

Humphreys University
Workplace Violence Prevention Plan (WVPP)
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PURPOSE AND AUTHORITY

The WVPP is an extension of Humphreys University's existing Emergency Action Plan and Guide, and is intended to address California SB 553, which requires California employers to establish, implement, and always maintain in all work areas an effective Workplace Violence Protection Plan (Plan).

Our Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9.

DEFINITIONS

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

Plan - 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.

PERSON(S) RESPONSIBLE FOR IMPLEMENTING THE WVPP

The ultimate responsibility for overseeing the development, implementation, and maintenance of the WVPP, rests with the President of Humphreys University. The WVPP Administrators are the members of the Humphreys University Safety Committee:

Robert G Humphreys Jr
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6650 Inglewood Avenue
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Members of the Safety Committee

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Channel 8 on campus radio

Members of the Safety Committee have the authority and responsibility for:

- Preparing and updating the plan.
- Implementing the provisions in the plan.
- Making sure accidents, injuries, illnesses and exposures in our workplace are investigated.
- Conducting regular workplace inspections for hazard identification.
- Acting to mitigate identified hazards.
- Providing health and safety training to employees.
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries, illnesses and general safety concerns.

All administrators, supervisors, and employees are responsible for implementing and maintaining the plan.

Managers and Supervisors

Responsibilities include:

- Implementing the Plan in their respective work areas.
- Providing input to the President and Safety Committee regarding the Plan.
- Participating in investigations of workplace violence reports.
- Answering employee questions concerning this Plan.

Employees

Responsibilities include:

- Complying with the Plan.
- Maintaining a violence-free work environment.
- Attending all training.
- Following all directives, policies, and procedures.
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

EMPLOYEE ACTIVE INVOLVEMENT

Involving employees in the development and implementation of our WVPP is a critical component to the program's overall effectiveness. We welcome and encourage employees to participate in both the initial development and implementation as well as the ongoing/annual refresher of this plan. We will utilize the following procedures to involve employees in the development and implementation of this plan:

- The University's Safety Committee will serve as the representative committee for the WVPP.
- The Safety Committee meets regularly and supports the development, implementation, and regular review of the WVPP and districtwide safety initiatives.
- This committee serves as a collaborative platform bringing together key stakeholders including administrators, faculty, staff, and community members to address the safety needs of our school.
- The Committee will work with and allow employees to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. This includes, but is not limited to, periodic safety meetings with employees to discuss the identification of workplace violence related concerns and hazards, and to evaluate the concerns to identify corrective action.
 - Designing and implementing training by encouraging employees to provide feedback and suggestions to help customize the training materials and sessions.

- Reporting and potentially assisting in the investigating of workplace violence incidents.
- In addition, the committee meets to assess the vulnerability to workplace violence at our sites and discuss preventive controls that are already in place and ones to be considered.
- The committee provides input regarding the development of employee training plans in violence prevention and plans for responding to acts of violence.
- The plan will be reviewed on an annual basis.
- Management will ensure that all workplace violence policies and procedures within this Plan are clearly communicated and understood by all employees. The President and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all directives, policies, and procedures, as outlined in this Plan, and assist in maintaining a safe work environment.
- The Plan shall always be in effect and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE TRAINING

We will provide employees with initial training when the plan is first established, and annually thereafter, on all the following:

- Our WVPP plan, how to obtain a copy of the plan at no cost, and how to participate in development and implementation of the plan.
- The definitions and requirements of SB 553.
- How to report workplace violence incidents or concerns to us and/or law enforcement, without fear of reprisal.
- Workplace violence hazards specific to employees' jobs, the corrective measures we have implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The required violent incident log and how to obtain copies of records.
- An opportunity for interactive questions and answers with a person knowledgeable about the WVPP.

Additional training shall be provided when 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.

COMPLIANCE

The President is responsible for ensuring the Plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the Plan:

- Informing all employees of the Plan during new employee onboarding and ongoing workplace violence prevention training.

- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for Plan implementation.
- Evaluating employees to ensure their compliance with the Plan, and recognizing employees who demonstrate safe work practices that promote the elements of the Plan.

COMMUNICATION

We recognize that open, two-way communication between management, 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 onboarding 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.
- Posted and/or distributed workplace violence prevention information.
- Employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action through anonymous reporting methods below:
 - Stockton Police Department (non-emergency) 209.937.8377
 - Emergency: 911
- 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.

COORDINATION WITH OTHER EMPLOYERS

The university will implement the following effective procedures to coordinate implementation of our Plan with other employers to ensure those employers and their employees understand their respective roles:

- All employees will be trained in workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.

