MSJC
Mt. San Jacinto College

MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT

IIPP - WORKPLACE VIOLENCE PREVENTION PLAN

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INTRODUCTION

Mt. San Jacinto College (MSJC) is committed to promoting a safe, non-threatening, and healthy environment for all MSJC employees, students, and the public. MSJC strives to maintain a workplace free of threats or acts of violence. A workplace free from violence is the responsibility of every employee, at every work site, and at every level of employment.

The Workplace Violence Prevention Plan (WVPP) is established, implemented, and maintained at all times in all work areas affected, per California SB 533. Although it is impossible to eliminate all risks, the WVPP is designed to educate members of the MSJC community how to report threatening or potentially violent acts and how this information will be evaluated.

1. PURPOSE

MSJC has developed the WVPP as a component of the MSJC Injury and Illness Prevention Plan (IIPP) for a framework to protect employees from workplace violence. The WVPP addresses the four (4) types of workplace violence as defined by Labor Code §6401.9 as follows:

Type I	Type II	Type III	Type IV
• 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 workers with the intent to commit a crime.	• Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.	• Workplace violence against an employee by a present or former employee, supervisor, or manager.	• 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.

The guidelines in this plan shall apply to all employees, students, and visitors on MSJC campuses. These guidelines also apply to all activities or events sponsored by Mt. San Jacinto College, regardless of location.

2. ROLES AND RESPONSIBILITIES

Program Administrator
The Vice President of Human Resources provides oversight for ensuring compliance and addressing complaints with the provisions of the WVPP.

Plan Administrators
The Director of Campus Safety, Director of Human Resources, Diversity, Equity, Inclusion and Accessiblity (DEIA), and Director of Regulatory Compliance is responsible for ensuring compliance and addressing complaints with the provisions of the WVPP. The administrator must take immediate action when employees or students have made him/her/them aware of a perceived threat and/or act of violence.

MSJC Administration, Managers, Supervisors, and instructional Department Chairs will provide day-to-day program support, guidance and training to individual employees for the WVPP.

SAFE Team
The Student Assistance, Facilitation, and Evaluation (SAFE) Team is a campus-wide team to serve as a resource to the WVPP. Where appropriate, the SAFE Team works with Human Resources and outside agencies to address concerns and/or needs for threats of violence, or workplace violence incidents.

3. EMPLOYEE INVOLVEMENT

All MSJC employees are responsible for adhering to their roles, responsibilities, and training provided under this plan to report workplace violence, including threats of violence.

MSJC employees are expected to act professionally, courteously, and responsibly within the diverse community college campus environment which ensures the compliance with the WVPP. MSJC employees will immediately report all acts of workplace violence to their supervisor or manager and/or Human Resources administration without fear of reprisal.

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/annual refresher of this plan. We will utilize the following procedures to involve employees in the development and implementation of this plan:

1. Establish a WVPP workgroup to include administrators, classified professionals, and faculty to develop and implement the WVPP, training, and communication resources.
2. Implement an employee survey soliciting feedback and input on specific aspects of both the development and implementation of this plan.
3. Maintain **MSJC Report of Workplace Violence** online form where employees to report hazards or workplace violence at MSJC.
4. Make the approved version of the WVPP available to all employees.
5. Coordinate safety training programs for all employees.

MSJC encourages the active involvement of all employees to comply with work practices that are created to make the workplace safe and that do not engage in threats or physical actions that create security hazards for others in the workplace.

4. COMMUNICATION

MSJC recognizes that, to maintain a safe and secure environment, it must have open, two-way communication between all employees, administrators, managers and supervisors on all workplace safety, health, and security issues. MSJC will communicate the WVPP policies and procedures, as follows, but not limited to:

1. The WVPP shall be reviewed with all employees at the time of hire, and annually thereafter.
2. The WVPP will be made available online at Human Resources / Risk Management / Injury Illness Prevention Program.
3. Safety & Wellness Committee meetings will be held at regular intervals. Employees may access meeting dates/times and agendas via Board Docs – Safety & Wellness Committee.
4. Communicating safety issues to specific sites or departments.
5. Reporting processes for workplace violence, threats of violence, and/or security hazards.
6. Maintain MSJC online forms where employees can provide suggestions, feedback, or concerns regarding the WVPP.
7. Posting or distributing workplace safety information via emails, newsletters, or other means of communication.

8. Employees' safety concerns will be investigated in a timely manner and they will be informed of action taken to address the safety concern, as appropriate.

