

**POLICY TITLE: Workplace Violence Prevention Plan**  
**POLICY NUMBER: (to be assigned)**

## **INTRODUCTION**

This policy is intended to meet the requirements of SB 553 by establishing a workplace violence prevention plan to be implemented for all Employees of NCSD. This plan covers all types of employment; paid full-time, part time, casual, intermittent, and volunteer. The foundation of this requirement is the changes in California state labor code and in addition to inclusion pertaining to health and safety requirements including Cal Osha worker safety and injury reporting compliance.

- XXXX.1** All employees are to be trained in the content and procedures contained in this policy.
  - XXXX.1.1 General Manager will instruct and deliver the workplace violence prevention plan (WVPP) including reporting procedures, record development and document storage.
- XXXX.2** This policy is a fluid document. Content, documents, forms and procedures may be adjusted or amended when changes or updates or deficiencies are identified.
- XXXX.3** This document shall be set for review annually. If an incident or change in procedures are identified as inadequate or not practical, an update and review of this policy may take place to bring into compliance.
- XXXX.4** Workplace violence prevention plan exhibit A.
  - XXXX.4.1 Incident report form
  - XXXX.4.2 Post incident report
  - XXXX.4.3 WVPP report log form