

WORKPLACE VIOLENCE PREVENTION PROGRAM FOR UNITED ASSOCIATION LOCAL 393 JOINT APPRENTICESHIP AND TRAINING COMMITTEE

Our establishment's 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](#).

Date of Last Review: 5/24/2024

Date of Last Revision(s): 5/24/2024

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees, apprentices, 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 or apprentice and the hazard.

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

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 or apprentice 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 or apprentice that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee or apprentice 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 or apprentice 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 or apprentices with the intent to commit a crime.

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

Type 3 violence - Workplace violence against an employee or apprentice by a present or former employee, apprentice, 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 or apprentice.

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.

RESPONSIBILITY

The WVPP administrator, Brian Murphy, Director of Training, has the authority and responsibility for implementing the provisions of this plan for UA LOCAL 393 JATC.

Responsible Persons	Job Title/Position	WVPP Responsibilities	Phone #	Email
Brian Murphy	Director of Training	The JATC has overall responsibility for the plan and approves the final plan and any major changes. Brian Murphy is responsible for emergency response, hazard identification, and coordination with other employers; conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan. Brian Murphy is also responsible for employee and apprentice involvement and training; organizes safety meetings, updates training materials, and handles any reports of workplace violence.	(408) 453-6330	brian@pttc.edu

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee and apprentice questions about the WVPP.

EMPLOYEE AND APPRENTICE ACTIVE INVOLVEMENT

UA LOCAL 393 JATC ensures the following policies and procedures to obtain the active involvement of apprentices, employees, and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees, apprentices, and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence.

Management will have monthly safety meetings with apprentices, employees, and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them.

- Designing and implementing training

Employees and apprentices are encouraged to participate in designing and implementing safety programs, and their suggestions are incorporated into the training materials.

- Reporting and investigating workplace violence incidents.

Reporting

If you have experienced or witnessed violence in the workplace, you should report it promptly.

Complaints may be made orally or in writing. Reports or complaints should be given directly to the Training Director.

If anyone is uncomfortable or fears retaliation by the person to whom they are expected to report, they may report to any other supervisor. In particular, they may always report such conduct directly to the Training Director, member of the JATC, or to any Trustee of the Trust Fund.

Investigation and Remedial Action

UA LOCAL 393 JATC, acting through the Training Director or designee, will seriously consider and investigate any reports of workplace violence. Should the Training Director determine, following an investigation, that a complaint or report is supported by credible evidence; the Training Director will take immediate action to remedy the situation, including instituting appropriate disciplinary actions against the person committing the violence. The Training Director will complete the investigation within ninety (90) days of receipt of the complaint, if at all possible, and issue a statement of findings. All aspects of the investigation will be kept confidential and private, as appropriate, affording respect to the person(s) complaining and the person(s) alleged to be responsible, as well as to any witnesses.

UA LOCAL 393 JATC will not retaliate against any person who reports any form of workplace violence. We will not tolerate any retaliatory actions or further violence against any person who reports the workplace violence.

Appeal Procedure

If anyone is dissatisfied with the results of the investigation, or the findings and actions of the Training Director, they may appeal to the Committee Members of the JATC. A written appeal should be filed with the JATC within thirty (30) days of the final action by the Training Director. If a personal appearance before the JATC is desired, that request should be made as part of the written appeal. The JATC will conduct its own review of the investigation, the findings, the actions taken by the Training Director, and the appeal. The JATC will give full and fair consideration to any matter brought to its attention in the appeal. A written decision on the appeal will be issued by the JATC within sixty (60) days of its receipt of the written appeal, if at all possible.

If dissatisfied with the action of the JATC, a student apprentice may further appeal any action of the JATC to the Foothill-De Anza Community College District, to the attention of the Director, Legal Affairs, and Compliance & Training.

The complaint procedure provided herein is not meant to supersede the right of any person to file a complaint with any State or Federal agency, or to file a grievance under any labor agreement, with regard to issues of workplace violence. However, this procedure is available and should be used to assist UA LOCAL 393 JATC to maintain a violence-free working and learning environment for everyone.

- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees and apprentices. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees and apprentices will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.

All employees, students, apprentices, journeypersons, instructors and visitors should be treated with respect at this workplace. UA LOCAL 393 JATC will not tolerate abuse, harassment, or any form of violence against employees, students, apprentices, journeyperson, instructors, or visitors by anyone.

Such conduct is not only wrong; law also prohibits it. UA LOCAL 393 JATC has a zero-tolerance policy against such violence.

ACTIVE SHOOTER PROCEDURES

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases active shooters use firearm(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both physically and mentally to deal with an active shooter situation. When an active shooter is in your vicinity, quickly determine the most reasonable way to protect your own life.