5. INCIDENT REPORTING

All acts or threats of violence against an MSJC employee, service provider, or student, regardless of the source of the act or threat, will be promptly and accurately reported, regardless of whether or not physical injury occurred. In addition, employees may also communicate suggestions, concerns, or provide information regarding workplace violence and may be reported as follows:

- If immediate or emergency assistance is needed, get to safety. You may contact law enforcement by dialing **911.** For non-emergency assistance, please contact **Campus Safety** at **951-639-5188.**
- Immediately report any situation or incident that generates a sense of fear for personal safety or the safety of others to Campus Safety at **951-639-5188** or the **Riverside County Sheriff Office (RSO):**
    - **Hemet Station -** 951-791-3400
    - **San Jacinto Station -** 951-654-2702
    - **Temecula Station -** 951-696-3000
    - **Perris Station -** 951-210-1000
    - **Banning Police Department –** 951-922-3170
- Using the MSJC SharePoint Form - **MSJC Report of Workplace Violence**
- If the reporting individual is an employee, the incident will be reported to his/her/their supervisor as soon as possible. In scenarios where an employee is unable to report the matter to their supervisor, the report can be made to the Director of Regulatory Compliance or Director of Human Resources, DEIA.
- If the reporting individual is not an employee, he/she/they will also report the incident to the Director of Regulatory Compliance.

Any person receiving a report of workplace violence shall forward it to Risk Management. The Director of Regulatory Compliance shall accept reports of workplace violence and work with Campus Safety, RSO, administration, supervisors and managers to coordinate investigations, responses, and hazard corrections. In addition to the MSJC Report of Workplace Violence form, the Director of Regulatory Compliance, or designee, is responsible for recording information relating to each occurrence of workplace violence via the **Workplace Violence Incident Log**.

All employees are encouraged to report any concerns or incidents related to workplace violence, and that they can do so without fear of reprisal. Retaliation against an employee who makes a report of workplace violence is prohibited.

6. RESPONSE TO WORKPLACE VIOLENCE

Employees may be alerted to the presence, location, and nature of workplace violence in a variety of ways. This includes direct communication, email, phone calls, radio calls, text messages, alarms, announcements, or other methods with the understanding that unannounced, imminent threats may have no warning, therefore, information may be limited.

In addition to the other provisions of this WVPP, MSJC shall respond to workplace violence that include threats and/or physical injury, including emergencies, by the methods described below:

1. **Employees are encouraged to sign up for MSJC Alerts** via **MSJC-Alert** to receive the emergency communication via SMS (text), email, and voice alerts.
2. See Something, Say Something.
3. Your safety is important. Please refrain from placing yourself in potentially violent (verbal or physical) situations.
4. Employees may contact **MSJC Campus Safety** at **951-639-5188** or **dial 911 in an emergency** for immediate assistance.
5. Prepare an **MSJC Report of Workplace Violence.**
6. Employees will be informed of evacuation of buildings, securing perimeter, sheltering in place, and lockdown plans that are appropriate and feasible for the employee's worksite.
7. Ensure injured persons receive prompt and appropriate medical care.
8. Hold periodic Safety & Wellness Committee meetings where all sites, departments, including bargaining unit representatives may attend.

An employee that fails to adhere to the procedures and practices of this plan may require additional training.

7. HAZARD ASSESSMENT

MSJC will perform a workplace hazard assessment through periodic inspections. These inspections will identify unsafe work conditions, work practices, and threats of violence. Periodic inspections will be conducted by administration, supervisors, or managers to identify, evaluate, and correct workplace safety and security hazards, and in response to employee concerns and reports. Inspections are performed according to the following schedule:

1. Annually;
2. When Workplace Violence Prevention Program (WVPP) is implemented;
3. When new, previously unidentified security hazards are recognized;
4. When occupational injuries or threats of injury occur; and
5. Within 30 days of reported incident when a follow-up inspection is warranted.

Type I Workplace Security Hazard Inspections include assessing:

1. The interior and exterior of the workplace for susceptibility to criminal activity.
2. The need for security surveillance, such as cameras or access controls.
3. Procedures for reporting suspicious persons or activities.
4. Building alarm systems and crime prevention through environmental design.
5. Posting of emergency telephone numbers for law enforcement, fire, and medical services where employees have access to Microsoft Teams calls.

Type II Workplace Security Hazard Inspections include assessing:

1. Access to, and freedom of movement within, the workplace.
2. Adequacy of workplace security systems, such as door locks, cameras, and physical barriers.
3. Frequency and severity of threatening or hostile situations that may lead to violent acts by persons on our campuses.
4. Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, i.e. alarms or panic buttons.
5. The availability of employee evacuation routes.

