



**Workplace Violence Prevention
Plan**
(WVPP)
December 1, 2025

WORKPLACE VIOLENCE PREVENTION PROGRAM for Glendale Community College District

Glendale Community Colleges 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: December 1, 2025

Date of Last Revision(s): December 1, 2025

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.

Alarm: a mechanical, electrical, or electronic device that does not rely upon an employee's vocalization in order to alert others.

Environmental risk factors: factors in the facility or area in which services or operations are conducted that may contribute to the likelihood or severity of a workplace violence incident, including, but not limited to, risk factors associated with the specific task being performed, such as the collection of money.

RESPONSIBILITY

The WVPP administrator, Vice President, Human Resources, has the authority and responsibility for implementing the provisions of this plan for Glendale Community College District. Additionally, every employee has a role in the implementation and continued success of the WVPP.

1. Senior Management:

Senior Management, including the Vice President of Human Resources, shall hold ultimate responsibility for the overall implementation and success of the WVPP. Their roles encompass:

- Providing Leadership: Leading by example and fostering a culture of workplace safety.
- Allocating Resources: Ensuring adequate resources, including funding, personnel, and training, to support the WVPP.
- Establishing Policies: Formulating and updating policies that align with the WVPP's objectives.
- Reviewing and Approving Plans: Reviewing and approving departmental and facility-specific WVPPs.

2. WVPP Administrator and Coordinator:

WVPP Administrator and Coordinator, are directly responsible for the day-to-day oversight and coordination of the WVPP. Their duties include:

- Plan Development: Collaborating with relevant stakeholders to develop and maintain the WVPP.
- Employee Training: Organizing and facilitating WVPP training for all employees.
- Incident Reporting: Managing the reporting and investigation of workplace
- Violence incidents.
- Compliance Assurance: Ensuring compliance with all WVPP requirements and regulations.

3. Departmental Supervisors/Managers:

Supervisors and Managers within each department or facility, as identified by their management and or administrator job classification, have a crucial role in implementing the WVPP at the ground level. Their responsibilities include:

- Employee Education: Ensuring that employees under their supervision are aware of the WVPP and are trained accordingly.
- Incident Reporting: Promptly reporting any workplace violence incidents to the WVPP Coordinator.
- Hazards Mitigation: Taking immediate corrective actions to address any identified hazards or risks.

4. All Employees:

Every employee within our organization plays a vital part in the success of the WVPP. Their responsibilities encompass:

- Compliance: Adhering to the WVPP guidelines, policies, and procedures.

- Reporting: Reporting any observed or experienced workplace violence incidents promptly.
- Active Participation: Actively participating in training, hazard identification, and incident prevention efforts.

EMPLOYEE ACTIVE INVOLVEMENT

Glendale Community College District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

Glendale Community College District through their Safety Committee, comprised of representatives for all employee groups, will conduct monthly safety meetings to discuss environmental hazards and safety. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.

Employees may forward their concerns to:

1. Workplace Violence Prevention Plan Administrator or Coordinator.
2. The committee directly for review, evaluation, and correction of major safety hazards.
3. Facilities through the work order process for hazards that are typically maintenance (i.e. Broken locks, windows, lights, etc.)

The District will also obtain employee involvement regarding the Plan by the following methods:

- Reviewing of safety committee minutes over the past year.
- Providing the approved version of the Plan to employees and their authorized employee organization representatives and soliciting feedback from employees.
- Providing the Plan to new employees during via the District's on boarding process.
- Continually interview employees regarding the Plan and/or violence at the District.
- Solicit input and feedback on training topics and modules appropriate to employees' classification via employee focus groups.
- Creating and maintaining mechanisms where employees can provide suggestions, feedback or concerns regarding the Plan and/or violence at the District including but not limited to:
 - Holding monthly office hours with the Plan Coordinator
 - Providing ability to submit feedback via the district website
- Preparing written records of workplace violence issues discussed at committee meetings/employee meetings, making copies of the records available to all affected employees and maintaining the records on file.
- Communicating safety and health Issues to each campus, Verdugo, Garfield, and Professional Development Center, coordinating training, developing incentive programs or other special safety programs.
- 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. This would include prompt reporting of incidents of violence in the workplace or situations where it may escalate to violence in the workplace as a preventative measure. Reports, depending on type of incident, may be made to College Police, Workplace Violence

Prevention Plan Administrator/Coordinator, or the Behavioral Management Team.

- 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 Glendale Community College Workplace Violence Prevention Plan (WVPP)
- Provide retraining to employees whose safety performance is deficient with the WVPP and/or after disciplinary action.
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by acknowledging safe behaviors at the Safety Committee Meetings, or via department/division meetings, as appropriate.
- Discipline employees for failure to comply with the WVPP. The disciplinary process, as for violations of safety guidelines, will be in accordance with applicable Collective Bargaining Agreements, Board Policies and/or Administrative Regulations.
- Maintaining an electronic form on the District's Workplace Violence Prevention website where employees can [anonymously] provide suggestions, feedback or concerns regarding the Plan and/or violence at the District.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our faculty, staff, administration 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 on boarding includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards via Safety Committee meetings and meeting minutes
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
 - Managers and supervisors will establish a process within their department to provide employees a way to communicate any concerns.
 - Managers and supervisors will include topics related to workplace violence prevention and violence concerns in department meetings as needed.
- Posted or distributed workplace violence prevention information.
- 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 can anonymously report a violent incident, threat, or other violence concerns to College Police and/or the Workplace Violence Prevention Program Administrator or Workplace Violence Prevention Program Coordinator.

