



CAL MARITIME

WORKPLACE VIOLENCE PREVENTION PROGRAM

California State University Maritime Academy

Revision 1.0 June 2024

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Workplace Violence Prevention Program:

I. Purpose

CSUM is committed to cultivating a safe, inclusive working environment. The purpose of this plan is to:

1. Identify the names and job titles of the persons responsible for the implementation and maintenance of the Workplace Violence Prevention Program,
2. Highlight how employees can report violent incidents, threats, or other workplace violence concerns
3. Describe how to discourage unlawful retaliation and report it if necessary
4. Report, in good faith, violent incidents, threats, or other workplace violence concerns,
5. Participate in any related investigations of such reports,
6. Provide procedures for responding to actual or potential workplace violence emergencies,
7. Detail training requirements about this plan, including the frequency of training,
8. Outline procedures to identify and evaluate workplace violence hazards and
9. Communicate post-incident response and investigation processes.

CSUM expects all employees to report any incidents of workplace violence promptly. Each report will be treated with the utmost seriousness and thoroughly investigated.

II. Workplace Violence Prevention Requirements

California Senate Bill 553 (SB 553) amended California Labor Code section 6401.7 and created section 6401.9, and the new requirements (Workplace Violence Prevention) found in those Labor Code sections will be in effect and enforceable on July 1, 2024.

III. Scope

The WVPP applies to all CSUM employees and volunteers as well as persons present in CSUM worksites. However, it does not apply to University employees when telecommuting from a location of the employee's choice that is not under the university's control. University auxiliary organizations are responsible for applying similar practices to their respective programs and activities.

IV. Definitions

1. **Emergency:** Unanticipated circumstances that can be life-threatening or pose a risk of significant injury/harm to employees or other persons.
2. **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 potential hazard.
3. **Log:** The violent incident log is required by Labor Code Section 6401.9.

4. **Procedural Controls:** These refer to the policies, procedures, and protocols established to prevent or manage violent incidents in the workplace. These controls are typically part of a comprehensive violence prevention program and include:
 - A. *Reporting and Documentation System:* A system for reporting and documenting acts of violence. This includes procedures for employees to follow when lodging a complaint with the university, including how and when to report.
 - B. *Response Procedures:* Procedures for responding to instances of violence. This can include steps for immediate response, investigation, and follow-up.
 - C. *Training and Education:* Procedures for ensuring employee education and training on violence prevention. This includes training in recognizing potential risks, understanding violence prevention policy, and knowing what to do in the event of a violent incident.
 - D. *Risk Assessment and Control Measures:* Procedures for identifying contributing factors to workplace violence, assessing those factors, and selecting controls and prevention measures.
5. **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.
6. **Workplace Violence:** This refers to any act or threat of violence that occurs in a place of employment. This term encompasses, but is not limited to, the following:
 - A. The threat or use of physical force against an individual that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, irrespective of whether an injury is sustained.
 - B. An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether an injury is sustained.
 - C. Workplace violence falls into four categories, depending on the status of the person(s) committing the act:

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 with the intent to commit a crime.

Type 2 Violence: Workplace violence directed at employees by students 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.
 - D. The University defines these behaviors as follows:

Threat of Violence: A communicated intent to inflict physical or other harm on any person or property.

Act of Violence: Exercise of physical force against another person or property.

Note: The term “workplace violence” does not include lawful acts of self-defense or defense of others.

V. Workplace Violence Incidents

1. Reporting Workplace Violence

- A. Employees who witness or perceive an act of workplace violence on campus are expected to report such incidents of workplace violence through one or more of the following channels:
 - a. Dial 9-1-1 (when safe to do so).
 - b. Use Emergency Blue Phones.
 - c. Report to their appropriate administrator.
- B. Employees who witness or perceive an act of workplace violence on campus can also report such incidents to Human Resources at humanresources@csum.edu or 707-654-1138 or by calling Cal/OSHA at 1(800) 963-9424 or emailing them at InfoCons@dir.ca.gov and/or DOSHEnforcement@dir.ca.gov. (non-emergency only)
- C. For situations that **do not** involve an actual or imminent act of workplace violence or threat of violence, the incident should be reported promptly by submitting a report in Maxient at <https://www.csum.edu/safety/workplace-violence-prevention-program.html>.
- D. Individuals can report incidents verbally or in writing. However, a written report containing details about the incident is recommended. Individuals may also report incidents anonymously. CSUM will investigate anonymous reports to the greatest extent possible, given the level of detail contained or not contained in the report.
- E. All incidents, regardless of how they are reported, will be investigated pursuant to Section VIII of this program.
- F. Retaliation for reporting an instance of workplace violence is strictly prohibited. Any employee who retaliates against someone for reporting workplace violence is subject to discipline, up to and including non-retention, expulsion, and/or immediate removal from campus. Suspected retaliation should be reported to the appropriate administrator or Human Resources.
- G. To prepare for a workplace violence emergency and enhance the likelihood that an employee will report an incident, the University will undertake the following actions:
 1. Ensure that workplace violence prevention policies and procedures are discussed during new employee, and volunteer orientations.
 2. Require employees to complete workplace violence prevention training.
 3. Require all departments and administrative units to discuss, review, and communicate with their employees about security protocols and workplace violence hazards and mitigation measures in their work areas.
 4. Post and distribute workplace violence prevention information.

