

**Marin Community College**

**District**

COLLEGE OF  

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MARIN

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**Workplace Violence  
Prevention Plan**

**A component of the MCCD Injury, Illness and  
Prevention Program**

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## **1. Purpose and Authority**

The Marin Community College District (MCCD) is deeply committed to ensuring the health, safety, and well-being of all members of our campus community with compassion and effectiveness, integrating the principles of diversity, equity, inclusion, and accessibility (DEIA). Our goal is to create a work environment that is not only safe but also welcoming, affirming, and free of bias.

Our dedication to fostering a safe, healthy, and inclusive work environment for all employees underscores the college's belief that employee well-being is essential to our collective success. The Workplace Violence Prevention Plan (WVPP) outlined here showcases MCCD's commitment to cultivating a secure workplace in accordance with California Labor Code Section 6401.9 and Board Policy and Administrative Procedure 3510 Workplace Violence Plan. This plan is a pivotal component of the College's comprehensive Injury and Illness Prevention Program (IIPP).

In accordance with California SB 553 and Labor Code Section 6401.9, MCCD is mandated to establish, implement, and maintain an effective workplace violence protection plan (WVPP) across all work areas at all times. The WVPP, an integral part of the Injury and Illness Prevention Program, is designed to establish a framework that safeguards employees from workplace violence while upholding diversity, equity, inclusion, and accessibility principles.

California's Code of Civil Procedure Section 527.8 will be expanded to not only allow employers, but also collective bargaining representatives, to petition for a temporary restraining order (TRO) on behalf of employees. The legislation also allows employees to remain anonymous when seeking a TRO for violence, threats of violence, and now harassment.

This plan includes the following components:

1. Names or job titles of the persons responsible for implementing the plan. If there are multiple persons responsible for the plan, their roles shall be clearly described.
2. Effective procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan.
3. Methods that will be used to coordinate the implementation of the plan with other employers, when applicable, to ensure that employees understand their respective roles, as provided in the plan.
4. Effective procedures should be implemented to accept and respond to reports of workplace violence and to prohibit retaliation against an employee who makes such a report.
5. Effective procedures to ensure that supervisory and nonsupervisory employees comply with the plan.
6. Effective procedures to communicate with employees regarding workplace violence matters, including, but not limited to, both of the following:
  - a. How an employee can report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal.
  - b. How employee concerns will be investigated.
7. Effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following:
  - a. Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.
  - b. Evacuation or sheltering plans that are appropriate and feasible for the worksite.

- c. How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement.
8. Procedures to develop and provide employee training.
9. Procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns. Inspections shall be conducted:
  - a. When the plan is first established.
  - b. After each workplace violence incident.
  - c. Whenever the employer is made aware of a new or previously unrecognized hazard.
10. Procedures to correct workplace violence hazards identified above in a timely manner consistent with the IIPP, including:
  - a. Procedures for post-incident response and investigation.
  - b. Procedures to review the effectiveness of the plan and revise the plan, including:
11. Maintain a written log recording incidents of workplace violence.

## 2. Person (s) Responsible for Implementing the WVPP

Under the directions of the Assistant Vice President of Administrative Services, the Chief of Police/Director of Safety is ultimately responsible for establishing, implementing, and maintaining effective environmental health and safety policies specific to district operations. General policies, which govern the activities and responsibilities of the Workplace Violence Prevention Plan, are established under their final authority.

The Director of Facilities, Planning, Maintenance & Operations is responsible for correcting, responding to and or mitigating workplace violence physical hazards on district property as it relates to facilities, sites and grounds.

The Program Coordinator for Health and Safety is responsible for developing and maintaining the Workplace Violence Prevention Plan (WVPP) and all its requirements for the District.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Contact Information
	Chief of Police/Director of Safety	Overall responsibility, enforcement, and investigating claims.	
	Director of Facilities, Planning, Maintenance & Operations	Hazard identification, mitigation and response.	

	Program Coordinator, Health and Safety	Convenes Committee Meetings, posts minutes and agendas, supports hazard identification, training and employee involvement.	
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All deans, directors, managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering worker questions about the WVPP.

All employees are responsible for adhering to the procedures and practices of the plan.

