

**California Institute of the Arts**

**California Workplace Violence Prevention Plan**

**Worksite: California Institute of the Arts**

**Location: 24700 McBean Parkway, Valencia, CA 91355**

**Date of Last Review: June 2024**

**Date of Last Revision(s): June 2024**

## **I. INTRODUCTION**

To ensure our compliance with state law, and to promote practices and procedures intended to support a safe, secure, and violence-free workplace for you and your fellow employees, the California Institute of the Arts (“CalArts”) adopts this Workplace Violence Prevention Plan (“WVPP” or “Plan”).

## **II. GENERAL POLICY STATEMENTS**

CalArts seeks to provide a safe, secure, and violence-free work environment for all employees, vendors, guests, or other individuals with whom we may interact. This WVPP, along with the corresponding Injury and Illness Prevention Program (“IIPP”), covers all CalArts employees at your worksite. Whether at the workplace or engaged in CalArts’ business at off-site locations, all employees are expected to comply with health and safety laws, regulations, and CalArts’ policies. Employees teleworking from a location of their choice, which is not under the control of CalArts, are exempt from this Plan. The WVPP will 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. This Plan will be available and accessible to employees and authorized employee representatives.

All employees share the important responsibility of helping to implement, enforce, and maintain the WVPP. CalArts managers, supervisors, Legal, Human Resources, Facilities Development & Management, and Title IX departments have important leadership roles in evaluating and ensuring the WVPP’s effectiveness and developing a culture that provides a violence-free workplace.

## **III. DEFINITIONS**

To effectively address the risks of workplace violence, it is important to understand the meaning of the key terms defined below:

- “Emergency” means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
- “Engineering Controls” mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.
- “Log” or “Violent Incident Log” means the violent incident log required by California Labor Code 6401.9.
- “Workplace Violence Prevention Plan” and “WVPP” mean the workplace violence prevention plan required by California 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, including but 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,” means 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.
    - “Type 2 violence,” means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
    - “Type 3 violence,” means workplace violence against an employee by a present or former employee, supervisor, or manager.
    - “Type 4 violence,” 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 or defense of others.
- “Work Practice Controls” means procedures and rules which are used to effectively reduce workplace violence hazards.

**IV. GENERAL ROLES AND RESPONSIBILITIES**

In fulfilling the important standards of this WVPP, the following roles and responsibilities are identified below:

<b>WVPP Responsibility</b>	<b>Job Title/Position</b>
Corporate high-level implementation	Chief Human Resources Officer and Vice President for Facilities Development & Management
Review the effectiveness of the Plan and revise the Plan as needed	General Counsel, Chief Human Resources Officer, and Vice President for Facilities Development & Management
Final approval of the Plan, and any revisions to the Plan	General Counsel, Chief Human Resources Officer, Vice President for Facilities Development & Management, and Title IX Coordinator
Develop and implement procedures to obtain	Chief Human Resources Officer, with the

active involvement of employees and authorized employee representatives in developing and implementing the WVPP	assistance of Human Resources, and Vice President for Facilities Development & Management, with the assistance of Facilities
Develop and implement effective procedures for CalArts to accept and respond to reports of workplace violence, and to prohibit retaliation against an employee who makes such a report	Chief Human Resources Officer, with the assistance of Human Resources, and Vice President for Facilities Development & Management, with the assistance of Facilities
Develop and review procedures to respond to actual or potential workplace violence emergencies	Chief Human Resources Officer, with the assistance of Human Resources, and Vice President for Facilities Development & Management, with the assistance of Facilities
Develop and ensure all employees are provided with the required training	Human Resources
Provide WVPP training to employees	Outside consultants with oversight from the Human Resources Department
Answer employee questions during training	Human Resources and Vice President for Facilities Development & Management, with the assistance of Facilities
Develop procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices, as well as addressing employee reports and concerns	Vice President for Facilities Development & Management, with the assistance of Facilities
Conduct workplace inspections and create inspection and corrective measure records	Vice President for Facilities Development & Management, with the assistance of Facilities
Review and evaluate workplace violence hazards identified during inspections	Vice President for Facilities Development & Management, with the assistance of Facilities
Approve corrective measures	Human Resources and Vice President for Facilities Development & Management, with the assistance of Facilities
Correct workplace violence hazards identified and evaluated during inspections	Vice President for Facilities Development & Management, with the assistance of Facilities Development & Management
Ensure CalArts communicates with employees regarding workplace violence matters	Human Resources
Oversee post incident response and investigation	Human Resources and Facilities Development & Management
Conduct workplace violence investigations and create investigation reports	Human Resources and Facilities Development & Management