5. Communicate at the beginning of the semester to the University's employees about how individuals can report a violent incident, threat, or other workplace violence concern without fear of reprisal or adverse action.

VI. Emergency Communication

1. In the event of a workplace violence emergency, the University will communicate through the following means:

Alerts will be sent to employees who have signed up for the University's emergency notification system. The system uses Short Message System (SMS) technology to send messages to registered phones, other wireless devices, and email addresses. Students, Faculty, and Staff can register through the Peoplesoft CHRS system.

2. When information is available and appropriate, these alerts will:
 - Provide information about the presence, location, and nature of workplace violence emergencies.
 - Provide information about evacuation or sheltering as appropriate for the situation.
 - Inform recipients about how to obtain assistance from the UPD or other law enforcement agencies.

VII. Violent Incident Log

1. The University Human Resources Department is primarily responsible for maintaining the Log, which will be used to record every workplace violence incident. The Log will include the following information:
 - The date, time, and location of the incident.
 - The workplace violence category type or types involved in the incident, as defined above (i.e. Type 1, 2, 3 or 4).
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was an employee, a student, a family or friend of a student or employee, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or another 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.
 - 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.
2. 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 because of the incident.
 - Whether there were any injuries as a result of the incident, and if so, a description of the injuries.
 - Whether emergency responders other than law enforcement were contacted, such as Fire Department, Paramedics, or on-site first-aid certified personnel, and if so, a brief explanation of their involvement.
3. Information about the person completing the Log, including their name, job title, and the date completed.

VIII. Post-Incident Response and Investigation

After a workplace violence incident, a combination of the Chief of UPD, Chief Human Resources Officer, Manager of EHS, Title IX and Civil Rights Officer, and the Risk Manager, will work together to complete the following post-incident (as applicable):

- A. Work with campus departments to provide supportive measures and/or assistance to the victim.
- B. Visit the scene of an incident as soon as it is safe and practicable.
- C. Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- D. Review security footage from existing security cameras, if applicable.
- E. Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- F. Determine the cause of the incident.
- G. Take corrective action to prevent similar incidents from occurring.
- H. Record the findings and ensure corrective actions are taken.
- I. Obtain any reports completed by law enforcement.
- J. Review all previous similar incidents for pattern and learning.
- K. Ensure that personally identifiable information is safeguarded when entering information into the log or report drafted for the WVPP. This includes information that would reveal the 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.

IX. Workplace Violence Prevention and Mitigation

1. The Emergency Management Team:

In connection with the Post-Incident Response and Investigation, CSUM will engage the Emergency Management Team to evaluate any threats and/or violence in the campus workplace. HR, UPD, EHS, Academic Affairs, University Housing, Compliance & Civil Rights, and Risk Management provide collaborative oversight and support to the University in the identification, assessment, and management of threats and/or threatening behavior that may lead to acts of targeted violence against the campus and community. This joint group performs assessment and is called the Emergency Management Team (EMT). In addition to its normal operations, the EMT will review the frequency and severity of threatening or hostile situations that may lead to violent acts by persons in the CSUM workplace.

2. Training:

The University will provide training to its employees:

- When the WVPP is first established, and then annually, thereafter.
- When a new employee joins CSUM.
- 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.

The training will review and explain the definitions set forth in Section IV above and the requirements listed below:

- How to obtain a copy of the WVPP at no cost and how to participate in the development and implementation of the WVPP.
- How to report workplace violence incidents or concerns to the University or law enforcement without fear of reprisal.
- The warning signs of potential workplace violence.
- Workplace violence hazards specific to employees' jobs based on the type of workplace, any corrective measures the employer has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The Log and how to obtain copies of records pertaining to WVPP hazard identification, evaluation and correction, training records, and violent incidents.
- Opportunities CSUM has for interactive questions and answers with a person knowledgeable about CSUM's WVPP.
- Strategies to avoid and prevent workplace violence and physical harm, such as:

- How to recognize workplace violence hazards, including the risk factors associated with the four types of workplace violence.
- Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Post-event trauma counseling for employees desiring such assistance,
- Providing Contact information for persons knowledgeable about the WVPP.

