
- 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.
- Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates include information about the progress of investigations, the results of investigations, and any corrective actions taken.
- Updates during regularly scheduled safety team meetings to discuss the plan and any updates. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.

Workplace Violence Incident Reporting Procedure

RCM will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by emailing the Executive Director or another administrator. If that's not possible, employees will report incidents directly to the WVPP administrator, Bryan Little, Director or Michelle Leonard, Manila Site Supervisor.
 - Employees can report incidents to their administrator or Director by email.
 - Submit a WVPP Form
 - Workplace Violence Reporting Form: Form can be found on the Redwood Coast Montessori website under Contact Us.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident could be disciplined after a full investigation by site principals and administration. This will be in accordance with the employee handbook and collective bargaining agreement.

Emergency Response Procedures

Redwood Coast Montessori 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 protocols.
- Redwood Coast Montessori will have evacuation or sheltering in place plans. Employees will be told to "Lock Down" or "Evacuate" to the primary location or secondary locations depending on the information and directives of local law enforcement and/or school administration. School procedures and plans include maps of evacuation routes, locations of emergency exit, and instructions for sheltering in place and/or locking down or locking in campus. Evacuation maps are also located in the areas and displayed on the back of all doors.
- If there is immediate danger, call for emergency assistance by dialing 9-1-1 then notify a site administrator or the Executive Director.

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

Workplace Violence Emergency – Report To			
Responsible Persons	Job Title	Phone #	Email
Bryan Little	Director	707-630-5018	bryan@redwoodmontessori.org
Michelle Leonard	Manila Site Supervisor	707-832-4194	michelle@redwoodmontessori.org
Luke Biesecker	Arcata Elementary Superintendent	707-822-0351	lbiesecker@arcatasd.org
Workplace Hazards – Report To			
Bryan Little	Director	707-630-5018	bryan@redwoodmontessori.org
Michelle Leonard	Manila Site Supervisor	707-832-4194	michelle@redwoodmontessori.org

Workplace Violence Hazard Identification and Evaluation

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

- Inspections shall be conducted:
 - When the plan is first established
 - Quarterly during the school year
 - After each workplace violence incident
 - Whenever the employer is made aware of a new or previously unrecognized hazard.
- Review all submitted/reported concerns of potential hazards:
 - Daily or weekly review of all submitted and reported concerns.
 - RCM Campus Hazards and Workplace Violence Drop Box
 - Workplace Violence Reporting Form emailed to Bryan Little, Director or Michelle Leonard, Manila Site Supervisor.

Employee and Supervisor Training

Redwood Coast Montessori will provide employees and supervisors with initial training when the plan is first established and annually, or more frequently as needed, thereafter on all of the following:

1. Where to find a copy of the WVPP at no cost and how to participate in development and implementation of the employer’s plan.
2. The definitions and requirements of SB 553, which are included in the WVPP.
3. How to report workplace violence incidents or concerns to us and/or law enforcement, without fear of reprisal.
4. Workplace violence hazards specific to employees’ jobs, the corrective measures we have implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
5. A Workplace Violence Log and how to obtain copies of records.
6. An opportunity for interactive questions and answers with a person knowledgeable about the employer’s plan.

Additional training shall be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. Additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Annual training will be provided to all employees through multiple channels including:

- Online courses through Charter Safe, with an interactive question and answer period.
- New employee training, as needed

Recordkeeping

RCM 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.

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

The Director will be responsible for ensuring that all relevant records are completed, maintained, and made available upon request as required by this program and/or Cal/OSHA. A safe and healthy workplace is the goal of everyone at Redwood Coast Montessori with responsibility shared by management and staff alike.

RCM Workplace Violence Reporting Form

THIS FORM IS TO BE USED BY EMPLOYEES THAT HAVE IDENTIFIED AN INCIDENT, THREAT OR CONCERN RELATED TO WORKPLACE VIOLENCE. THIS FORM BRINGS THE ISSUE TO THE ATTENTION OF THE MANAGEMENT.

IT IS ILLEGAL FOR THE EMPLOYER TO TAKE ACTION AGAINST AN EMPLOYEE FOR MAKING SUCH A REPORT. THE EMPLOYER MUST INVESTIGATE THE REPORT AND EXPLAIN TO EMPLOYEES THE ACTION TAKEN AND ANY SUBSEQUENT ACTIONS, AS NECESSARY.

To be completed by the individual investigating the incident. Return completed form within 2 days following incident to Bryan Little, Director or Michelle Leonard, Manila Site Supervisor

Attach witness statements to this form.

Report submitted by:	Date:
General Description:	Phone:

Date of Incident:	Time:
Address/Location of Incident:	

Individuals involved in the incident (use additional sheet(s) if necessary)

Name:	Name:
<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant	<input type="checkbox"/> Victim or <input type="checkbox"/> Assailant
Job Title:	Job Title:
Department:	Department:
Phone:	Phone:
Immediate Supervisor:	Immediate Supervisor:

Classification of Incident (Select One)

<input type="checkbox"/> Type 1 Committed by a person who has no legitimate purpose at the worksite.	<input type="checkbox"/> Type 2 Committed by a person who does have a legitimate purpose at the worksite	<input type="checkbox"/> Type 3 Committed by a present or former employee, supervisor, or manager.	<input type="checkbox"/> Type 4 Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee.
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Classification of Incident Location (Select One)

<input type="checkbox"/> At Workplace, Indoors (Please Include Bldg. Name/Room No.)	<input type="checkbox"/> At Workplace, Outdoors (Please Specify)	<input type="checkbox"/> Other Area (Please Explain)
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Type of Incident

<input type="checkbox"/> Physical Attack – no weapon/object
<input type="checkbox"/> Physical Attack – with weapon/object
<input type="checkbox"/> Threat of physical force and/or threat of use of a weapon/object
<input type="checkbox"/> Physical Assault - Hitting, fighting, pushing, or shoving
<input type="checkbox"/> Sexual assault/threat (incl. rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
<input type="checkbox"/> Other (specify)

How was the incident communicated? (Check one or more)

<input type="checkbox"/> Communicated directly to victim	<input type="checkbox"/> Verbal	<input type="checkbox"/> Mail	<input type="checkbox"/> Note	<input type="checkbox"/> Email
<input type="checkbox"/> Communicated to another person	<input type="checkbox"/> Verbal	<input type="checkbox"/> Mail	<input type="checkbox"/> Note	<input type="checkbox"/> Email
<input type="checkbox"/> Other (specify)				

Initial Response or Follow up Activity: (Check all that apply)

<input type="checkbox"/> Situation defused	<input type="checkbox"/> Occupational Medicine notified
<input type="checkbox"/> Security called	<input type="checkbox"/> Law Enforcement notified If Yes, Name of Agency and Report Number:
<input type="checkbox"/> First Aid Received?	<input type="checkbox"/> Employee Assistance Program Resources Provided?
<input type="checkbox"/> Other (specify)	

Describe Incident in Detail

Include what happened, where, who was involved, what you heard, saw, etc. Also include the circumstances at time of incident (i.e.: was the employee completing usual job duties, was the area poorly lit, was the work being rushed, was the employee working during a low staffing level, was the employee isolated/alone, was the employee able to get help/assistance, was the employee working in a community setting, was the employee working in an unfamiliar/new location, other – please explain).

List Names of Other Witnesses

Signature

Date

Person Receiving Witness Statement

Date

