

San Marcos Yoga

Workplace Violence Prevention Plan

Effective July 2024

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Objective: The San Marcos Yoga Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by California Labor Code (LC) section 6401.9.

Date of Last Review: July 2024

Date of Last Revision(s): July 2024

I. DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

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 hazard.

Log - The violent incident log required by LC section 6401.9.

Plan or WVPP- The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

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.

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.
- The following 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 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 - Procedures and rules which are used to effectively reduce workplace violence hazards.

II. RESPONSIBILITY FOR WVPP

The following individuals have the authority and responsibility for implementing the provisions of this plan for Employer:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Kathleen Quinn	Employer	Implementation	760-533-9713	info@sanmarcosyoga.com

Kathleen Quinn is responsible for implementing and maintaining the WVPP in their work areas, and for answering employee questions about the WVPP. ALL employees are responsible for adhering to and complying with the WVPP.

III. EMPLOYEE ACTIVE INVOLVEMENT

Employer ensures the following policies and procedures obtain the active involvement of employees and authorized employee representatives in both developing and implementing the plan:

- Management will work with and encourages employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. Management will have (at a minimum) annual safety meetings with employees and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and discuss how to correct them. These meetings will involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures. If an employee requests it, or the need arises, the meetings will convene more often as needed. The current topics covered by the safety training include:
 - Substance and contents of this Plan;
 - Dealing with angry/irate customers/clients;
 - How to respond to an emergency scenario (i.e., a robbery).
 - Designing and implementing training. Employees are encouraged to participate in designing and implementing training programs, and their suggestions will be incorporated into the training materials as needed. For example, employees are encouraged to suggest new training scenarios based on recent incidents or based on the contents of safety training(s) that they receive. All employee feedback is welcome. There are also numerous communication channels for employees to provide feedback and suggestions outside of specific training meetings: info@sanmarcosyoga.com , and 760-533-9713.
 - Reporting and investigating workplace violence incidents. Employees are encouraged to provide recommendations on best practices to report and investigate workplace violence incidents. There are also numerous communication channels for employees to provide feedback and suggestions: info@sanmarcosyoga.com, and 760-533-9713.

Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.

- All employees must follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. These policies include, but are not limited to, this WVPP, the Injury and Illness Prevention Program (“IIPP”).
- The plan shall be in effect at all times and in all work areas and is specific to the hazards and corrective measures for each work area and operation.

IV. EMPLOYEE COMPLIANCE

Our system is made to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, including at a minimum:

- Training employees, supervisors, and managers in the provisions of Employer’s WVPP.
 - The annual training will cover the topics in the WVPP, and all employees are required to attend, and attendance will be noted via a sign-in sheet. Failure to complete the mandatory training will result in discipline (up to and including termination).
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
 - All employees are required to follow the WVPP and may be subject to discipline (up to and including termination) for any failure to adhere to the WVPP.
 - Supervisory employees who have questions or concerns related to compliance with the WVPP are directed to report them to employer, Kathleen Quinn, (contact information is located on Page 3 above).
- Provide retraining to employees whose safety performance is deficient with the WVPP. This will occur on an as-needed basis. Any employee who feels that they need additional training is encouraged to reach out to their employer, (contact information is located on Page 3 above).
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by issuing memorandums of recognition from employer to recognize a job well done.
- Discipline employees for failure to comply with the WVPP. As stated above, employees who fail to comply with the WVPP and may be subject to discipline (up to and including termination).

V. COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation that includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns. If any employee requires assistance in understanding this WVPP or the contents of the

safety training meeting, requires a translation into another language, please contact your employer and a translation will be made available to you.

