

### CHECKLIST WVPP

- I. Gather members of the WVPP team
  - A. Superintendent
  - B. Chief business official
  - C. Human Resources
  - D. School Resource Officer
  - E. Other
  
- II. Seek input from unions, employee representatives, unrepresented employees
  - A. Input
    1. Creating the plan
    2. Implementing the plan
    3. Training on the plan
    4. Reporting and investigation of incidents
    5. Subsequent review/revision of the plan
  
  - B. Options to gain input
    1. All staff surveys
      - a) 100% response on survey not required
      - b) Merely “seek input”
    2. Meet with union
    3. All staff meeting to seek input
    4. Comment box
    5. Internal site for anonymous comments
    6. Distribute sample plan and request feedback
  
- III. Draft WVPP with following elements
  - A. Names or job titles of the persons responsible for implementing the plan – describe roles clearly if multiple persons responsible
  
  - B. Definitions of WV
  
  - C. Active involvement of employees/unions – indicate what was done to seek involvement
  
  - D. Coordinate implementation with other employers
    1. NOR, contractors, after-school daycare providers, temp agencies, etc.
    2. Ensure no contradiction in roles/responsibilities

- E. Compliance
  - 1. Noncompliance may result in discipline
  - 2. Similar to IIPP
  
- F. Communication between management and employees include the following options:
  - 1. New employee orientation
  - 2. Training programs
  - 3. Regularly scheduled meetings that address potential WV hazards
  - 4. Posted or distributed materials
  - 5. Emails
  - 6. Reporting a WV to employer or law enforcement without fear of reprisal
    - a) Procedure for anonymous reporting
    - b) Providing contact information for an emergency response
  
- G. Response procedures
  - 1. Active workplace violence incident – use standard response protocol (SRP)
  - 2. SPED related incident - if student has a 504 plan or Individual Education Program (“IEP”), remediation of any future violence may be addressed by a referral to the 504 or IEP team
  
- H. Procedures to identify, evaluate, and correct WV hazards
  - 1. Inspection of site occurs during the following
    - a) When plan is first established
    - b) After each workplace violence incident (see SPED related incident)
    - c) When employer is made aware of a new/unrecognized hazard
    - d) Periodic inspections
  - 2. Any corrective measures taken
  
- I. Post-incident response and investigation
  - 1. All WV incident logs will be submitted to [HR Director, SRO] – investigate WV incident if necessary (who, what, where, when)
  - 2. Maintain Violent Incident Log
  - 3. Type of incident
  
- J. Review and revision of the plan – procedures are the same as seeking input from unions, employee representatives, and unrepresented employees and is required as follows:

1. At least annually
2. When a hazard is observed or becomes apparent
3. After a workplace violence incident

K. Training must include the following:

1. By person knowledgeable about plan – allow for question and answer about district's plan
2. When WVPP is first established
3. Annually
4. When a new or unrecognized hazard has been identified – training may be limited to changes in plan

IV. Conducting the Training – must include training on the following:

- A. Training on the plan itself –review plan
- B. Definitions of WV – (see Exhibit A for definitions)
- C. How to obtain a copy of the WVPP
- D. The violent incident log and reporting of hazard to employer or law enforcement
- E. How to obtain copies of records required by the plan (plan, logs, training records)

## EXHIBIT A

### Workplace violence definitions

**Workplace violence** - Any act of violence or threat of violence that occurs in a place of employment.

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

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- Four workplace violence types:

**Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

**Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

**Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.

**Type 4 violence** - Workplace violence committed in the workplace by a person who does not work at worksite 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.