Provide the results of any investigations to employees	Human Resources
Create violence incident logs	Human Resources and Facilities Development & Management
Maintain the required recordkeeping documents required by the WVPP, including inspection records, training records, violent incident logs, and post incident investigation reports	Human Resources and/or Facilities Development & Management maintain the violence incident log and workplace violence investigation reports; Human Resources maintains the training records and Facilities Development & Management maintains the inspection records
Coordinate implementation of the WVPP with other employers onsite at the worksite, when applicable	Facilities Development & Management and Human Resources with the assistance of Student Affairs, as needed
Assist with ensuring that supervisory and nonsupervisory employees comply with the WVPP at the worksite	Human Resources

**V. EMPLOYEE AND AUTHORIZED EMPLOYEE REPRESENTATIVE INVOLVEMENT**

CalArts encourages the active involvement of employees and authorized employee representatives in developing and implementing the WVPP by the following:

- Announcing upcoming workplace violence inspections to encourage participation in identifying, evaluating, and correcting potential hazards.
- Announcing upcoming meetings regarding the development and implementation of trainings and encouraging employees and authorized employee representatives to participate in such meetings. Employees are encouraged to participate in designing and implementing training programs, and their suggestions may be incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.
- Announcing upcoming meetings regarding the Plan review to encourage participation and feedback.
- Encouraging employees and authorized employee representatives to provide feedback on any other aspects of the Plan to Human Resources, and during safety meetings and morning huddles, to the extent applicable.
- Encouraging reporting of potential workplace violence hazards to Human Resources at [hr@calarts.edu](mailto:hr@calarts.edu).
- Ensuring that all workplace violence policies and procedures within this written Plan are clearly communicated and understood by all employees.
- Ensuring that all employees at this worksite will follow all the WVPP directives, policies, and procedures, and assist in maintaining a safe work environment.

- Ensuring the Plan will be in effect at all times and in all work areas, and it will be specific to the hazards and corrective measures for each work area and operation.
- Utilizing the Safety & Disaster Preparedness Committee to review and implement strategies that improve workplace violence prevention.

Employees are encouraged to contact Human Resources to discuss additional ways to participate in the development and implementation of WVPP or training.

## **VI. COORDINATION WITH OTHER EMPLOYERS**

CalArts will coordinate the implementation of this WVPP with other employers, when applicable, to ensure mutual understanding with those employers and their employees of their respective roles and responsibilities, and to ensure that all employees are provided required training. CalArts will further coordinate with other employers to ensure workplace violence incidents involving a worker are reported, investigated, and recorded as required by this WVPP. If there are multiple employers at the worksite, the employer, or employers whose employees experienced the workplace violence incident must record the information in their violence incident log and provide a copy of that log to CalArts.

CalArts will coordinate with other employers, when applicable, in a variety of ways, including but not limited to addressing expectations, requirements and responsibilities in contractual agreements with contractors and vendors, providing other employers with CalArts' WVPP as needed, and/or confirming training of CalArts' WVPP training with other employers as required. Facilities Development & Management and Human Resources with the assistance of Student Affairs, as needed, will oversee this coordination.

## **VII. REPORTING AND RESPONDING TO WORKPLACE VIOLENCE REPORTS**

Employees must immediately report non-emergency threats or acts of workplace violence to their immediate supervisors and/or Human Resources, or to the CalArts Retention and Evaluation Team ("CARE") Team, filing an online [Care Report](#). The CARE Team will then escalate appropriately to the Threat Assessment Team ("TAT").

### **Employees must immediately report emergencies as follows:**

*The following is applicable to the Main Campus and Vista Village worksites:*

**When an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately by calling Campus Safety at Ext No. 2222 or if necessary, by calling 911.** Such threats can also be reported to any member of the Threat Assessment Team ("TAT") or the CalArts Retention and Evaluation Team ("CARE") Team.