3. Workplace Violence Physical Hazard Identification and Evaluation

- A. EHS, in coordination with UPD, HR, and RM, will oversee the identification of workplace violence physical hazards.
- B. Employees can report workplace violence hazards or concerns through the following channels:
 1. Report a Hazardous or Unsafe physical Condition using the [Metabim](#) work order system.
 2. Use the University's Workplace Violence Incident Reporting Form within the [Maxient system](#).
 3. The University Police Department.
 4. Anonymously via the University's general Human Resources number (Anonymous voicemails will be picked up within two business days and are not for emergent situations).
- C. EMT administrators and staff will review and document the outcomes of all such reports.
- D. EHS will coordinate and conduct annual campus walks to identify physical workplace hazards that may increase the likelihood of a crime. All assessments will be documented, and the participants will be noted.
- E. Facilities administrators and staff will also review and assess new or previously unrecognized hazards.
- F. EHS, along with UPD, HR, and/or Facilities Management, will review for the following:
 1. The need for violence surveillance measures, such as mirrors and cameras (biennially).
 2. Procedures for employee response during a robbery or other criminal act based on lessons learned or as requested by individual departments.
 3. Procedures for reporting suspicious persons or activities based on lessons learned.
 4. The location and functioning of emergency buttons and alarms (biennially).
 5. Posting emergency telephone numbers for law enforcement, fire, and medical services (biennially).
 6. Physical inspections after any workplace violence incident will be conducted and recorded, which will include all the following, as applicable:
 - The adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
 - The 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.
 - The availability of employee escape routes.
 - 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.
 - The 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.

4. Workplace Violence Physical Hazard Correction:

The Office of Facilities Management will oversee the evaluation and timely correction of identified workplace violence physical hazards.

- A. All corrective actions taken will be documented, dated, and recorded in Metabim.
- B. Corrective measures for workplace violence hazards will be specific to a given work area. For example, these may include:
 - Improving lighting around and within the workplace.
 - Installing and utilizing surveillance measures, such as cameras and mirrors, to provide information about activities inside and outside the workplace and to deter criminal activity.
 - Providing workplace security systems, such as door locks, secure windows, physical barriers, emergency alarms, and restraint systems.
 - Posting emergency telephone numbers for law enforcement, fire, and medical services.
 - Effective systems should be in place to warn others of a potential danger of violence or to summon assistance, e.g., alarms or panic buttons.

5. Workplace Violence Procedural update focused on Hazard Identification, Evaluation, and Correction

- A. The Office of Human Resources (HR) will oversee the identification, evaluation, and correction of workplace violence procedural hazards. Procedural hazards refer to potential risks or dangers that can occur due to the procedures followed in a workplace or during a process.
- B. Members of the University community may report workplace violence procedural hazards or concerns by one of the methods described in Section V.
- C. HR administrators and staff will review and document the outcomes of all such reports.
- D. HR administrators and staff will also review and assess new or previously unrecognized hazards as they become aware of them.

X. Responsibilities:

The following administrative positions have the authority and responsibility for implementing all or specific portions of the WVPP.

A. Chief Human Resources Officer (HR):

This role is responsible for the implementation and overall coordination of the University's WVPP, which includes assessing the effectiveness of the WVPP as well as its compliance with all applicable federal, state, and CSU laws and regulations. Other duties include:

1. Primary responsibility for ensuring the functionality of procedures established to identify and receive reports related to procedural workplace violence hazards.
2. Investigate reported acts or threats of violence received directly or in connection with UPD and take appropriate action.
3. Implement procedures to prevent retaliation from those who submitted reports.
4. Develop, interpret, and enforce organizational policies related to workplace violence. They are responsible for handling terminations, hiring, promotion, and zero-tolerance protocols.
5. Organizing training programs, which help educate employees about the signs of potential violence, how to avoid violent situations, and what to do if they find themselves in a potentially violent situation.
6. Play an essential role by asking questions and being involved with the goal of early intervention and prevention of workplace violence incidents.
7. Provide support to employees who have been affected by workplace violence. This can include arranging for counseling services, facilitating communication between the employee and management, and assisting with any necessary paperwork.
8. Co-Chairing the EMT, which is defined in Section IX.1 and will meet on a quarterly basis to review reports.