### 3. Procedure for Involving Employees in the Development and Implementation of the WVPP

Involving employees in the development and implementation of the Workplace Violence Prevention Plan (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 and annual updates of the plan. The following procedures will be utilized to involve employees in the development and implementation of this plan:

- Review and Discussion with Employee Representatives
  - **Draft Plan Review:** The draft WVPP will be reviewed and discussed with authorized employee representatives from the Marin Community College Director MCCC and the United Professors of Marin (UPM), California School Employees Association (CSEA), and Service Employees International Union (SEIU) at regularly scheduled meetings.
  - **Participation:** Employee representatives will be asked to participate in the identification, evaluation, and correction of workplace violence hazards, in designing and implementing training programs, and in reporting and investigating incidents of workplace violence.
- Establishment of the Health and Safety Committee
  - **Health and Safety Committee:** The District will reconvene the Health and Safety Committee to identify hazards and safety issues not limited to the WVPP, IIPP, and other plans.
  - **Regular Meetings:** The committee will meet regularly throughout the academic year and will aim for broad representation from multiple constituent groups across the organization, including student programs, services, and support departments.
- Employee Feedback through Surveys
  - **Initial Survey:** An employee survey will be sent out to solicit feedback and input on specific aspects of the plan.
  - **Annual Update:** The survey will be updated and sent out annually or whenever significant changes are made to the regulations or the plan.

- Direct Feedback
  - **Submission Methods:** Employees are invited to submit their ideas directly to the Program Coordinator for Health and Safety via email, telephone, or in-person meetings.

#### 4. WVPP Implementation and Coordination

Communication between management and staff about workplace violence issues is essential to a safe and productive workplace. Having employees take part in the development and implementation of this plan is a critical component to its overall effectiveness. Employees are encouraged to participate in the development and implementation and the ongoing/annual refresher of this plan. The following system is designed to facilitate a continuous flow of workplace violence information to all employees in a form that is readily understandable by all employees, and consists of one or more of the following:

- ☐ New worker orientation including workplace violence policies and procedures.
- ☐ Annual or as needed review of this WVPP.
- ☐ Workplace Violence training programs.
  - Utilize online modules that are developed, and are either individual or group training sessions, with follow up questions and answer sessions to ensure an interactive process.
- ☐ Regularly scheduled meetings.
- ☐ Effective communication between employees and supervisors about violence concerns, including translation where appropriate.
- ☐ Posted or distributed workplace violence information.
- ☐ A system for employees to anonymously inform management about workplace related safety concerns or suggestions they may have regarding workplace violence prevention.
- ☐ A system for employees to inform management about workplace violence hazards or threats of violence without fear of reprisal or adverse action.
- ☐ Employee survey soliciting feedback and input on specific aspects of this plan's development and implementation. This employee survey may be sent out annually as an ongoing effort to garner input and suggestions from employees.
- ☐ Generating emails, newsletters, memos, or other means of communication providing updates to all employees at various stages throughout the development and implementation of this plan.
- ☐ Employees are encouraged to send suggestions, questions, comments, concerns or other statements about the WVPP to the Program Coordinator for Health and Safety.

#### 5. Procedures To Ensure Compliance

The College will ensure that all workplace violence policies and procedures are clearly communicated and understood by all affected employees. Managers and supervisors will enforce the rules fairly and uniformly.

Employees will follow all workplace violence policies and procedures and help maintain a safe work environment.

The College 's method to ensure that employees comply with the rules and maintain a secure work environment will include at a minimum:

- ☐ Inform employees of the provisions of our WVPP.
- ☐ Recognize employees who perform safe work practices.
- ☐ Provide initial training to employees and additional training when a new hazard is identified.
- ☐ A [anonymous suggestion box](#) for employees to report questions, suggestions and or concerns.
- ☐ Employee concerns of workplace violence will be investigated.

The College of Marin ensures the following:

- ☐ Employees will not be threatened with adverse action or retaliated against in any way if they refuse to report to or leave a workplace or worksite because they have a reasonable belief that the workplace or worksite is unsafe.
- ☐ Any employee who is the victim of any violent conduct in the workplace or is a witness to violent conduct is to report the incident, and that employees are informed that there will be no retaliation for such reporting.

The District will take steps to ensure that there is cooperation from all employees. This will include taking disciplinary action for negligent employees who fail to comply with this plans policies. For example, an employee who retaliates against a coworker for reporting a workplace violence incident could be disciplined.

## **6. Procedures For Reporting Workplace Violence & Hazards**

Employees should report all workplace violence-related incidents, threats, and concerns via the reporting form or contact the Campus Police Department directly by calling 415-485-9696 or 415-485-9455 if the threat/act of violence is imminent and serious. **Employees should call 911 for Emergency, Fire, and Medical.**

The reporting employee will be asked to complete a [\*\*WORKPLACE VIOLENCE REPORTING FORM\*\*](#). See appendix B on where to find this form and how to complete this form.