If faced with a situation such that it would be unwise or potentially dangerous to openly call for help, the employee should excuse themselves, go to another office and/or phone, call

Campus Safety at ext. 2222, and request coffee service for the office, such as, “This is \_\_\_\_\_ in the \_\_\_\_\_ office, please send up coffee for myself and my visitor, or myself and two visitors” (whichever is applicable). This will alert Campus Safety to trouble in that area and how many individuals are involved. If the situation does not allow for the employee to access another office and/or phone to request help, and once it’s safe to do so, you may ask the person or persons “In order to take a moment and collect ourselves, may I order us some coffee?” You are then to call ext. 2222 and request coffee using the wording above. Emergency phones are located throughout the CalArts parking lots, in the event an employee is faced with an emergency situation and needs access to a direct line to Campus Safety.

Depending on the seriousness of the situation, Human Resources, TAT, or CARE, will respond by assessing the seriousness of the workplace violence incident and the need to secure the area to ensure the safety of employees, customers, and other third parties. They are also responsible for contacting and coordinating with law enforcement, if appropriate, and initiating the procedures in the [CalArts Emergency Operations Plan](#), which CalArts incorporates by reference here.

TAT handles the most escalated and imminent threat incidents and cases. While TAT and CARE often work in tandem with one another, CARE’s jurisdiction is narrower than that of TAT. Similarly, while TAT may work in tandem with the Institute’s Title IX Coordinator and the Institute’s Student Conduct Officer, its jurisdiction is narrower. For more information see [CalArts Threat Assessment Team & Reporting Threats Procedure Policy](#).

***The following is applicable to CalArts’ downtown theatre REDCAT, Community Arts Partnership (CAP) program worksites, and the President’s house:***

When an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, employees should call 911 once it is safe to do so.

***The following is applicable to all employees:***

Whenever dealing with threats or acts of workplace violence, the first priority is always to ensure that you are not in danger and to secure the area, to ensure that others are not harmed or injured (if it is safe to do so).

All incidents will be investigated by Human Resources and/or Security, or the investigation will be outsourced to a third party, with Human Resources and Security maintaining oversight. The results of that investigation will be reported to the employee by Human Resources. CalArts strictly prohibits retaliation against any employee for making a report of workplace violence.

Employees can also report any concerns they have related to workplace violence to Human Resources. Depending on the incident or concern, the CalArts Threat Assessment Team may be assembled, with members configured based on expertise relevant to the specific threat, to assess the potential threat.

The [Emergency Response Guide](#) outlines the reporting and response structure for emergencies. The [Emergency Procedures](#) details Evacuation, Shelter in Place, Active Shooter,

Crime & Violent Behavior, Bomb Threat, and Medical Emergencies procedures. The [County of Los Angeles Emergency Survival Guide](#) provides additional guidance on terrorism and civil unrest situations. For more information on campus safety rules and procedures, visit Cal/Arts' website [here](#).

For more information on Cal/Arts' procedures for responding to workplace violence emergencies, please see section XII- Responding to Workplace Violence Emergencies.

## **VIII. POST WORKPLACE VIOLENCE INCIDENT RESPONSE AND INVESTIGATIONS**

Following a workplace violence incident, Human Resource and/or Facilities Development & Management will also promptly conduct an incident investigation, which may, as appropriate, include an interview of involved parties or witnesses, a site inspection, and/or review of the site-specific engineering controls, this WVPP, and other related policies, violence incident log, and training records of the involved or affected employees. The investigation may be outsourced to a third party, with Human Resources and Security maintaining oversight.

The results of the investigation will be recorded on the Workplace Violence Investigation Form. Upon determining any corrective measures, the corrective measures and date of completion will be included in the Workplace Violence Investigation Form (Appendix C). Human Resources will inform employees of the results of the investigation and any corrective measures.

## **IX. IDENTIFYING, EVALUATING AND CORRECTING WORKPLACE VIOLENCE HAZARDS**

### **A. Identifying & Evaluating Workplace Violence Hazards**

To identify and evaluate potential workplace violence hazards, CalArts will conduct scheduled periodic inspections, review employee reports and concerns, and the violent incident log, and take any other measure CalArts deems necessary.