B. Chief of the Police Department (UPD):

The Chief's primary responsibility is to implement measures to ensure the University is prepared to respond to, investigate, and potentially mitigate workplace violence incidents. Other responsibilities include:

1. Developing procedures on how workplace violence investigations will be conducted, recorded, and the results thereof disseminated to the proper University stakeholders.
2. Receiving and investigating all reports of acts or threats of violence.
3. Recording reports of acts or threats of violence in the Log.
4. Issuing timely notices and/or emergency notifications related to workplace violence in connection with the CSU policy EO 1107 "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", including instructions for how members of the University community should respond to such emergencies. This will be completed in conjunction with the campus Clery Director.
5. Co-Chairing the Emergency Management Team.
6. UPD's **Director of Emergency Management** has primary responsibility for assisting department's in developing and implementing procedures as requested and responding to violent emergencies, including evacuation and/or sheltering-in-place.
7. Other duties include assisting the Clery Director in issuing emergency warnings related to workplace violence incidents.

C. Title IX and Civil Rights Officer

Participate in the Emergency Management Team (EMT) to ensure:

1. Clear communication of all recorded incidents in Maxient to the EMT.
2. Complete incident recording
3. Compliance with Title IX and Civil Rights requirements.

D. Risk Manager:

The Office of Risk Management has the primary responsibility of ensuring that all training associated with the WVPP meets all applicable federal, state, and CSU laws and regulations. Other responsibilities include:

1. Ensuring opportunities exist for the active engagement of University community members in the development and ongoing review of the WVPP and the development and functionality of reporting mechanisms.
2. Participate in University efforts regarding post-incident response and review.
3. Primary responsibility for maintaining the University's OSHA 300 log and ensuring reporting of serious injury or fatality per Title 8 CCR Sections 330(a) and 342.

E. Manager of Environmental Health and Safety:

The Manager of Environmental Health & Safety has primary responsibility for ensuring the functionality of procedures established to identify and receive reports related to physical workplace violence hazards. Other duties include:

1. Maintaining records of workplace violence physical inspections.
2. Conducting all required assessments, which include assessments of when the WVPP is initially implemented, after an act of workplace violence, and when a new hazard becomes known.

F. Director of Facilities Management:

Responsible for ensuring the implementation of corrective actions to confirm workplace violence hazards as outlined in Section IX.4.

G. Director, Contracts & Procurement:

The Director of contracts and procurement is responsible for coordinating the implementation of the WVPP with other employers that have employees in the university's workplace.

H. Management Plan Personnel:

All MPPs and appropriate administrators have primary responsibility for implementing and maintaining the WVPP in their administrative areas, ensuring that faculty and staff have access to training and written materials concerning University safety policies, procedures, and practices;

assault prevention; and guidelines for resolving violent confrontation. Additional responsibilities include:

1. Informing University Police of all threats or acts of violence, even if the situation has been resolved.
2. Ensuring all employees are trained on the WVPP.
3. Discuss regularly with all personnel issues related to workplace security, including identification of concerns/hazards, discussion of recent incidents, and/or reviews of safety procedures.
4. Training and/or counseling faculty and staff whose performance is deficient in complying with work practices designed to increase workplace security.

I. All University Employees:

All employees of the University are responsible for using safe work practices, following all University directives, policies, and procedures concerning campus security, and assisting in maintaining a safe and secure work and learning environment to encourage faculty, administrators, and staff to comply with work practices designed to make the workplace more secure and to not engage in threats or physical actions which create a workplace violence hazard for others on campus, the University will:

1. Communicate and provide training concerning the WVPP.
2. Provide training and/or counseling to employees whose performance is deficient in complying with work practices designed to enhance workplace security.
3. Discipline employees, as permitted by applicable laws, rules, regulations, policies, and collective bargaining agreements, for failure to comply with workplace violence practices.

XI. General Provisions

A. Employee Involvement

The University will take the following measures to obtain or attempt to obtain the active involvement of employees, and authorized employee representatives, in developing and implementing the WVPP:

1. Ensure employees and authorized employee representatives have opportunities to participate in: a) Identifying, evaluating, and determining corrective measures to prevent workplace violence. b) Designing and implementing training. c) reviews of ways of reporting and/or investigating workplace violence incidents.
2. Communicate all policies and procedures within the WVPP to all employees.
3. Require all employees to follow the WVPP and assist in maintaining a safe work and learning environment.
4. Ensure the WVPP addresses the hazards and corrective measures for all work areas/operations and learning environments.