- If there is immediate danger, call for emergency assistance by:
 - From campus phones dialing 9+ 9-1-1 or;
 - From other phones dialing 9-1-1 (); or
 - From campus phones dialing x4000 for the campus emergency line for College Police or
 - From other phones dialing (818) 409-5925 for the direct dial emergency line for College Police.
- 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.
 - Employees will receive confirmation on the receipt of their report, whether the report was sustained in full or in part, or if it could not be substantiated or verified. Any planned actions to address report/results of review. Results may be reported orally.
- Safety Committee meeting minutes accessible online

COORDINATION WITH OTHER EMPLOYERS

Glendale Community College will implement the following effective procedures to coordinate implementation of its plan with other employers who are contracted with the District to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Clarify and document the roles and responsibilities of the District and the other employers.
- Establish points of contact between the District and other employers who are contracted with the District to ensure timely reporting of incidents of workplace violence and/or work hazards.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Glendale Community College 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 following the procedure below. If that's not possible, employees will report incidents directly to the WVPP administrator, Vice President, Human Resources or the WVPP Coordinator, Human Resources Specialist.

Reporting Incidences of Workplace Violence

For an immediate threat or emergency:

- Immediately contact College Police by:
 - From campus phones dialing 9+ 9-1-1 or;
 - from other phones dialing 9-1-1 (); or
 - From campus phones dialing x4000 for the campus emergency line for College Police or
 - from other phones dialing (818) 409 5925 for the direct dial emergency line for College Police.
- When it is safe to do so, report incidence to the Workplace Violence Prevention Plan Administrator by:
 - Completing the Workplace Violence Incident Form and submitting via email (wvpp@glendale.edu) or in the Human Resources mailbox located in AD 147

For situations that may lead to or escalate to a workplace violence situation:

- Report the incidence to the Workplace Violence Prevention Plan Administrator by:

- o Completing the Workplace Violence Incident Form and submitting via email (wvpp@glendale.edu) or in the Human Resources mailbox located in AD 147

Reporting Workplace Hazards

To report a hazard that is a basic repair (such as a burnt-out light, a broken lock, a broken window, a broken door, etc.):

- Contact Facilities by:
 - o Submitting a work order via the district's facilities work order system
 - o Calling x5555

To report a potential hazard or an area that needs to be evaluated for safety:

- Contact the Workplace Violence Prevention Plan Administrator by:
 - o Completing the Workplace Violence Hazard Report form and submitting via email (wvpp@glendale.edu) or in the Human Resources mailbox located in AD 147

Identifying and Referring Students of Concern

The Behavioral Management Team

The Glendale Community College Behavioral Management Team (BMT) operates under the Office of Student Affairs. The BMT is a multidisciplinary team whose dedicated goal is to provide a safe working and positive learning environment, in an effort to promote campus safety. The BMT meets to discuss and develop a plan of action in response to reports of violations of student conduct and/or disruptive behavior that are not an immediate threat.

The BMT works collaboratively to make recommendations and referrals regarding student behavioral violations and helps to develop a plan of action for the Judicial Officer, the student, and the campuses at large. The team makes recommendations and referrals which are then enacted upon by the GCC Judicial Officer.

For more detailed information on the Behavioral Management Team please go to <https://www.glendale.edu/about-gcc/faculty-and-staff/bmt>.

To report an individual (student) exhibiting behavior of concern for evaluation.

- Complete and submit the BMT Referral Form found at <https://www.glendale.edu/about-gcc/faculty-and-staff/bmt>

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. Please see Board Policy 7700 Whistleblower Protection and Administrative Regulation 7700 Whistleblower Protection for the District's policy and procedure.

EMERGENCY RESPONSE PROCEDURES

Glendale Community College 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:

In the event of an emergency or dangerous situation involving an immediate threat to the health or safety to members of the campus community, an emergency notification will be issued using one, some, or all of the below methods. The method used will be determined by the situation and what is the best way to safely alert the campus community as determined by the Superintendent/President and College Police.

- "NIXLE" – Emergency Notification System. Text GO GCCALERT from your cellular phone to

888777 to subscribe.