WORKPLACE VIOLENCE HAZARD ASSESSMENT

A workplace hazard assessment will be conducted by the Safety Committee and other selected employees utilizing the Workplace Violence Prevention Hazard Assessment & Correction Form (Appendix B). An annual review of the past year's workplace violence incidents will be conducted.

Inspections are performed according to the following schedule:

- When the WVPP is first established.
- Annually.
- When new, previously unidentified workplace violence/security hazards are recognized.
- After each workplace violence incident or threats occur.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. The President will implement the following procedures to correct the identified workplace violence hazards:

- 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, depending on the exposure.
- All corrective actions taken will be documented and dated on the appropriate forms. Such as the Workplace Violence Hazard Assessment and Correction form (Appendix B), or other tracking measures.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURES

Humphreys University strictly prohibits and does not tolerate any form of unlawful retaliation for engaging in any protected activity, including good faith reporting of incidents of workplace violence, or filing, testifying, assisting, or participating in any manner in any related investigation, proceeding, or hearing. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefit.

In the event of an actual or potential workplace violence emergency, the employee should determine the best immediate reporting option based on the situation and circumstances. The methods of reporting emergencies include, but are not limited to:

- Dialing 911.
- Immediately notify your supervisor, a member of the Safety Committee, or the President.

Upon being notified of a workplace violence emergency, the President or designated “person-in-charge” will determine if emergency procedures should be activated and if evacuation or shelter-in-place procedures should be implemented.

Employees should report all threats or acts of workplace violence to their supervisor or the President. The supervisor will be required to inform the President. Employees may report incidents to their supervisor, the Safety Committee, or the President, and/or using the Workplace Violence Reporting Form. Appendix C contains procedures on how to respond to specific workplace violence emergency scenarios.

POST REPORT/INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident or report, the President or his designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- 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.
- Review the Violent Incident log for every workplace violence incident and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- Communicate findings and corrective actions back to the reporting employee and others as appropriate.

RECORDKEEPING

Records of violent incidents, workplace violence hazard identification, evaluation and correction, and incident investigations will be maintained in a Workplace Violence Log for (5) five years.

The Workplace Violence Log (Log) will contain:

- Information about each incident based on information solicited from the employees who experienced workplace violence.
- The log shall omit any element of personal identifying information sufficient to allow 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.
- The Log shall be reviewed during the annual review of the plan, when a deficiency is observed or becomes apparent, and after a workplace violence incident.

- The information recorded in the Log shall include:
 - Date, time, and specific location of the incident.
 - Workplace violence type or types (i.e., 1,2,3, and/or 4).
 - Detailed description of the incident.
 - A classification (for confidentiality purposes) of who committed the violence, such as whether the perpetrator was a client/customer, family or friend of a client/customer, stranger with criminal intent, co-worker, supervisor/manager, partner/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 a poorly lit area, rushed, working during a low staffing level, isolated or alone, unable to get help/assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in a workplace building, in a parking lot, other outside location at the workplace, or other area.
 - Type of incident, noting whether the incident involved any of the following:
 - Physical attack without a weapon (e.g., biting, hair-pulling, punching, kicking, choking, slapping, grabbing, pushing, pulling, scratching, spitting).
 - Attack with a weapon or object.
 - Threat of physical force or threat of the use of weapon or another object.
 - Sexual assault or threat of sexual assault, 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:
 - Whether 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.
 - Information about the person completing the Log, including their name, job title, and the date completed.
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EXCEPTION: A violent incident log is not required when an employer has had no workplace violence incidents in the past five years

Training records for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for 3 years.

A copy of this plan, at no cost to the employee, can be found on the Humphreys University website at <https://www.humphreys.edu/student-support/safety-security/>

All records of workplace violence hazard identification, evaluation, and correction, training records, and violent incident logs shall be made available to employees, on request, for examination and copying within 15 calendar days of a request. Requests can be made to any member of the Safety Committee, or the President.

ANNUAL REVIEW

The University's Workplace Violence Prevention Plan will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review of the Plan will include measures outlined in the Employee Active Involvement section as well as the following:

- A review of the incident investigations and violent incident log.
- Assessment of the effectiveness of security systems, including alarms, emergency response, and available security personnel, if applicable.
- Review if violence risks are being properly identified, evaluated, and corrected.
- Any revisions should be made promptly and communicated to all employees.

Appendix A Workplace Violence Reporting Form

Appendix B Workplace Violence Prevention Hazard Assessment & Correction Form

Appendix C Workplace Violence Emergency Action Guide