- Posted or distributed workplace violence prevention information. The WVPP will be available for review at San Marcos Yoga Center. If you would like a hard copy to take home, please contact your employer and a copy will be made available to you.
- Employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action in the following ways:
 - Employees are encouraged to report any violent incident, threat or other workplace violence concern to his or her employer in writing. If an employee is not comfortable communicating with his or her supervisor, then the employee is encouraged to report the concern to Iyengar Yoga Association of CA, So Region, (IYACSR). **No employee will be retaliated against for reporting workplace violence concerns.**
 - Employees can also anonymously report a violent incident, threat, or other workplace violence concern at info@iyacsr.org. This anonymous hotline may also be used to report a violent incident, threat, or other violence concerns.
 - For emergency response, please dial 911. For non-emergencies, employees can also reach local police departments at the following numbers:
 - San Diego County Sheriff's Department: 182 Santar Pl, San Marcos, CA 92069, 760-744-1050.
- 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' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken. This will be accomplished by having a meeting with the employee and informing them of the outcome of the investigation. Updates on the status of investigations and corrective actions may also be provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.
- Employees may voice their concerns during safety training meetings and during periodic inspections of workplace hazards performed by Kathleen Quinn, employer.

VI. COORDINATION WITH OTHER EMPLOYERS

Employer will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained in workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, Employer will ensure that if its employees experience workplace violence incident that Employer will record the information in a violent incident log and shall also provide a copy of that log to controlling employer.

VII. WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Employer will implement the following effective procedures to ensure that all employees are instructed on the correct procedures to report any threats or acts of workplace violence:

- Procedures for reporting incidents, threats, hazards and concerns of workplace violence.
 - Employees are encouraged to report any violent incident, threat or other workplace violence concern to his or her employer, the WVPP administrator. Such reports (if made verbally) should be followed up in writing. If an employee is not comfortable communicating with his or her supervisor, then the employee is encouraged to report the concern to Iyengar Yoga Association of CA, So Region, IYACSR, info@iyacsr.org. No employee will be retaliated against for reporting workplace violence concerns.
 - In emergencies, Employees are instructed to call 9-1-1, but Employees may call an additional hotline at 760-533-9713 for information during an emergency. In the event that an employee leaves a message, the message is routed to the employer, Kathleen Quinn.
 - Employees can email info@sanmarcosyoga.com which is routed the employer, Kathleen Quinn.
 - Employees can also anonymously report a violent incident, threat, or other workplace violence concern. This anonymous hotline may also be used to report a violent incident, threat, or other violence concerns.
 - Workplace Violence Reporting Hotline: IYACSR, info@iyacsr.org.

No Retaliation: A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. Any employee who retaliates against a coworker for reporting an incident will be subject to discipline, up to and including termination.

VIII. EMERGENCY RESPONSE PROCEDURES

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

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:
 - Texting will be used to alert employees of emergencies.
 - Employer will shelter in place.
 - To obtain help from Property Owner, LuAnn Hall, 760-505-8902.
 - To obtain help from law enforcement, see below contact information for response staff and local law enforcement. **If there is immediate danger, call for emergency assistance by dialing (9) 9-1-1, (dial outside access number first if applicable) and then notify the WVPP Administrator(s) located on page 3.**
 - Local Police Department, non-emergency number, 760-510-5200.

In the event of an emergency including a Workplace Violence Emergency, **call 9-1-1**. Additionally, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Kathleen Quinn	Employer	Implementation	760-533-9713	info@sanmarcosyoga.com
Lu Ann Hall	Property Owner	Implementation	760-505-8902	N/A

IX. WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Employer to ensure that workplace violence hazards are promptly identified and evaluated:

- Inspections shall be conducted when this plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard (including when a suggestion or concern is raised by an employee).

Employer will also review all submitted/reported concerns of potential hazards in the following manner(s):

- Employer will conduct a quarterly review of all other submitted and reported concerns including, but not limited to:
 - All submittals/reports to the anonymous hotline implemented for employees and authorized employee representatives to anonymously inform management about workplace violence hazards of threats of violence without fear of reprisal/retaliation as indicated on page 7.
 - Voicemail/email/text messages sent to 760-533-9713.

A. Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections are conducted when the plan is first established, after each workplace violence incident, whenever the employer is made aware of a new or previously unrecognized hazard, and additionally on an as-needed basis.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel at the following workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Kathleen Quinn	801 Grand Ave., #4, San Marcos CA 92078

Inspections for workplace violence hazards include assessing the following factors that are specific to Employer's workplace that may result in risk of workplace violence.

- The exterior and interior of the workplace for its attractiveness to robbers..
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.

- Procedures for reporting suspicious persons or activities.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' (including security guards at specific branch locations) skill in safely handling threatening or hostile service recipients.
- 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 use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well Employer's establishment's management and employees communicate with each other.
- 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.
- 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.]

X. WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. Employer will implement the following effective procedures to correct workplace violence hazards that are identified:

- 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. The Yoga Teacher on staff is to stay with the students.
- All corrective actions taken will be documented and dated. Employer will document the corrective actions via an attachment memorandum document.
- Corrective measures for workplace violence hazards will be specific to a given work area.
 - For example, in the event of a robbery, Employer may make the workplace unattractive to robbers by:
 - Improve lighting around and at the workplace.

- Post signs notifying the public that limited cash is kept on the premises.
- Post emergency telephone numbers for law enforcement, fire, and medical services
- Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
- Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
 - Improve how well our establishment's management and employees communicate with each other.
 - Procedures for reporting suspicious persons, activities, and packages.
 - Provide/review employee, and management training on emergency action procedures.
- Increase awareness by employees of the warning signs of potential workplace violence.
- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.
- Limit the amount of cash on hand and use time access safes for large bills.
- Provide procedures for a "buddy" system for specified emergency events.

XI. PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator (identified on page 3) or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview the involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: [*See attached Violent Incident Log*]

- The date, time, and location of the incident.
- The workplace violence type or types 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.
 - Other.
- 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 as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.
- Employer will provide support and resources to affected employees. These resources include referrals to counseling services, information about employee assistance programs, and time off work to the extent required by law.

Employer ensures that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent 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.

XII. TRAINING AND INSTRUCTION

All Employer employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established, 7/1/2024.
- Annually to ensure all employees understand and comply with the plan.
- 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.

Employer provides its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures Employer has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The contents of the violent incident log (including how to complete it) and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities Employer has for interactive questions and answers with a person knowledgeable about the WVPP.
- Strategies to avoid/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.
 - Methods to defuse hostile or threatening situations (i.e. such as an armed robbery).
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use locations for sheltering.
- Emergency medical care provided in the event of any violent act upon an employee.
- Post-event trauma counseling for employees desiring such assistance.

Note: Employer uses training material appropriate in content and vocabulary to the educational level, literacy, and language of employees. In the event that translation is required, the employee or designated representative is directed to reach out to Human Resources.

XIII. EMPLOYEE ACCESS TO THE WRITTEN WVPP

Employer's WVPP is in writing and is available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished in the following manner(s):

- Employer's WVPP is readily accessible to all employees via the intranet at www.sanmarcosyoga.com. Employer will provide unobstructed access through this intranet website, which allows all employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.
- Whenever an employee or designated representative requests a copy of the written WVPP, Employer will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy. If an employee or designated representative requires the WVPP to be translated into another language or needs assistance in understanding its terms, the employee or designated representative is directed to reach out to Human Resources and a translated copy will be made available, and any questions will be answered.

XIV. RECORDKEEPING

Employer 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 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.
- 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), shall be made available to Cal/OSHA upon request for examination and copying.

XV. 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.

XVI. REVIEW AND REVISION OF THE WVPP

Employer's WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent (either based on an employee concern or otherwise).
- After a workplace violence incident.
- On an as-needed basis as determined by the WVPP administrators as identified on page 3.

Review and revision of the WVPP will include the procedures listed in the "Employee Active Involvement" section of this WVPP, as well as the following procedures to obtain the active involvement of employees in reviewing the plan's effectiveness:

- Review of Employer's WVPP will 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.
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions will be made promptly and communicated to all employees via a written memorandum or during the annual safety training meetings. These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

XVII. EMPLOYER REPORTING RESPONSIBILITIES

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, Employer 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, Kathleen Quinn, Employer, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention.

Kathleen Quinn

6/23/2024

XVIII. EMPLOYER VIOLENT INCIDENT LOG

This template log will be used for every workplace violence incident that occurs in our workplace. It includes the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

[Enter the date the incident occurred (Day, Month, Year)]

[Enter the time (or approximate time) that the incident occurred] a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4))
801 Grand Ave San Marcos CA 92078	[Enter the workplace violence type(s)]

Check which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.

- 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.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on a separate sheet of paper if necessary.]

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log],

[Signature of person completing this log]

[Date of completion]