- All campus notifications (email, GCC web page, Twitter, Facebook, and message sign at Mountain St./Verdugo Rd.)
 - Campus Telephone reverse intercom speakers.
 - Flashing room lights to notify deaf/hearing impaired persons.
 - Personal notification by emergency personnel.
 - Emergency vehicle public address (PA) speakers.
 - Press released and/or media notification may also be utilized for notification.
- Glendale Community College will have evacuation or sheltering plans. The Emergency Procedure Guide, available in each department in hard copy and online at <https://www.glendale.edu/about-gcc/college-police/emergency-procedures>, will provide information on:
 - emergency contact phone numbers and what to do in common emergencies;
 - evacuation plans and locations; and
 - information on what to do in instances of shelter in place, active shooter, bomb threats/suspicious packages, civil disturbances and suspicious behavior/crime in progress.
 - How to obtain help from staff, College Police, or local law enforcement.
 - If there is immediate danger, call for emergency assistance by:
 - From campus phones dialing 9+ 9-1-1 or;
 - From other phones dialing 9-1-1 (); or
 - From campus phones dialing x4000 for the campus emergency line for College Police or
 - From other phones dialing (818) 409-5925 for the direct dial emergency line for College Police.
 - and then notify the WVPP Administrator when it is safe to do so.

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

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
College Police		Responsible for emergency response, hazard identification, and coordination with other public safety agencies	X4000 Emergency Line (818) 409-5925 Direct Dial Emergency Line	
Grice, Brittany	Vice President, Human Resources	WVPP Administrator, responsible for managing the WVPP and investigating reports of workplace violence and threats of workplace violence, managing outcomes of investigations including any disciplinary action	X5164 Direct Line X5921 Human Resources General Line	bgrice@glendale.edu
Jenkins, Heidi	Human Resources Specialist	WVPP Coordinator; responsible for monitoring wvpp@glendale.edu for reports of workplace violence and threats; maintaining the records of workplace violence prevention plan; works with facilities to identify and evaluate workplace violence hazards via periodic	X5164 Direct Line X5921 Human Resources General Line	hjenkins@glendale.edu wvpp@glendale.edu

		inspections and employee reports		
Shahnazarian, Patrick	Manager, Facilities	Responsible for: Oversight of the Facilities Department, facilitating facility hazard corrections	X6610 Direct Line X5555 Facilities General Line	patrick@glendale.edu

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Glendale Community College 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.
- Review all submitted/reported concerns of potential hazards:
 - Workplace Violence Hazard Report forms submitted via wvpp@glendale.edu or in the Human Resources mailbox located in AD 147.
 - Weekly review of all submitted and reported concerns.

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 shall be conducted: Semi-annually (January and July)

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
Heidi Jenkins, Human Resources Specialist	Human Resources
Patrick Shahnazarian, Manager	Facilities
Gary Montecuallo, Chief	College Police

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for susceptibility to criminal activity
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for reporting suspicious persons or activities.
- 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, including location and functioning of such alarms.
- How well the District'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. Glendale Community College 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.
 - The Workplace Violence Hazard Correction form will be used to record corrective actions
- Corrective measures for workplace violence hazards will be specific to a given work area.
 - Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems:
 - Ensure the adequacy of workplace violence systems
 - Post emergency telephone numbers for law enforcement, fire, and medical services
 - Control, access to, and freedom of movement within the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
 - Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.
 - Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.

- Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
 - Improve how well our establishment's management and employees communicate with each other.
 - Procedures for reporting suspicious persons, activities, and packages.
 - Provide/review employee, supervisor, and management training on emergency action procedures.
- Ensure adequate employee escape routes.
 - Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence via training

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 risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: [See attached Violent Incident Log]
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.

- A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
- Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.
- Provide resources to affected employee including but not limited to information on workers' comp, counseling services, employee assistance program if necessary.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

*** Please note: If the incident of violence falls under the purview of another administrative entity within the District, the information of the incident will be forwarded to that entity for review and processing under their guidelines and procedures.

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 as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Glendale Community College will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The District's WVPP, how to obtain a copy of the District's plan at, and how to participate in the continued development and implementation of the District's plan.
- How to report workplace violence incidents or concerns to the District or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures Glendale Community College 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 Glendale Community College has for interactive questions and answers with a person knowledgeable about the Glendale Community College plan.
- 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.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Glendale Community College 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 will be accomplished by

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.

RECORDKEEPING

Glendale Community College 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.

REVIEW AND REVISION OF THE WVPP

The Glendale Community College 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:

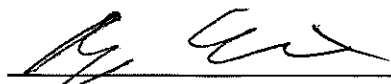
- Review of Glendale Community College's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

EMPLOYER REPORTING RESPONSIBILITIES

As required by California Code of Regulations (CCR), Title 8, Section 342(a), Reporting Work-Connected Fatalities and Serious Injuries, Glendale Community College 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, Dr. Ryan Corner, Superintendent/President of Glendale Community College, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to ensuring the safety and well-being of our employees and believe that these policies and procedures will help us achieve that goal."

Dr. Ryann Corner, President/Superintendent



Signature

Date

Violent Incident Log

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

Workplace violence committed by:

(i.e., 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:

(i.e., 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:

(i.e., at 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: _____

SIGNATURE: _____

JOB TITLE: _____

DATE COMPLETED: _____