

**Dobbins Oregon House Fire Protection District  
Dobbins Oregon House Fire Department  
P.O. Box 164  
Oregon House, Ca. 95962**

## **WORKPLACE VIOLENCE PREVENTION PLAN**

Dobbins Oregon House Fire Protection District (DOHFPD) Workplace Violence Prevention Plan (WVPP) is intended to identify, evaluate and correct workplace violence hazards; prevent and mitigate workplace violence incidents; and otherwise address workplace violence matters in accordance with Labor Code section 6401.9

Date of Last Review: December 1, 2024

Date of Last Revisions: December 9, 2024

### **DEFINITIONS**

**"Emergency"** means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

**"Engineering Controls"** means 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"** means the workplace violence prevention plan required by Labor Code 6401.9

**"Threat of Violence"** means 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"** means 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":** This means workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by someone who enters the workplace or approaches employees with the intent to commit a crime.

**"Type 2 violence":** This means workplace violence directed at employees by customers, clients, patients, or visitors.

**"Type 3 violence":** This means workplace violence against an employee by a present or former employee, supervisor or manager.

**"Type 4 violence":** which means 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 of others.*

**"Workplace Practice Controls"** means the procedures and rules, which are used to effectively reduce workplace violence hazards.

## **Workplace Violence Prevention Plan Responsibility**

The Employee-Management Safety Committee: "Safety Committee" is responsible for implementing this plan. An annual review of the plan shall be conducted to ensure that the policies and practices in this plan are current and effective. The Safety Committee consists of the following:

Michael Butler: Plan Administrator and overall responsibility for WVPP administration

Roy Young: Employee Training and Participation for personnel

Greg Stensler: Employee Training and Participation for personnel

David Dickinson: Employee Training and Participation for Maintenance personnel

Don Forgunson: Investigation, Evaluation and Correction of Workplace Violence Hazards

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

## **Employee Involvement**

While the Safety Committee has the responsibility to implement the plan, all employees are encouraged and expected to not just be participants in complying with the plan but also in speaking into the material to ensure any hazards are identified and can be addressed. Each employee has a unique perspective in observing the operations and helping in the ever evolving process of developing and improving this plan. Employees are encouraged to make their supervisor and/or any member of the Safety Committee aware of hazards to be addressed or policies or protocols that may need refining. This can be done by verbally, text or email.

The District will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Chief and Chief Officers will enforce 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.

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 Access to the Written WVPP**

DOHFPD ensures that the WVPP shall be in writing, and shall be available and easily accessible to employees and representatives of the California Division of Occupational Safety and Health (Cal/OSHA) at all times. This will be accomplished by:

*Whenever an employee or designated representative requests a copy of the written WVPP, providing the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.*

## **Workplace Violence Incident Reporting Procedure**

DOHFPD will implement the following procedures to ensure that it can effectively accept and respond to reports of workplace violence. When a report of a workplace violence event or concern is made the following procedures will be followed:

The responsible party that received the report such as a shift lead or supervisor should ensure that the report is provided to a member of the Safety Committee if a member is not the one to receive the initial report.

If the report requires immediate attention, any member of the Safety Committee is authorized to take action to address what has been reported. After addressing what has been reported the Chief should be made aware as soon as reasonably possible of the report and actions taken.

If the report does not require immediate action the member of the Safety Committee will address the report at the next meeting of the Safety Committee. After review by the Safety Committee it will be determined which action is needed to address the concerns reported.

Employees of all levels are encouraged to engage in this process with the mantra of "if you see something, say something". DOHFPD will neither retaliate against anyone for reporting a workplace violence incident, nor tolerate or permit retaliation by management, employees or coworkers for reporting a workplace violence incident. An employee who retaliates against a coworker for reporting an incident is subject to discipline, up to and including termination

DOHFPD maintains the following effective procedures to ensure that all employees, both supervisory and nonsupervisory, comply with the WVPP:

Items from this plan will be included in the safety trainings that are conducted on a regular schedule to ensure familiarity with the contents of the plan.

After events including workplace violence have occurred, all staff involved will be part of the after action briefing of the incident to ensure proper actions were taken and that the plan was effective to address the event that occurred. Other applicable staff members not involved in the incident will be made aware of the event and the protocols established on how to handle the event should a similar event occur in the future. This would be conducted in the regularly scheduled safety training or as an independent training session if deemed necessary.

As employees demonstrate that they are complying with the plan, procedures and protocols outlined it will build trust and confidence between the employee and employer. This will be part of the evaluation process in considering giving employees future bonuses or raises.

Employees that demonstrate a disregard for the plan will require corrective action to be taken. Employees will be retrained when their safety performance is deficient or inconsistent with the WVPP. Subsequent violations may escalate the consequences to including a reduction of hours given to the employee, demotion or being let go.