To assist CalArts in conducting the periodic inspections, CalArts uses a workplace violence prevention inspection checklist (Appendix A). The checklist should be reviewed by the Director of Risk Management/EH&S, to add any additional areas or operations that should be inspected which are specific to that department and work area. Revised checklists will be provided to Vice President for Facilities Development & Management for review and approval. In addition, during the inspection, the inspector should also add any additional comments or observations that may be useful in identifying or evaluating potential concerns.



The Vice President for Facilities Development & Management, or an employee assigned by the Vice President for Facilities Development & Management from Facilities Development & Management will conduct the periodic safety inspections, as required by the WVPP.

Inspections shall occur (at a minimum):

- (a) When the WVPP is first established;
- (b) Periodically;
- (c) After each workplace violence incident; and
- (d) Whenever CalArts is made aware of a new or previously unrecognized hazard.

Employees and their representatives are encouraged to participate in these inspections. Such inspections are not intended to reduce or negate an individual employee's obligations to routinely evaluate their work surroundings and identify and bring to the attention of Human Resources any potentially unsafe conditions or work practices.

Completed inspections are submitted to Facilities Development & Management. The Vice President for Facilities Development & Management, with the assistance of Facilities Development & Management, will promptly review the forms. Human Resources and the Vice President for Facilities Development & Management, with input from Facilities Development & Management, will have final approval of which corrective or remedial measures are appropriate or necessary, if any. All inspection records are maintained by Facilities Development & Management for five years.

## **B. Correcting Workplace Violence Hazards**

The Human Resources Department and the Vice President for Facilities Development & Management, with input from Facilities Development & Management, will promptly review inspection forms to determine whether further corrective or remedial measures are appropriate or necessary. The responsible individuals are expected to correct unsafe conditions based on the severity of the hazard and in accordance with CalArts' [Injury and Illness Prevention Plan](#).

The Vice President for Facilities Development & Management, with the assistance of Facilities Development & Management, is responsible for correcting the workplace violence hazards, unsafe work practices, and insufficient work procedures and engineering controls by implementing the approved corrective measures.

Specific procedures that may be used to correct hazards include, but are not limited, to:

1. Implementing corrective, remedial measures and engineering controls in a timely manner.
2. When a workplace violence emergency or imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, following the

procedures in the Responding to Workplace Violence Emergencies section of this Plan. This includes, to the extent possible, removing all exposed personnel from the area except those necessary to correct the existing hazard. Employees necessary to correct the hazardous condition shall be provided with the necessary safeguards. Stopping operations at the location of an imminent hazard until the hazard is neutralized may also be necessary.

3. Providing retraining or discipline to employees who do not meet expectations related to the WVPP.

Once the remedial action is completed, Human Resources and/or Facilities Development & Management shall prepare a Corrected Workplace Violence Action (Appendix B). Records of the inspections, and records of any corrective actions taken in response to the inspections, shall be maintained by Human Resources and Facilities Development & Management for a minimum of five years.

## **X. COMPLIANCE**

All supervisory and nonsupervisory employees are expected to comply with this Plan at all times. CalArts will ensure compliance with this Plan in accordance with the compliance section of CalArts' [Injury and Illness Prevention Plan](#).

All employees are responsible for using safe work practices, following all directives, policies, and procedures, assisting in maintaining a safe, violence-free work environment, and promoting safety whenever and wherever possible. Supervisors and managers are expected to enforce the rules and expectations fairly and uniformly and without any retaliation.

The following outlines the company's system for ensuring compliance with work practices designed to prevent workplace violence incidents, address them effectively when they occur, and maintain a safe work environment:

- Informing employees of the provisions of the WVPP by training all employees on the provisions of the WVPP.
- Providing retraining to employees who do not meet expectations related to the WVPP.
- Creating effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. CalArts will conduct regular safety investigations and ensure remedial measures are taken as needed.
- When necessary, disciplining employees for failure to comply with the WVPP and its related policies and procedures.

## **XI. COMMUNICATING WITH EMPLOYEES**

CalArts recognizes that to maintain a safe and secure work environment, it must maintain communication on matters of workplace violence with all employees. Human Resources is

responsible for ensuring that all safety and workplace violence prevention policies and procedures are communicated to all employees.