When making a report of workplace violence, please include the following information:

1. Date
2. Time
3. Location
4. Type of workplace violence:
  - a. Type 1 = Committed by a person who has no legitimate purpose at the worksite
  - b. Type 2 = Committed by a person who does have a legitimate purpose at the worksite (customer, client, patient, student, inmate, or visitor).
  - c. Type 3 = Committed by a present or former employee, supervisor, or manager.
  - d. Type 4 = Committed by a person who does not work at the workplace, but has or is known to have had a relationship with an employee
5. Circumstances at the time of the incident, including but not limited to the following:
  - a. Was the employee completing usual job duties?
  - b. Was the area poorly lit?
  - c. Was the work being “rushed”?
  - d. Was the employee working at a low staffing level?

- e. Was the employee isolated/alone?
  - f. Was the employee able to get help/assistance?
  - g. Was the employee working in a community setting?
  - h. Was the employee working in an unfamiliar/new location?
  - i. Other: please explain
6. Classification of where the incident occurred:
- a. At the workplace, indoors (please include building name and/or room number)
  - b. At the workplace, outdoors (please specify)
  - c. Other area (explain)
7. Type of incident (including but not limited to):
- a. Physical attack – no weapon/object
  - b. Physical attack – with a weapon/object
  - c. Threat of physical force or threat of use of a weapon/object
  - d. Sexual assault/threat (including rape, attempted rape, physical display, or unwanted verbal/physical sexual contact)
  - e. Other (please specify):

## **7. Procedure for Accept and Respond to Reports of Workplace Violence**

Steps will be taken to protect the reporting employee against any immediate threat of violence. An investigation to gather all relevant information (interview witnesses, visit location, document evidence, follow-up, if law enforcement was contacted, actions taken to protect employees) will occur. The following will be a part of the College's response to workplace violence:

- ☐ Evaluate the findings to identify the root cause.
- ☐ Define corrective actions/steps to be taken to address each cause.
- ☐ Coordinate with the necessary departments/staff to implement corrective actions.
- ☐ Communicate findings and corrective actions back to the reporting employee.
- ☐ Monitor the effectiveness of corrective actions.
- ☐ Document the incident and all correlating information in the “Violent Incident Log” for recordkeeping and reporting purposes.

## **8. Workplace Violence Hazard Identification & Inspection**

Periodic inspections and reviews to identify and evaluate workplace violence hazards will be performed by the College.

Periodic inspections of security hazards consist of identifying and evaluating workplace violence hazards and changes in workers’ work practices. Inspections for each type of workplace violence will be performed.

A Workplace Violence Prevention work group is established to ensure employees and employees representatives participate in designing and conducting periodic inspections to identify and evaluate workplace violence hazards

## **9. Workplace Violence Hazard Correction, Response and Evaluation**

Identified hazards will be corrected in a timely manner.

All employees have responsibility for reporting hazardous situations. In the event an unsafe or unhealthy condition is reported to a manager or supervisor the following action should be taken to correct the hazard:



1. Initiate a work request through the Maintenance and Operations. If it seems likely that such an item will need immediate attention, the work order should reflect that a health and safety problem exists and an urgent priority should be assigned. If the problem is an emergency and remedial action cannot be deferred, then a telephone or e-mail emergency work request should be initiated.
2. Upon verification and determination of the issue's severity, Maintenance and Operations will take whatever remedial action is necessary to abate the existing problem.

Any action taken to correct the problem should be maintained in a file as required by law.

Employees shall adhere to the following procedures when reporting workplace violence:

Any employee who is the victim of any violent threatening or harassing conduct, any witness to such conduct, or anyone receiving a report of such conduct, whether the perpetrator is a College employee or a non-employee, shall immediately report the incident to the Campus Police Department, Human Resources, and their supervisor.

No person, acting in good faith, who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment. Refer to the College's board policy 3430: prohibition of harassment, and administrative procedure 3430: prohibition of harassment.

Please refer to section seven on procedures to accept and respond to reports of workplace violence.