## **Communication with Employees**

DOHFPD recognizes that open communication between our management team, employees and other employers about workplace violence incidents, hazards and concerns is critical to a safe and productive workplace. Our communication system is designed to facilitate effective and efficient communication of information in a form that is readily understandable by all employees. To that end, we maintain the following communication procedures regarding workplace violence matters:

- New employee orientation that includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs upon implementation of the WVPP and annually thereafter, with additional periodic training whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan.
- Verbal in person trainings or correspondence with employees will be conducted to address workplace violence concerns.
- Written memos will be utilized to send out correspondence to staff for mass communication to address workplace violence matters.

Procedures for employees to report a violent incident, threat or other workplace violence concern to their employer or law enforcement without fear of reprisal or adverse action, which include:

- Submitting the information through any established company communication methods, including in-person communication, email, phone call, or text.
- The employee's supervisor, who will then submit it to the Safety Committee and ultimately to the WVPP administrator.
- Human Resources, which will submit it to the WVPP administrator.

- Directly to the Safety Committee or WVPP administrator.

*Employees can anonymously report a violent incident, threat or other violence concerns.*

The Workplace Violence Contact Information form is posted on the HR and Permit bulletin board in the hallway of the main station. In the event of an emergency employees should dial 911.

Employee's reports of violence, threats, and workplace violence concerns will be investigated in a timely manner, and employees will be informed of the investigation results and any corrective action to be taken. Below are the procedures that will be followed:

- The company will timely investigate such reports by gathering information from employees and other individuals as needed, depending on the reported incident, threat or concern, including by in-person communication/conversations; written reports and witness statements; and consultations and conversations with law enforcement, or other third parties as needed.
- The company will provide updates on the status of investigations and corrective actions to employees through email and/or in-person meetings. Depending on the nature of the investigation, these updates could include information about the progress of investigations, the results of the investigations and any corrective actions taken.
- The company will provide updates during the regularly scheduled monthly training to discuss the workplace violence concerns and the WVPP. These meetings could involve sharing updates to the plan, discussing recent incidents and coordinating training sessions.

In the event of a workplace violence incident, employees may access their personal mobile device or other communications device for seeking emergency assistance, assessing the safety of the situation, or communicating with a person to verify their safety.

## **Emergency Response Procedures**

DOHFPD has in place the following specific measures to handle actual or potential workplace violence incidents and emergencies:

Effective means to alert employees of the presence, location and nature of workplace violence emergencies by the following:

- Phone, text and other electronic alerts will be sent to employees when applicable
- Verbal communication will be used when effective.

Then, when it is safe to do so, notify the WVPP Administrator

Contact information for response staff and local law enforcement is posted with the Workplace Violence Contact Information form and/or the Employee Phone List in the following common areas:

- Bulletin board in the hallway of the main station.

If they are dispatched to respond to a situation all should ensure that our SOP are being followed by all fire personal. If a violent event is in progress, than the staging area should be used

## Training and Instruction

All fire personal both supervisory and non-supervisory, will have training and instruction on general and job specific workplace violence practices. These sessions could involve presentations, videos, discussions, practical exercises and distribution of written materials. 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 Periodically training when a new or previously unrecognized workplace violence.

When a new 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

DOHFPD will provide its employees with training and instruction on the definitions found at the beginning of this WVPP and the requirements listed below:

- This WVPP, how to obtain a copy of the WVPP at no cost, and how to participate in the WVPP's development and implementation.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear or reprisal.
- Workplace violence hazards specific to the employee's jobs, the corrective measures 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 DOHFPD has for interactive questions and answers with a person knowledgeable about the WVPP.

## Workplace Violence Hazard Identification and Evaluation

The following policies and procedures are established and required to be conducted by DOHFPD to ensure that workplace violence hazards are identified and evaluated.

Identification and evaluation of workplace violence hazards will be a continuous process. To ensure that dedicated focus is being made to be proactive in identifying and addressing workplace violence hazards, inspections will be made by the Safety Committee on the following time intervals:

- When this plan was established On an annual basis when the plan is reviewed
- Periodic inspections as deemed necessary by the Safety Committee
- At regularly scheduled trainings to address the contents of the WVPP

- After a workplace violent incident has occurred
- Whenever the company is made aware of a new or previously unrecognized hazard

DOHFPD will review all submitted/reported concerns of potential hazards:

- Initial review will be upon when the submitted and reported concern is received.
- Workplace Violence Hazard Reporting Form submission.
- Submissions made by, text, email or other communication.
- Inspections for workplace violence hazards include assessing locations where employees interact with members of the public and any potential risk factors based on those interactions.
- The number of workers on site and risk factors for employees working in small numbers or alone.
- Whether employees work late night or early morning hours and the risk factors associated with those incident.
- Frequency and severity of threatening or hostile situations that may lead to workplace violence incidents by persons who are customers, visitors or service recipients of our establishment
- Employees' skill and knowledge in safely handling threatening or hostile customers, service recipients or other members of the public.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance (Radio system,).
- The use of work practices such as the "buddy" system for specified emergency events.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees 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.