The following is CalArts' system of communication, designed to facilitate a continuous flow of safety, health, and security information in a form that is readily understandable to and between all affected site personnel:

- New employee orientation, including a discussion of the WVPP and other related policies.
- Formal and informal workplace-specific training and retraining on workplace violence prevention and security.
- Training on how to report a violent incident, threat, or other workplace violence concern to CalArts or law enforcement without fear of reprisal, how to report concerns anonymously, how employee concerns will be investigated, and how employees will be informed of the results of the investigation and any corrective actions to be taken by CalArts.
- Safety meetings to address security issues and potential workplace violence hazards.
- Effective communication of concerns related to workplace violence between employees and managers in a form readily and easily understandable by all employees. Communications may be verbal, written, posted, or email communications, via internal website access, personal or group meetings, or training programs.
- Posted or distributed workplace violence prevention information.
- 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 can communicate any workplace violence concern or event pursuant to section VII.

## **XII. RESPONDING TO WORKPLACE VIOLENCE EMERGENCIES**

Emergencies include any unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other people onsite. This section outlines the means CalArts will use to alert employees of the presence, location, and nature of workplace violence emergencies, the evacuation or sheltering plans that are appropriate and feasible for the worksite, and how to obtain help from staff assigned to respond to workplace violence emergencies, security personnel, and law enforcement.

In the event of a workplace violence emergency, follow the reporting and response procedures in the [CalArts Emergency Operations Plan](#). Evacuation procedures and shelter in place procedures can be found in the [Emergency Preparedness](#) policy.

CalArts will alert employees of the presence, location, and nature of the emergency.

Warnings to employees may be by:

1) **Mass Emergency Notification:** Operations, Communications, and Campus Safety, administer the institute's mass emergency notification system. Students, faculty, and staff can register to receive notifications of emergency events. These messages are only transmitted during emergencies and are an additional avenue of communication. The Senior Vice President, Chief Financial Officer, Executive Director of Communications, and Vice President for Facilities, Development & Management, Chief Operating Officer (VP/COO) and the Vice President for Student Affairs, in cooperation with the Threat Assessment Team, will make the decision of whether to issue a timely safety/crime warning or emergency notification on a case-by-case basis considering the facts surrounding the incident, nature of the incident, continuing danger to the CalArts community, and the possible risk of compromising law enforcement efforts. These notifications will be sent out to the community without delay upon confirmation of an emergency or threat.

2) **Campus Community Notifications/Timely Warnings:** Campus community notifications and timely warnings related to safety and/or security issues on campus or at Vista Village will be issued, when a Clery crime has been committed that involves an immediate threat to the health and safety of the students or employees on CalArts campus or satellite locations, as soon as pertinent information is available. Confirmation that there is a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees will be based on information received by the Campus Safety Department, local authorities and/or calls coming from an emergency extension. These notifications/timely warnings to the community are communicated in two ways:

- For low level or informative notifications, CalArts uses the CalArts wide e-mail sent to individuals assigned a calarts.edu e-mail address. Students and employees will receive an e-mail describing the incident and appropriate actions to take. As a reminder, we encourage faculty, staff, and students to regularly check their calarts.edu email addresses.
- In the case of an emergency or timely warnings, all students and employees that have signed up for the LiveSafe App will receive an emergency text alert at their designated contact number(s). The text/voice mail will state the emergency and any actions to be taken.

The LiveSafe App is available to download [here](#).

**If there is an active emergency, employees should immediately call 911 once it is safe to do so.**

### **XIII. TRAINING**

Human Resources, and any employee or their representative, shall participate in the development of training materials and procedures to provide training. CalArts training will be developed to align with this WVPP as well as any identified workplace violence hazards. CalArts will also update training (as deemed necessary) based on workplace incidents. Employees can provide feedback regarding the training to Human Resources.

CalArts provides initial training when the Plan is first established, and annually thereafter. Additional training is provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the WVPP. The additional training may be limited to addressing the new workplace violence hazard or changes to the WVPP. The training will be conducted by outside consultants at the direction of CalArts. All employees at the facility will receive training and instruction in accordance with the below. Training will include (but is not limited to):

- Explanation of our WVPP, how to obtain a copy of the WVPP at no cost, and how to participate in development and implementation of the WVPP.
- The definitions and requirements of California Labor Code section 6401.9.
- How to report workplace violence incidents or concerns to CalArts or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures the employer has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log required and how to obtain copies of records.
- How to engage in interactive questions and answers with a person knowledgeable about the WVPP.