When responding to a report of workplace violence the Chief of Police/Director of Safety or their designee will adhere to the following process:

1. Determine any steps that need to be taken to protect the reporting employee, or any other employee, against an immediate threat of violence.
2. Investigate the report to gather all relevant information (interview employees, visit the location, document evidence, ask follow-up questions), including capturing the following information:
  - a. Consequences of the incident (including but not limited to):
    - i. Was security or law enforcement contacted?
      1. If so, what was their response:
    - ii. Actions taken to protect employees from a continuing threat or any other hazards resulting from the incident:
  - b. Information about the person completing the employer's response/log:
    - i. Name
    - ii. Title
    - iii. Date
3. Evaluate the findings to identify the root cause.
4. Define corrective actions/steps to be taken to address each cause.
5. Coordinate with the necessary departments/staff to implement corrective actions.
6. Communicate your findings and corrective actions back to the reporting employee.
7. Monitor the effectiveness of corrective actions.
8. Document the incident and all correlating information in the "Violent Incident Log" for recordkeeping and reporting purposes.

## 10. Employee and Supervisor Training

The College will develop engaging training appropriate to fulfill requirements and will occur when this plan is initiated, when new hazards and threats are identified, and when changes are made to this plan.

Required training topics include:

1. Our WVPP plan;
  - a. How to obtain a copy of the plan.
  - b. How to participate in development and implementation of the plan.
2. The definitions and requirements of SB 553. Which are included in this plan.
3. How to report workplace violence incidents or concerns without fear of reprisal.
4. Workplace violence hazards specific to employees' jobs;
  - a. The corrective measures implemented.
  - b. How to seek assistance to prevent or respond to violence.
  - c. Strategies to avoid physical harm.
5. The required violent incident log and how to obtain copies of records.
6. An opportunity for interactive questions and answers with a person knowledgeable about the plan.

Training will be provided to all employees through multiple means including:

- ☐ Online modules with interactive question and answer period.
- ☐ In-person training with interactive question and answer time.
- ☐ New employee training.

## 11. Plan Review & Recordkeeping

A review of the effectiveness of the plan will occur at least annually.

Records of trainings will be maintained. Including training dates or a summary of the sessions, the person(s) conducting the training, and names of all persons attending the sessions. These records are to be maintained for three years.

Scheduled and periodic inspections identifying unsafe conditions will be maintained for at least five years, including dates, a summary of the inspection, names and qualifications of the individuals conducting the inspection, the unsafe condition or work practice that have been identified and the action taken to correct the situation. Violent incident logs will be maintained for a minimum of five years.

All records required will be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of initial request.

The College will ensure that these records are kept in their files and present them to Cal/OSHA or other regulatory agency representatives if requested. Periodic review of these records will be conducted to ensure compliance.

## 12. WVPP Definitions

**Emergency:** A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic

prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

**Incident:** An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

**Threat of violence:** Means verbal or written statement, including, but not limited to, texts, emails, social media, 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. Workplace violence includes, but is not limited to, the following:

- ☐ Threat or use of physical force 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.

**Type 1 violence:** Means workplace violence committed by a person who has no legitimate business at the work site and includes violent acts by anyone who enters the workplace with the intent to commit a crime.

**Type 2 violence:** Means workplace violence directed at employees by customers, clients, patients, students, 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 someone who does not work there but has or is known to have had a personal relationship with an employee.

**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.

**Work Practice Controls:** Procedures and rules that are used to effectively reduce workplace violence hazards.

### **13. Types of Health and Safety Bias in the Workplace:**

**Implicit Bias:** Unconscious attitudes or stereotypes that affect our understanding, actions, and decisions in an unconscious manner. These biases can influence behavior and interactions without individuals being aware of them.

**Explicit Bias:** Conscious and deliberate prejudices or stereotypes that individuals hold towards others based on characteristics such as race, gender, age, or appearance. Explicit bias is often expressed openly through actions, language, or behaviors.

**Confirmation Bias:** The tendency to seek out, interpret, and remember information that confirms preexisting beliefs or biases. This bias can lead individuals to overlook contradictory evidence and reinforce their existing viewpoints.

**Affinity Bias:** The tendency to favor individuals who are similar to oneself in terms of background, interests, or experiences. This bias can lead to preferential treatment or opportunities for individuals who share similar characteristics.

**Halo Effect:** The tendency to generalize positive traits or qualities of a person based on a single characteristic or initial impression. This bias can lead to overlooking flaws or shortcomings in individuals who are perceived favorably in one aspect.

**Horn Effect:** The opposite of the Halo Effect, where negative characteristics or traits of a person overshadow all other positive attributes. This bias can result in unfair judgment or treatment of individuals based on isolated negative aspects.