When a hazard has been identified, the company will analyze the hazard in coordination with appropriate persons, such as employees, management personnel, security services and/or law enforcement personnel, in order to identify timely methods to correct the hazard.

## **Workplace Violence Hazard Correction**

Workplace violence hazards will be evaluated and corrected in a timely manner. After such hazards are identified, either through periodic inspection, review and evaluation of submitted reports and concerns, or other means, DOHFPD will implement the following effective procedures to correct these workplace violence hazards:

The WVPP administrator will immediately begin taking appropriate steps to evaluate and address the hazard to ensure it is corrected in a timely manner. Depending on the hazard, this may generally include, for example:

- Communicating corrective measures and/or procedures to employees, management personnel and/or Law enforcement
- Obtaining services for maintenance, repair, replacement or purchase of equipment, and/or making improvements or alterations to company infrastructure, systems and/or property
- Training or retraining personnel on workplace violence procedures
- Any other actions needed to timely correct the workplace violence hazard.

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 Workplace Violence Hazard Inspection Form.

The company will take corrective measures for workplace violence hazards that may include the following specific measures:

- Minimizing the workplace's attractiveness for potential criminal activity by maintaining, replacing, repairing and/or improving lighting around and at the workplace, including exterior lighting around parking areas and building entrances.
- Posting the most recent contact information for WVPP administrators, law enforcement, fire and medical services in common areas.
- Correcting, modifying and/or retraining on methods and procedures to control, access and monitor movement within the workplace by non-employees, including customers, clients, visitors, deliveries, recently discharged employees and persons with whom one of our employees is having a dispute.
- Ensuring adequate employee escape routes on all incidents.
- Ensuring that employee disciplinary and discharge procedures address the potential for workplace violence.

## **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.
- Interviewing involved parties, such as employees, witnesses, law enforcement and/or security personnel and obtaining written statements via the company's Workplace Violence Incident Reporting form, if applicable.

- Review security footage and access logs of existing security systems, if any.
- Examine the workplace for security risk factors associated with the incident, including any.
- previous reports of inappropriate behavior by the perpetrator.
- Determine the likely cause of the incident.
- Take corrective action consistent with this WPP to correct this workplace violence hazard and prevent similar incidents from occurring.
- Document the findings and ensure corrective actions have been carried out.
- Obtain any reports completed by law enforcement.

Use the Workplace Violence Incident form for every workplace violence incident and include the following information:

- The date, time and location of the incident.
- The workplace violence type(s) 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, And Other.
  - Consequences of the incident, including, but not limited to:

Whether 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.
- Review all previous incidents.
- Begin WVPP review consistent with this plan's "WVPP Review and Revision" provisions
- Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information that would reveal identification of any person involved in a violent incident, such as the person's name, address, email address, telephone number, Social Security number or other information that, alone or in combination with other publicly available information, reveals the person's identity.

## **WVPP Review and Revision**

The DOHFPD 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 this WVPP's "Employee Involvement" section, as well as the following procedures to obtain the active involvement of employees in reviewing the plan's effectiveness:

- Reviewing workplace violence investigations, findings and violent incident log(s)
- Review that violence risks are being properly identified, evaluated, and corrected, and that 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.

## **Recordkeeping**

DOHFPD 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 a 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.

Make available to Cal/OSHA upon request for examination and copying records of workplace violence hazard identification, evaluation and correction; and training, incident logs and workplace violence incident investigations required by Labor Code section 6401.9(f).

## 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.

## Employer Reporting Responsibilities

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\) Reporting Work-Connected Fatalities and Serious Injuries](#), Dobbins Oregon House Fire Protection District 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, Michael Butler, Chief of Dobbins Oregon House Fire Protection District, on behalf of Dobbins Oregon House Fire Protection District hereby authorize the establishment, implementation and maintenance of this written Workplace Violence Prevention Plan and the documents/forms within this written plan. Dobbins Oregon House Fire Protection District is committed to ensuring the safety and well-being of its employees and this plan is designed to help achieve that goal."

Name and title of person authorizing this WVPP: **Michael Butler, Chief**

Signature of person authorizing this WVPP:

Date: