**WORKPLACE VIOLENCE PREVENTION PLAN**

**For**

Click or tap here to enter text.

Click or tap to enter a date.

**POLICY**

This location[[1]](#footnote-1) adheres to the policy on workplace safety as set forth in Chapter 8 of the [Archdiocese of Los Angeles Administrative Handbook](https://handbook.la-archdiocese.org/chapter-8).

All locations in the Archdiocese of Los Angeles are required to maintain a Workplace Violence Prevention Plan (WVPP). This plan may be a part of the Injury and Illness Prevention Program (IIPP) as required by Cal-OSHA or may be a stand-alone plan. For this location, the WVPP stands-alone, although applicable provisions of the IIPP are also part of the plan.

# PURPOSE

The purpose of the WVPP is to ensure that this location provides employees and members of the public with a safe place to engage in ministry free of threats, intimidation, harassment, and acts of violence.

# DEFINITIONS

* ***Emergency*** - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
* ***Engineering controls*** - An element of the physical space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.
* ***Plan*** - The workplace violence prevention plan (“WVPP”).
* ***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.
* ***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, physical injury, psychological trauma, or stress, regardless of whether the employee sustains a physical 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.
  + Workplace violence is classified into four different 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 parishioners, customers, patrons, clients, students, parents, volunteers, or visitors.
    - ***Type 3 violence*** - Workplace violence against an employee by a present or former employee, supervisor, or person in charge.
    - ***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.
* ***Workplace Violence Incident Report Log*** - The log recording incidents of violence at the location
* ***Work practice controls*** - Procedures and rules which are used to effectively reduce workplace violence hazards

# ADMINISTRATOR RESPONSIBILITY

The chart below outlines the responsibilities of the Workplace Violence Prevention Plan (WVPP) administrators for workplace safety. Those listed have the authority and responsibility for implementing the provisions of this plan for this location.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Responsible Persons** | **Job Title/Position** | **WVPP Responsibility(ies)** | **Phone #** | **Email** |
| Click or tap here to enter text. | Person in charge[[2]](#footnote-2) | Overall responsibility for the plan | Click or tap here to enter text. | *Click or tap here to enter text.* |
| Click or tap here to enter text. | Plan Administrator | Responsible for implementing the plan, including employee involvement and training | Click or tap here to enter text. | Click or tap here to enter text. |

Managers, supervisors, and plan administrators are responsible for implementing and maintaining the WVPP in their work areas and answering employee questions about the plan. A copy of this plan is available from the person in charge.

Employees shall report immediately any and all acts or threats, suspicious activity, and workplace violence to their direct supervisor or manager or person in charge without fear of reprisal. All reports will be taken seriously. Reports shall be made on the Workplace Violence Incident Report Log.

# EMPLOYEE ACTIVE INVOLVEMENT

Employees are required to be actively involved in developing and implementing the WVPP. The plan administrator will work with and allow employees to:

* Help develop measures to prevent workplace violence by (identify the methods and/or tools the location will use to enable employees to help prevent workplace violence):

Click or tap here to enter text.

* Participate in safety meetings to identify actual or potential workplace concerns relating to violence (describe the methods and/or tools the location will use to conduct safety meetings):

Click or tap here to enter text.

* Assist in evaluating and correcting hazards (identify the methods and/or tools the location will use to obtain employee assistance in hazard evaluation and correction):

Click or tap here to enter text.

* Contribute to effective training (identify the methods and/or tools the location will use to solicit employee contributions to training program):

Click or tap here to enter text.

* Be involved in reporting and investigating incidents of workplace violence (describe the methods and/or tools the location will use to enable employee involvement in reporting and investigating incidents of workplace violence):

Click or tap here to enter text.

# COMPLIANCE

When employees, supervisors, and managers are hired this location shall train them on the WVPP. The location shall also train employees periodically through memos, electronic mail, and/or staff meetings and retrain if any deficiencies arise. A copy of the WVPP is available for all employees. Employees are subject to appropriate discipline for failure to follow the WVPP.

Employees will not be threatened with adverse action or retaliated against in any way if they refuse to report to or if they leave a workplace or worksite because they have a reasonable belief that the workplace or worksite is unsafe.

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.

# COMMUNICATION AND TRAINING

This location will communicate the WVPP to employees when hired and train them annually by:

* Posting and distributing the WVPP and information.
* Addressing security issues at meetings.
* Explaining the WVPP including measures for reporting any violent acts or threats of violence and definitions associated with this plan.
* Providing information on how to report violent incidents or concerns to the location and/or law enforcement without fear of reprisal.
* Showing how to recognize workplace security hazards unique to employee’s jobs and the corrective measures.
* Demonstrating how to complete the Workplace Violence Incident Report Log and how to obtain copies.
* Instructing how to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
* Providing post-event trauma counseling for those employees desiring such assistance.