The training materials will be appropriate in content and vocabulary to the educational level, literacy, and language of employees.

#### **XIV. REVIEW OF THE WVPP**

General Counsel, Chief Human Resources Officer, and Vice President for Facilities Development & Management review the WVPP for effectiveness at least annually, when a deficiency is observed or becomes apparent, after a workplace violence incident, and as otherwise needed. Employees and their authorized representatives are encouraged to actively participate in this review process through the various means listed in the WVPP.

WVPP review 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 should be made promptly and communicated to all employees.

#### **XV. VIOLENT INCIDENT LOG**

CalArts records information on its Violent Incident Log (Appendix D) for every workplace violence incident. The information recorded is based on information solicited from the employees who experienced workplace violence, witness statements, and investigation findings. CALARTS

omits any element of personal identifying information sufficient to allow identification of any person involved in a violence incident, such as the person's name, race, 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.

The Log is reviewed during the periodic reviews of the WVPP. Instructions for filling out the Log are in Appendix D. The Log is maintained by Human Resources and Facilities Development & Management.

In the event there are other employers whose employees experience a workplace violence incident at the CalArts worksite, that employer will record the information in their violence incident log and provide a copy of that log to CalArts.

## **XVI. RECORDKEEPING**

CalArts keeps records related to this WVPP as follows:

- Records of workplace violence hazard identification, evaluation, and correction (inspection reports) are maintained for a minimum of five (5) years.
- Training records are 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.
- Violent incident logs are maintained for a minimum of five (5) years.
- Records of workplace violence incident investigations are maintained for a minimum of five (5) years. These records shall not contain employee medical records.

All the above-described records, except for incident investigations, must 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. Please contact Human Resources to make a document request.

Human Resources and/or Facilities Development & Management are responsible for maintaining the violence incident log and workplace violence investigation reports. Human Resources maintains the training records and Facilities Development & Management maintains the inspection records.

**WORKPLACE VIOLENCE PREVENTION  
INSPECTION CHECKLIST**

**\*\*California Only\*\***

This checklist, or some version thereof, will be used by CalArts as part of its regular assessment of environmental and site or job specific risk factors for workplace violence.

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Area/Department/Specific Location Inspected: \_\_\_\_\_

**Instructions:**

- Mark “Yes” or “No” in response to each question.
- In the Notes column, explain the specific issue/concern to be reviewed and/or indicate follow up required on a specific item.
- In the “Corrected During Inspection” column, note if something was able to be corrected in the moment such as reviewing the Violence in the Workplace Policy with a new employee, changing a light bulb, etc.

**General Inspection Checklist for all Work Areas**

	Yes	No	Notes	Corrected during inspection? If so, how?
<b>POSSIBLE HAZARDS TO ASSESS</b>				
Do workers work alone in any work area?				
Do workers work in remote locations of the worksite?				
Do employees work late night or early morning?				
Do employees engage with the public?				
Is the worksite open to the public?				
Are there entryways where unauthorized entrance may occur?				
Have there been prior reports of workplace violence incidents?				
Have there been prior reports of property damage at the worksite?				
Has the crime rate of the surrounding area been assessed?				
Is the company aware of anyone at the worksite having a history of violence?				
Does the worksite contain tools or furniture that could be used as a weapon?				
Have any workers reported feeling unsafe walking to and from the workplace?				



STAFFING				
Is there someone responsible for worksite security?				
Is there someone assigned to oversee the security of each worksite at CalArts?				
Are all current workers trained on who is responsible for security in their department?				
Is trained staff available to protect workers who are in potentially dangerous situations?				
Do workers work alone in any work area?				
Do workers work in remote locations of the worksite?				
Do workers working in remote locations work alone?				
Are there trained security personnel accessible to workers in a timely manner?				
Do security personnel have sufficient authority to take all necessary action to ensure worker safety?				
Is the parking lot attended or otherwise secure?				
Is there sufficient staffing to permit those who are assigned to assist with a workplace violence incident to respond to an incident?				