Type III and IV Workplace Security Hazard Inspections include assessing:

1. MSJC's communication with employees, supervisors and managers.

2. Employee, supervisor, and manager knowledge of the warning signs of potential workplace violence.
3. Access to, and freedom of movement within the workplace by non-employees, including former employees, or persons for whom an MSJC employee is having a dispute.
4. Frequency and severity of employee reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
5. Any prior acts of violence, threats of physical violence, verbal abuse, property damage, or other signs of strain or pressure in the workplace.

8. INCIDENT INVESTIGATIONS

MSJC shall promptly investigate and communicate with employees regarding employee concerns of workplace violence within one (1) business day of the receipt of **MSJC Report of Workplace Violence** form. MSJC will conduct investigations in response to, or in prevention of, workplace violence incidents. Administrators, managers and supervisors are responsible for ensuring investigations at their sites/departments are conducted.

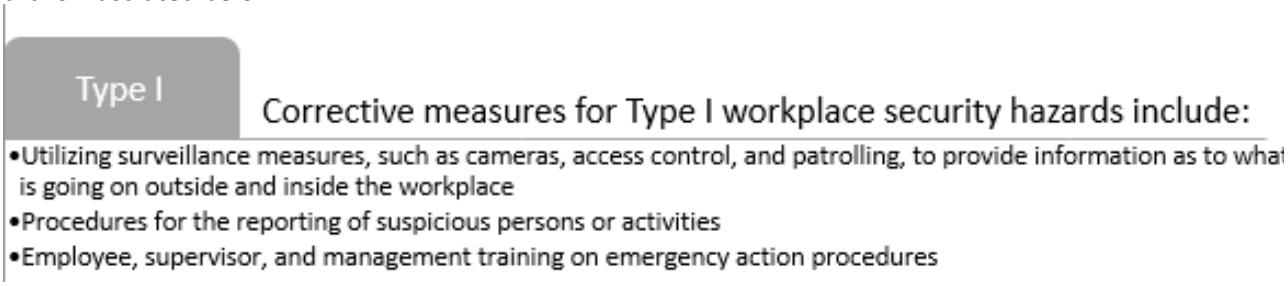
MSJC has established the following procedures for investigating incidents of workplace violence that include threats and physical injury:

1. Review any previous incidents.
2. Visit the scene as soon as possible.
3. Examine the workplace for security risk factors associated with the incident.
4. Interview threatened or injured employees and witnesses.
5. Determine the cause of the incident.
6. Submit an **MSJC Report of Workplace Violence.**
7. Coordinate, to the extent necessary, with any law enforcement investigation.
8. Take corrective action to prevent the incident from recurring.
9. Document findings and corrective actions taken.
10. Review corrective measures and outcome with reporting party and communicate any action taken, as appropriate.
11. After incident, retrain employees, as appropriate.

Personnel actions as a result of an outcome of the investigation will be kept confidential, as appropriate. It is the goal of MSJC to maintain safety for all employees and protect the integrity of the investigation.

9. WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards that threaten the security of employees will be corrected in a timely manner based on severity when they are first observed or discovered. If an imminent hazard exists, which cannot be immediately corrected, endangering employees or property, MSJC shall remove all exposed personnel from the area, except those necessary to correct the hazardous condition. Employees necessary to correct the hazardous condition shall be provided with necessary safeguards. Corrective measures for each type of workplace security hazard is illustrated below:



Type II

Corrective measures for Type II workplace security hazards include:

- Controlling access to the workplace and freedom of movement within it, consistent with business necessity
- Ensuring the adequacy of workplace security systems, such as control door locks, windows, and physical barriers
- Providing employee training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons on MSJC campuses
- Placing effective systems to warn others of a security danger or to summon assistance, i.e., alarms
- Ensurinh adequate emergency evacuation routes

Type III and Type IV

Corrective measures for Type III and Type IV workplace security hazards include:

- Effectively communicate the WVPP and anti-violence policies to all employees, supervisors and managers
- Providing employee training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons receiving services from MSJC
- Increasing awareness by employees, supervisors, managers and administrators of the warning signs of potential workplace violence
- Controlling access to and freedom of movement within school sites by non-employees, including recently discharged employees or persons with whom an employees is having a dispute
- Providing information about the Employee Assistance Program (EAP) to employees, supervisors, managers or administrators who exhibit behavior that represents strain or pressure that may lead to physical or verbal abuse of coworkers

10. EMPLOYEE TRAINING

We will provide employees with initial training when the plan is first established, and annually thereafter, on all of the following:

- Overview of the MSJC WVPP and associated terminology.
- Recognition of workplace violence hazards specific to job duties, the corrective measures we have implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- How to report workplace violence incidents or concerns to Human Resources, Campus Safety, and/or law enforcement, without fear of reprisal.
- Measures to prevent workplace violence, including procedures for reporting workplace safety and security hazards or threats of violence to managers and supervisors.
- The required **Violence Incident Entry Log** and how to obtain copies of records.