# EMERGENCY RESPONSE PROCEDURES

This location has in place the following specific measures to handle actual or potential workplace violence emergencies (describe location-specific measures taking into account such matters as the physical features of the work site, the persons customarily present at the site, any neighboring conditions requiring attention or caution):

Click or tap here to enter text.

In the event of an emergency, including a workplace violence emergency, contact the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Responsible Persons** | **Job Title/Position** | **WVPP Responsibility(ies)** | **Phone #** | **Email** |
| Local Police Department | Dispatch | Police Direct Line | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Person in charge | Overall responsibility for the plan | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Plan Administrator | Responsible for implementation of plan, including employee involvement and training | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE**

1. Call 911 in an emergency situation or if someone has been seriously injured.
2. Immediately report all threats or acts of workplace violence to a responsible adult and, when possible, to a person in charge at the location.
3. The plan administrator must complete the Workplace Violence Incident Report Log.
4. When necessary, follow the procedures in [8.7.2 - Reporting an Injury or Accident (la-archdiocese.org)](https://handbook.la-archdiocese.org/chapter-8/section-8-7/topic-8-7-2)

# HAZARD ASSESSMENT

This location will prevent workplace violence by installing and maintaining the following security systems (describe the types of systems in place, without exposing details that could compromise security):

Click or tap here to enter text.

The location will conduct periodic inspections to ensure mechanical devices and other security systems are in proper working order. These devices and systems will be reassessed when new, previously unidentified security hazards are recognized; when occupational injuries or threats of injury occur; when employees report the existence of a hazard; and whenever workplace security conditions warrant an inspection.

Our location performs hazard identifications as part of its Emergency Plan.

# WORKPLACE VIOLENCE HAZARD CORRECTION

Hazards, which threaten the security of employees, will be corrected based on severity when they are first observed or discovered.

* If an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, all exposed employees 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 and dates they are completed will be documented on the ***Hazard Correction Form***, located in the appendix of this plan.

**WORKPLACE VIOLENCE INCIDENT INVESTIGATIONS**

After a workplace violence incident, the plan administrator or the designee shall promptly report the incident as provided in [8.7.2 - Reporting an Injury or Accident (la-archdiocese.org)](https://handbook.la-archdiocese.org/chapter-8/section-8-7/topic-8-7-2).

The plan administrator or designee will implement the following post-incident procedures:

* Visit the scene of an incident as soon as safe/practicable, and review security footage of existing security cameras if applicable.
* Interview involved parties, such as employees, witnesses, law enforcement and obtain any reports completed by law enforcement.
* Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the alleged perpetrator.
* Determine the cause of the incident.
* Take corrective action to prevent similar incidents from occurring.
* Record the findings and ensure corrective actions are taken.
* ***The Workplace Violence Incident Report Log*** must be used for every workplace violence incident.

**NOTE**: Personal identifying information may not be recorded or documented in the Workplace Violence Incident Report 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.

# RECORDKEEPING

Records will be kept up to date and will be maintained in accordance with the following retention schedule:

* Records of workplace violence hazard identification, evaluation, and correctio, : a minimum of five (5) years.
* Training records: 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.
* Workplace Violence Incident Report Logs: a minimum of five (5) years.
* Workplace violence incident investigations for a minimum of five (5) years.
* All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident shall be made available to Cal/OSHA upon request for examination and copying.

## EMPLOYEE ACCESS TO RECORDS

Employees, upon request and without cost may be provided 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.

## EMPLOYER REPORTING

This location will immediately report to Cal/OSHA and to the archdiocese’s Human Resources department any serious injury or illness or death (including any due to workplace violence) of an employee occurring in a place of employment or in connection with employment. See: Chapter [5.2.8 -](https://handbook.la-archdiocese.org/chapter-5/section-5-2/topic-5-2-8) [Work-Related Injury or Illness (la-archdiocese.org)](https://handbook.la-archdiocese.org/chapter-5/section-5-2/topic-5-2-8)

# REVIEW AND REVISION OF THE WVPP

This 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:

* Review of incident investigations and the Workplace Violence Incident Report Log.
* Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
* Determination if risks of violence are properly identified, evaluated, and corrected.

Any necessary revisions to the WVPP will be made promptly and communicated to all employees.

1. “Location” is defined in [1.3 - Glossary & Definitions (la-archdiocese.org)](https://handbook.la-archdiocese.org/chapter-1/section-1-3) as: All parishes, all schools (whether parish or archdiocesan), the Archdiocesan Catholic Center, all Catholic cemeteries and mortuaries, and all other operating units in the archdiocese. [↑](#footnote-ref-1)
2. “Person in charge” is defined in [1.3 - Glossary & Definitions (la-archdiocese.org)](https://handbook.la-archdiocese.org/chapter-1/section-1-3) as “the department head, manager or supervisor of an archdiocesan department, entity or corporation; the pastor, administrator, parish life director, pastoral associate, deacon or other person designated as in charge of a parish; the regional superintendents and assistant regional superintendents of elementary schools or high schools, or a principal, president, or head of school, as applicable.” [↑](#footnote-ref-2)