B. Employee Compliance:

To ensure that employees comply with the WVPP and do not engage in threats or physical actions that create a workplace violence hazard for others in the workplace, the University will:

1. Train employees regarding the elements of the WVPP.
2. Develop and implement measures to promote compliance with the WVPP.
3. Retrain employees whose safety performance is deficient with the WVPP.
4. Recognize employees who demonstrate safe work practices that promote the WVPP in the workplace.
5. Counsel and/or discipline employees, as permitted by applicable laws, rules, regulations, policies, and collective bargaining agreements, for failure to comply with the WVPP.

C. Access to the Written WVPP and Requested Records

1. The WVPP will be in writing, available, and accessible to employees, authorized employee representatives, and representatives of Cal/OSHA through the University's website.
2. The University will make the following records, subject to redaction of Personal Identifiable Information ("PII"), available to employees, employee representatives, and students, upon request and without cost, for examination and copying within 15 calendar days of a request: a) Records of workplace violence hazard identification, evaluation, and correction. b) Training records. c) Violent incident logs. These requests are similar to requests from the Public Record Act (PRA) and must be made by emailing universityaffairs@csum.edu.

D. Recordkeeping

1. EHS will create and maintain records of workplace violence hazard identification and evaluation for a minimum of five (5) years.
2. HR will create and maintain training records for a minimum of one (1) year and include the following: a) Training dates. b) Contents or a summary of the training sessions. c) Names and job titles of all people attending the training sessions.
3. HR will track and maintain the Violent Incident Log information within the Maxient system for five (5) years.
4. FMD will create and maintain records of workplace violence physical hazard correction for a minimum of five (5) years.
5. UPD will maintain workplace violence incident investigations for a minimum of five (5) years. These records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code and will be redacted for Personal Identifying Information (PII).
6. The University will make 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), available to Cal/OSHA upon request for examination and copying.

E. WVPP Review

1. The EMT will ensure that the WVPP is reviewed for effectiveness: a) At least annually. b) When a deficiency is observed or becomes apparent. c) After a workplace violence incident.
2. Review and revision of the WVPP will include a) Review of incident investigations and the Log. b) Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable). c) Review that violence risks are being identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees.
3. **Coordination with Other Employers:** The University, through its Office of Contracts & Procurement, will communicate the WVPP to other employers on campus to ensure that those employers and their employees are trained and understand their respective roles as provided in the WVPP, which includes reporting and investigating any potential workplace violence incident.

XII. Accountability

Any employee or volunteer who engages in an act or threat of violence or who retaliates against another member of the University community for reporting a workplace violence incident or concern is subject to disciplinary action under university policies and/or applicable collective bargaining agreements. If a person employed by a contractor or vendor, or a visitor, engages in an act or threat of violence or retaliates against an employee for reporting a workplace violence incident or concern, that person may be immediately barred from university-owned or leased property and their employer may have their business relationship with the University suspended or terminated.

Sample Violent Incident Log

DATE	TIME	LOCATION	DETAILED DESCRIPTION OF THE INCIDENT	WORKPLACE VIOLENCE TYPE			
				1	2	3	4
CLASSIFICATION OF PERPETRATOR:	<input type="checkbox"/> Client <input type="checkbox"/> Customer <input type="checkbox"/> Family of client <input type="checkbox"/> Friend of client <input type="checkbox"/> Family of customer <input type="checkbox"/> Friend of customer <input type="checkbox"/> Stranger		<input type="checkbox"/> Co-worker <input type="checkbox"/> Supervisor/manager <input type="checkbox"/> Partner/spouse <input type="checkbox"/> Parent <input type="checkbox"/> Relative <input type="checkbox"/> Other: _____	CLASSIFICATION OF CIRCUMSTANCES AT TIME OF INCIDENT:			
TYPE OF INCIDENT:	<input type="checkbox"/> Physical attack without a weapon <input type="checkbox"/> Attack with a weapon or object <input type="checkbox"/> Animal attack <input type="checkbox"/> Threat of physical force or threat of the use of a weapon <input type="checkbox"/> Sexual assault or threat (including rape, attempted rape, physical display, or unwanted verbal or physical contact) <input type="checkbox"/> Other						
CONSEQUENCES OF INCIDENT:	Was security contacted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	RESPONSE:				
	Was law enforcement contacted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	RESPONSE:				
	Where there any injuries as a result of the incident? If so, describe the injuries	<input type="checkbox"/> Yes <input type="checkbox"/> No	RESPONSE:				
	Action taken to protect employees from a continuing threat or other hazards as a result of the incident:						
COMPLETED BY:			JOB TITLE:				COMPL