**Racial Bias:** Biases related to race or ethnicity that influence perceptions, interactions, and decisions in the workplace. Racial bias can result in discrimination, microaggressions, or inequitable treatment of individuals based on their race or skin color.

**Educational Bias:** Bias based on an individual's level of education or academic background, which can impact perceptions of competence, decision-making, and opportunities for advancement in the workplace.

Recognizing and addressing these types of biases in the workplace is essential for the health and safety of all members of our diverse community and fosters a respectful work environment for all employees.

#### **14. Appendix A - Inspection Checklists for Each Type of Violence**

**Inspections for Type I workplace violence hazards include assessing:**

- ☐ The need for security surveillance measures, such as mirrors and cameras.
- ☐ Adequate lighting outside of and within facilities.
- ☐ Signage notifying the public that cameras are recording all activities.
- ☐ Procedures for worker response during a criminal act, including our policy prohibiting employees from confronting violent persons or persons committing a criminal act.
- ☐ Procedures for reporting suspicious persons or activities.
- ☐ Effective location and functioning of emergency buttons and alarms.
- ☐ Whether employees have effective escape routes from the workplace.
- ☐ Whether doors to offices and rooms can be locked.
- ☐ Whether workers have a designated safe area where they can go to in an emergency.
- ☐ [Other]

**Inspections for Type II workplace violence hazards include assessing:**

- ☐ Access to and freedom of movement within the workplace.
- ☐ Adequacy of security systems, such as door locks, secure windows, and physical barriers.
- ☐ Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of the College.
- ☐ Workers' skill in safely handling threatening or hostile service recipients.
- ☐ Effectiveness of districts systems and procedures that warn of an emergency, security danger or that summon assistance, e.g., alarms, Alertus.
- ☐ The availability of worker escape routes.

**Inspections for Type III workplace violence hazards include assessing:**

- ☐ How well our establishment's anti-violence policy has been communicated to employees, supervisors, or managers.
- ☐ Employees, supervisors, or managers' knowledge of the warning signs of potential workplace violence.
- ☐ Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our workers is having a dispute.
- ☐ Frequency and severity of employees reports of threats of physical or verbal abuse by managers, supervisors, or other workers.
- ☐ Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- ☐ Employee disciplinary and discharge procedures.

**Inspections for Type III workplace violence hazards include assessing:**

- ☐ Periodic inspections and reviews are performed according to the following schedule:
- ☐ Whenever workplace conditions warrant an inspection.
- ☐ When we initially established our WVPP.
- ☐ When new workplace violence hazards are introduced into our workplace.
- ☐ When new, previously unidentified workplace violence hazards are recognized.
- ☐ When workplace violence incidents occur.
- ☐ Whenever workplace conditions warrant an inspection.

## **Appendix B – Workplace Violence Reporting Form Step-By-Step Instructions**

1. Open your web browser and go to [marin.edu](http://marin.edu).
2. Under “Administration” tab and click to “Campus Police” tab
3. Scroll down the page until you see a list of links on the right-hand side of the page and click the link titled “Workplace Violence Reporting.”
4. Fill out the form. Fill out the required details as thoroughly as possible.
5. Submit the form. Click the “Submit” button to complete the Workplace Violence Incident Reporting Form.

For any questions on where to find the form or how to fill it out properly, please reach out to the Program Coordinator for Health & Safety.

## Workplace Violence Incident Reporting Form Draft

### Section 1: Information About the Individual Completing This Log

Name:

Job Title:

Date of report:

### Section 2: Information About the Incident

Date of Incident:

Time of Incident:

Location of Incident:

Classify the nature of the location (e.g., workplace, parking lot, other area etc.)

Workplace Violence Type:

- ☐ Type 1 – Violence committed by a person who has no legitimate business at the workplace.
- ☐ Type 2 – Violence committed by a customer, client, patient, student, or visitor.
- ☐ Type 3 – Violence committed by a present or former employee, supervisor or manager.
- ☐ Type 4 – Violence committed by a nonworker with a personal relationship with the employee.

Classify the type of person committing the violence (e.g., client, student, coworker, spouse or their family member, stranger).

Type of Incident (check all boxes that apply):

- ☐ Physical attack without a weapon (e.g., punching, kicking, choking, spitting, pushing, etc.)
- ☐ Attack with a weapon (e.g., firearm, knife).
- ☐ Threat of physical force or use of weapon or another object.
- ☐ Sexual assault or threat of sexual assault
- ☐ Animal attack
- ☐ Other:

Describe the incident in detail (use additional sheets if necessary):

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