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. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

11. RECORDKEEPING

MSJC has established the following record keeping policies:

1. Records of workplace violence hazard identification, evaluation, and correction will be created and maintained for a minimum of five (5) years.
2. Training records will be created and maintained for a minimum of one (1) year and include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.

3. Violent incident logs will be maintained for a minimum of five (5) years.
4. Records of workplace violence incident investigations will be maintained for a minimum of five (5) years. These records shall not contain "medical information," as defined in §56.05(j) of the Civil Code.
5. All records required above will be made available to employees and their representatives, upon request and without cost, for examination and copying within fifteen (15) calendar days of a request.
6. The Director of Regulatory Compliance 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 Mt. San Jacinto College with responsibility shared by management and staff alike.

12. DEFINITIONS

Emergency refers to unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other individuals.

Engineering controls denote an aspect of the built space or a device designed to eliminate a hazard from the workplace or establish a barrier between the worker and the hazard.

Log signifies the Violence Incident Entry Log mandated by this section.

Plan signifies the Workplace Violence Prevention Plan (WVPP) required by this section.

Threat of violence encompasses 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 is reasonably perceived to convey an intent, to cause physical harm or instill fear of physical harm in someone, and that serves no legitimate purpose.

Workplace violence encompasses any act of violence or threat of violence occurring in a place of employment. Workplace violence, for purposes of this definition, excludes lawful acts of self-defense or defense of others.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee resulting in, or having 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 (4) workplace violence types:

  Type I violence indicates workplace violence committed by a person with no legitimate business at the worksite, including violent acts by anyone entering the workplace or approaching workers with the intent to commit a crime.

  Type II violence denotes workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

  Type III violence refers to workplace violence against an employee by a present or former employee, supervisor, or manager.

  Type IV violence signifies 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.

APPENDICES

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 SUBSQUENT ACTIONS, AS NECESSARY.

To be completed by the individual investigating the incident. Return completed form within 2 days following the incident to the Director of Regulatory Compliance. **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:
☐ Victim ☐ or Assailant	☐ Victim or ☐ Assailant
Job Title:	Job Title:
Department:	Department:
Phone:	Phone:
Immediate Supervisor:	Immediate Supervisor:

Classification of Incident (Select One)

☐ Type 1	☐ Type 2	☐ Type 3	☐ Type 4
Committed by a person who has no legitimate purpose at the worksite.	Committed by a person who does have a legitimate purpose at the worksite	Committed by a present or former employee, supervisor, or manager.	Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee.

Classification of Incident Location (Select One)

☐ At Workplace, Indoors (Please Include Bldg. Name/Room No.)	☐ At Workplace, Outdoors (Please Specify)	☐ Other Area (Please Explain)

Type of Incident

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

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

☐ Communicated directly to victim	☐ Verbal	☐ Mail	☐ Note	☐ Email
☐ Communicated to another person	☐ Verbal	☐ Mail	☐ Note	☐ Email
☐ Other (specify)				

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

☐ Situation defused	☐ Occupational Medicine notified
☐ Security called	☐ Law Enforcement notified If Yes, Name of Agency and Report Number:
☐ First Aid Received?	☐ Employee Assistance Program Resources Provided?
☐ 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

Routing

Yes	*No*	*Name*	*Signature*	*Date*
☐	☐	Director of Human Resources		
☐	☐	Director of Regulatory Compliance		

Upon completion of investigation, attach a findings/follow-up document to this form.

GENERAL SAFETY TRAINING RECORD LOG

SUBJECT COVERED

LOCATION OF TRAINING:

DATE OF TRAINING:	NAME & QUALIFICATIONS OF TRAINER *(Years of related experience, designations, certifications, etc.)*

EMPLOYEES NAME/TITLE/DEPARTMENT (print)	SIGNATURE

Copy to Director of Regulatory Compliance – Human Resources