1. Evacuation

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Warn other individuals against entering an area where an active shooter may be
- Keep your hands visible
- Follow the instructions of any law enforcement officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide Out

If evacuation is not possible, find a hiding place where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture
- Silence your cell phone and/or pager
- Turn off any source of noise
- Remain quiet
- Hide behind any large items of furniture or equipment

3. Alternatives

If neither evacuation nor hiding out are possible:

- Remain calm
- Dial 911, if possible, to alert law enforcement to the active shooter's presence
- If you cannot speak, leave the line open to allow for the dispatcher to listen

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

4. When Law Enforcement Arrives

Remember the following guidelines:

- Remain calm and follow instructions
 - Put down any items in your hands
 - Immediately raise hands and spread fingers
 - Keep hands visible at all times
 - Avoid making quick movements toward officers
 - Avoid pointing, yelling, and screaming
 - Do not stop to ask for help or directions while evacuating
- The plan shall 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.

EMPLOYEE AND APPRENTICE COMPLIANCE

Our system to ensure that employees and apprentices 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, include at a minimum:

- Training employees, apprentices, supervisors, and managers in the provisions of UA LOCAL 393 JATC Workplace Violence Prevention Plan (WVPP).
- Effective procedures to ensure that supervisory and nonsupervisory employees and apprentices comply with the WVPP.

All employees, both supervisory and non-supervisory, all apprentices and journeyperson students and instructors, and all who visit must avoid conduct that may be perceived as violent. By way of example, all who work, teach or study in UA LOCAL 393 JATC must not engage in any form of workplace violence.

- Provide retraining to employees and apprentices whose safety performance is deficient with the WVPP.
- Recognizing employees and apprentices who demonstrate safe work practices that promote the WVPP in the workplace.
- Discipline employees and apprentices for failure to comply with the WVPP.

The Training Director will take immediate action to remedy the situation, including instituting appropriate disciplinary actions against the person committing workplace violence.

COMMUNICATION WITH EMPLOYEES AND APPRENTICES

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 apprentices, and consists of one or more of the following:

- New employee and apprentice orientation 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, apprentices, and supervisors about workplace violence prevention and violence concerns.
 - UA LOCAL 393 JATC seeks to have an "Open Door Policy" and encourages JATC members, apprentices, and employees to share their questions, concerns, suggestions, or complaints regarding the PTTC and its operations with someone who can address them properly.

- Posted or distributed workplace violence prevention information.
- How employees and apprentices can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
 - Complaints may be made orally or in writing. Reports or complaints should be given directly to the Training Director.
 - Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
 - Anyone filing a complaint concerning a violation or suspected violation of the law or regulation requirements must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.
 - No JATC member, apprentice, or employee who in good faith reports a violation of a law or regulation requirement shall suffer harassment, retaliation or adverse employment consequence. An employee, apprentice, or JATC member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or removal from the JATC.
 - Call 911 for an emergency response.
- Employees and apprentices 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 and apprentices' 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.
 - The Training Director or designee will acknowledge receipt of the reported violation or suspected violation by writing a letter or e-mail to the complainant within five business days. All reports will be promptly investigated.
 - UA LOCAL 393 JATC, acting through the Training Director or designee, will seriously consider and investigate any reports of workplace violence. Should the Training Director determine, following an investigation, that a complaint or report is supported by credible evidence; the Training Director will take immediate action to remedy the situation, including instituting appropriate disciplinary actions against the person committing the violence. The Training Director will complete the investigation within ninety (90) days of the receipt of the complaint, if at all possible, and issue a statement of findings. All aspects of the investigation will be kept confidential and private, as appropriate, affording respect to the person(s) complaining and the person(s) alleged to be responsible, as well as to any witnesses.
 - Updates on the status of investigations and corrective actions are provided to employees and apprentices 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.

COORDINATION WITH OTHER EMPLOYERS

UA LOCAL 393 JATC 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 and apprentices will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee and apprentices are reported, investigated, and recorded.
- At a multiemployer worksite, the employers will ensure that if its employees and apprentices experience workplace violence incident that UA LOCAL 393 JATC will record the information in a violent incident log

and shall also provide a copy of that log to controlling employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

UA LOCAL 393 JATC will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee or apprentices' supervisor or manager, who will inform the WVPP administrator. If that's not possible, employees and apprentices will report incidents directly to the WVPP administrator, Brian Murphy, Director of Training.

Employees and apprentices can also report incidents to the Office Manager at (408)453-6330, Coordinator on Duty at (408)453-6330, or NCMCA Safety Officer at (925)766-3221.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively.

An employee, apprentice, or JATC member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or removal from the JATC.

EMERGENCY RESPONSE PROCEDURES

UA LOCAL 393 JATC has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees and apprentices of the presence, location, and nature of workplace violence emergencies by the following:

Alarm systems will be used to alert employees and apprentices of emergencies.

- UA LOCAL 393 JATC will have evacuation or sheltering plans.

BUILDING EVACUATION

In each room near the exit door, there is an Emergency Evacuation Procedure posted. It shows the route to follow and the place the class will congregate outside the building.

Procedure: When the alarm sounds a steady loud signal, everyone will evacuate the building and proceed to the designated area at the south end of the parking lot. At this time, the instructor will take roll to determine that everyone is out of the building and remain with the apprentices until instructed that everyone can reenter the building.

- How to obtain help from staff, security personnel, or law enforcement.

If there is immediate danger, call for emergency assistance by dialing 9-1-1 and then notify the WVPP Administrator, Brian Murphy- Director of Training at (408) 453-6330 or (408)781-3823.

ADDITIONAL EMERGENCY CONTACTS

Cindy Amaral, Office Manager at (408)453-6330
Nick Cruz, Facility Technician at (408)890-0579
Jonathan Clark, Plumbing Coordinator at (669)250-8574
Matthew Hajny, HVACR Coordinator at (408)892-9707
Andrew Stafford, Steamfitter Coordinator at (408)892-9671
Coordinator on Duty at (408)453-6330
NCMCA Safety Officer at (925)766-3221

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibilities	Phone #	Email
Brian Murphy	Director of Training	Responsible for emergency response, hazard identification, and coordination with other employers; conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.	(408) 453-6330	brian@pttc.edu

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by UA LOCAL 393 JATC to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards:

- Weekly review of all submitted and reported concerns.
- Workplace Violence Hazards suggestion box.
- Online form for reporting workplace violence hazards.

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 shall be conducted by Brian Murphy bi-annually in February and August.

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

Specific Person Name/Job Title	Area/Department/Specific location
Brian Murphy- Director of Training	Classrooms
Brian Murphy- Director of Training	Offices/Conference Room
Brian Murphy- Director of Training	Lobby Area
Brian Murphy- Director of Training	Outside Perimeter

Inspections for workplace violence hazards include assessing:

- The need for violence surveillance measures, such as surveillance cameras.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees and apprentices have access to a telephone with an outside line.
- Whether employees and apprentices have effective escape routes from the workplace.
- Whether employees and apprentices 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, restraint systems, safe rooms, fencing, and closing procedures.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' 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 emergency buttons.
- The availability of employee and apprentice escape routes.
- How well management, employees, and apprentices 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 the employees or apprentices is having a dispute.
- Frequency and severity of employees and apprentices' reports of threats of physical or verbal abuse by managers, supervisors, or other employees and apprentices.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. UA LOCAL 393 JATC 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 employees and apprentices, all exposed employees and apprentices will be removed from the situation except those necessary to correct the existing condition. Employees and apprentices necessary to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.
 - Improve lighting around and at the workplace.
 - Utilize surveillance measures, such as surveillance cameras, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.

- Provide workplace violence systems, such as door locks, entry codes or badge readers, security windows, physical barriers, restraint systems, safe rooms, fencing, and closing procedures.
- Ensure the adequacy of workplace violence systems.
- 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 the employees or apprentices is having a dispute.
- Ensure the effectiveness of systems to warn others of violence danger or to summon assistance, e.g., alarms or emergency buttons.
- Ensure employees and apprentices have access to a telephone with an outside line.
- Provide employee and apprentice 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 management, employees, and apprentices communicate with each other.
 - Procedures for reporting suspicious persons, activities, and packages.
 - Provide/review employee, apprentice, supervisor, and management training on emergency action procedures.
- Ensure adequate employee and apprentice escape routes.
- Increase awareness by employees, apprentices, supervisors, and managers of the warning signs of potential workplace violence with trainings and meetings.
- Ensure that employee and apprentice disciplinary and discharge procedures address the potential for workplace violence.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their 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, apprentices, 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.
- 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:
 - 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 or apprentice 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 and apprentices 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.

- Support and resources, such as health and wellness services, are provided to affected employees and apprentices. More information can be found at <https://www.pttc.edu/mental-health-and-wellness>.

Ensure 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.

TRAINING AND INSTRUCTION

All apprentices and 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.
- Annually to ensure all apprentices and 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.

UA LOCAL 393 JATC will provide its apprentices and 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 apprentices and employees' jobs, the corrective measures UA LOCAL 393 JATC has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities UA LOCAL 393 JATC has for interactive questions and answers with a person knowledgeable about the UA LOCAL 393 JATC plan.
- Employee and apprentice routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee.
- Post-event trauma counseling for employees and apprentices desiring such assistance.

EMPLOYEE AND APPRENTICE ACCESS TO THE WRITTEN WVPP

UA LOCAL 393 JATC ensures that the WVPP plan shall be in writing and shall be available and easily accessible to apprentices, employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by

- Whenever an apprentice, employee, or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the apprentice, employee or designated representative agrees to receive an electronic copy.

RECORDKEEPING

UA LOCAL 393 JATC 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 a 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.

EMPLOYEE AND APPRENTICE ACCESS TO RECORDS

The following records shall be made available to apprentices, 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.

REVIEW AND REVISION OF THE WVPP

The UA LOCAL 393 JATC WVPP will be reviewed for effectiveness:

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

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE AND APPRENTICE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of apprentices, employees, and authorized employee representatives in reviewing the plan's effectiveness:

- Review of UA LOCAL 393 JATC's WVPP 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 are made promptly and communicated to all employees and apprentices.

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), UA LOCAL 393 JATC 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, Brian Murphy, Director of Training of the United Association Local 393 Joint Apprenticeship And Training Committee, 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 am committed to promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal.”

Brian Murphy, Director of Training

Signature_____

Date of Signature

Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include 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)
[Enter location(s) where the incident occurred]	[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 separate sheet of paper if necessary.]

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? 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], [Date this log was completed]

[Signature of person completing this log]

[Date of completion]