TRAINING				
Are all current workers trained on the Workplace Violence Prevention Plan (“WVPP”)?				
Are all current workers trained in the emergency response plan (i.e., escape routes, notifying proper authorities)?				
Are all current workers trained to report violent incidents, threats, or other workplace violence concerns?				
Are all current workers trained to call Campus Safety at ext. 2222 or 911 in imminent danger situations?				
Are all current workers trained on the CalArts Emergency Operations Plan and Emergency Procedures?				
Are all current workers trained on who to contact when there is a violent incident, threat, or other workplace violence concern and where to find contact information?				
Are all current workers trained in ways to prevent potential workplace violence situations?				
Are all current workers trained in personal safety?				
Are all current workers assigned to respond to incidents of				

workplace violence adequately trained?				
Are employees trained on how to recognize potentially suspicious behavior?				
<b>FACILITY DESIGN</b>				
Are there enough exits and adequate routes of escape?				
Is the lighting adequate to see clearly in indoor areas?				
Is there a security system to ensure that non-employees cannot enter the employees-only sections of the worksite?				
Do passageway to employee-only sections have signs indicating they are employee only?				
Are there other entrances for non-employees to enter the worksite?				
When an employee loses a CalArts-issued photo identification badge and key card, are they automatically deactivated?				
Are work areas free of objects that could be used as weapons?				
Are furniture/movable structures arranged to prevent workers from becoming trapped?				
Is a secure place available for workers to store their personal belongings?				

Are private, locked restrooms available for staff?				
<b>SECURITY MEASURES</b>				
Is there a need for additional security cameras in any work area?				
If applicable, are security cameras functioning properly?				
Is the alarm system functioning properly?				
Are there any obstacles to accessing the alarm system?				
Do doors open and close properly?				
Do any door locks need repair?				
Are phones programed with an outside line to call 911?				
Is the Mass Emergency Notification and Campus Community Notifications/Timely Warnings system functioning properly?				
<b>OUTSIDE THE FACILITY</b>				
Have any workers reported feeling unsafe walking to and from the workplace since the last inspection?				
Are the entrances to the buildings clearly visible from the street?				
Is video surveillance provided outside the buildings?				

Is there enough lighting to see clearly outside the buildings?				
Are all exterior walkways visible to security personnel?				
Is there a nearby parking lot reserved for employees only?				
Is the parking lot free of hiding places?				
Do the parking lots have video surveillance?				
Is there enough lighting to see clearly in the parking lot and when walking to the building?				
Are the any entryways to the worksite monitored?				
Has the crime rate in the area been assessed?				
<b>WORKPLACE PROCEDURES</b>				
Are employees given/shown maps and clear directions to navigate the areas where they will be working?				
Are floor plans posted showing building entrances, exits, and location of security personnel?				
Is emergency information posted, such the contact information for those mentioned in this Plan?				
Are security measures taken to protect workers late at night (escorts, locked entrances, etc.)?				

Are identification tags required for staff?				
Is there a procedure for reporting suspicious persons or criminal acts to law enforcement?				
Is there an established liaison with local police and counseling agencies?				
Are broken windows and locks repaired promptly?				
Are security devices (locks, cameras, alarms, etc.) tested on a regular basis and repaired promptly when necessary?				
Are escorts or “buddies” provided for people who work in potentially dangerous situations?				
Are credible threats made by members of the public tracked and assessed?				
<b>REPORTS/ COMMUNICATION</b>				
Has the WVPP been effectively communicated to current employees, managers, supervisors, and other workers?				
Do current workers, supervisors, and managers have sufficient knowledge of warning signs of potential workplace violence?				
Are violent incidents or threats being reported frequently?				

Are current workers and their managers aware of how they should report violent incidents, threats, or other workplace violence concerns?				
<b>PRIOR INCIDENT REVIEW</b>				
Initial Inspection: Were workplace violence incidents that occurred prior to the implementation of this WVPP reviewed pursuant to this assessment?				
Subsequent inspections: Were all workplace violence incidents that occurred since the prior inspection reviewed pursuant to this assessment?				
Were any corrective actions taken because of any prior incidents of workplace violence reviewed pursuant to this assessment?				
Do employees at the site have the opportunity to provide input on potential workplace violence hazards they may encounter?				
Should additional corrective actions be taken pursuant to this assessment?				

**Main Campus**

	Yes	No	Notes	Corrected during inspection? If so, how?
Are complaints of violent acts or behavior by students tracked and assessed?				
Are credible threats made students tracked and assessed?				

**Vista Village**

	Yes	No	Notes	Corrected during inspection? If so, how?

**Downtown Theatre REDCAT:**

	Yes	No	Notes	Corrected during inspection? If so, how?



**Community Arts Partnership (CAP) Program Worksites**

	Yes	No	Notes	Corrected during inspection? If so, how?
Are employees trained to conduct a workplace violence assessment upon the worksite?				
Are employees trained to look for the emergency exits upon entering the worksite?				

**President's House**

	Yes	No	Notes	Corrected during inspection? If so, how?
During donor events, do attendees have to provide proof of an invitation?				
Does CalArts hire security at donor events?				
Does CalArts hire security when the house is open to the public?				
Can the public enter through multiple entrances?				
Is there clear signage as to which entrance the public should use?				

**CORRECTED WORKPLACE  
VIOLENCE ACTION**

Inspection Date	Inspector's Name	Condition Identified	Description of Corrective Action	Date Corrected

*\* This appendix must be maintained with the corresponding Appendix A.*

I, \_\_\_\_\_, certify that the above corrections have been completed:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**APPENDIX C**

**WORKPLACE VIOLENCE INVESTIGATION FORM**

*\*This form shall not contain “medical information,” as defined in subdivision (j) of Section 56.05 of the California Civil Code.*

Location:

Date:

Investigator: \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Location Where Incident Occurred		Address Where Incident Occurred	
Name of Perpetrator, if known			
Perpetrator’s Occupation, if applicable		Date of Incident	
		Time of Incident AM PM	
Description of Incident and Type of Incident			
Description of location of incident (e.g., workplace, parking lot or other area outside the workplace, etc.)			
Classification of who committed the violence (e.g., client or guest, family or friend of a client or guest, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, etc.)			

<p>Circumstances at the time of the incident (including 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)</p>
<p>Description of how management was notified of the incident.</p>
<p>Emergency procedures or engineering controls were used to address the incident.</p>
<p>Other actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.</p>
<p>Were security personnel contacted? What was their response?</p>
<p>Was law enforcement contacted? What was their response?</p>

Name of witness(es) to incident and interview notes		
Name of witness:		
Interview notes:		
Name of injured employee (repeat this section and related sections below for each injured employee)		
Did injured employee leave work due to injury?	<input type="checkbox"/> Yes	Date:
	<input type="checkbox"/> No	Time: AM PM
Did injured employee return to work?	<input type="checkbox"/> Yes	Date:
	<input type="checkbox"/> No	Time: AM PM
How was the employee injured?		
Describe the injury.		

What corrective actions have been identified? Please include a description of actions taken and date(s) completed.

## APPENDIX D- VIOLENT INCIDENT LOG

The violent incident log shall include all the following:

1. The date, time, and location of the incident.
2. The workplace violence type or types, as described in the Definitions section of this WVPP, involved in the incident.
3. A detailed description of the incident.
4. A classification of who committed the violence, including whether the perpetrator was a client or guest, 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.
5. 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.
6. A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
7. The type of incident, including, but not limited to, whether it involved any of the following:
  - a. Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
  - b. Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
  - c. Threat of physical force or threat of the use of a weapon or other object.
  - d. Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
  - e. Animal attack.
  - f. Other.
8. Consequences of the incident, including, but not limited to:
  - a. Whether security or law enforcement was contacted and their response.
  - b. Actions taken to protect employees from a continuing threat or from any other hazards identified because of the incident.
9. Information about the person completing the log, including their name, job title, and the date completed.

*\*This log shall not contain “medical information,” as defined in subdivision (j) of Section §56.05 of the California Civil Code.*

*\*This log shall not contain any element of personal identifying information sufficient to allow identification of any person involved in a violence 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.*

Incident Date and Time	Specific Location of Incident	Workplace violence type or types	Detailed Description of Incident	Classification of Person Committing Violence and Specific Description (e.g., client, friend of employee, spouse, etc.)	Circumstances of Incident	Description of where the Incident Occurred	Type of Incident	Consequences of Incident	Name, job title, phone #, email for person completing entry	Date log entry completed