



Staff Report

TO: Honorable Mayor and Members of the Town Council
FROM: Carol Parker, Town Clerk
DATE: January 14, 2025
RE: Workplace Violence Prevention Policy

RECOMMENDATION

Adopt the attached resolution approving a Workplace Violence Prevention Policy in the Town of Loomis.

DISCUSSION:

Pursuant to California Senate Bill 553, the California Occupational Safety and Health Act of 1973 (Cal/OSHA) was modified to require employers to establish and implement an effective workplace violence prevention plan (WVPP) by July 1, 2024, and provide training to all employees consistent with the requirements under Labor Code §6401.7, 6401.9.

To maintain an effective program, staff, with the assistance of legal counsel, developed a WVPP and training that aligns with current state regulations.

The WVPP is included as Attachment B, meets these state requirements. Based on the authority required to effectively administer the program, staff recommends the Town Council authorize the Town Manager or his/her designee to implement and maintain the WVPP.

Attached is the draft Workplace Violence Prevention Policy for the Town of Loomis for your review and approval.

CEQA

There are no CEQA issues involved with the policies.

FINANCIAL IMPLICATIONS

There are no financial implications.

Attachments: A. Resolution 25 - XX

B. Draft Workplace Violence Prevention Program

TOWN OF LOOMIS

RESOLUTION NO. 25 - XX

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS APPROVING AND AUTHORIZING THE TOWN MANAGER TO EXECUTE THE TOWN OF LOOMIS WORKPLACE VIOLENCE PREVENTION PLAN

WHEREAS, In January 2024, Senate Bill 553 was passed requiring employers to establish and implement a workplace violence prevention plan and provide training by July 1, 2024; and

WHEREAS, the Town of Loomis is committed to ensuring a safe workplace for Town employees;
and

WHEREAS, Town staff recommends adding the Administrative Policy Prevention of Violence in the Workplace; and

WHEREAS, the Workplace Violence Prevention Plan requires ongoing administration; therefore, staff recommends authorizing the Town Manager or his/her designee to implement and maintain the Town's plan related to workplace safety.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Loomis as follows:

Section 1. Effective, January 14, 2025, the Town Council hereby approves and adopts the Town of Loomis Workplace Violence Prevention Plan attached hereto as Exhibit B.

Section 2. The Town Council hereby authorizes the Town Manager or his/her designee to administer the Workplace Violence Prevention Plan Policy.

PASSED AND ADOPTED this 14th day of January, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor

ATTEST:

Town Clerk



Town of Loomis

Workplace Violence Prevention Policy

I. GENERAL POLICY STATEMENT

The Town of Loomis (further identified as the “Town”) is committed to providing a safe, secure, and violence-free workplace for all employees. The organization promotes a businesslike environment that ensures courteous treatment for both employees and the public. This commitment is reflected in this Workplace Violence Policy, aligned with the organization’s core values and supported by the Council.

II. SCOPE

This policy applies to all Town employees. It extends to all locations where employees work or represent the organization, including facilities, vehicles, customer/vendor premises, and sponsored events.

III. WORKPLACE VIOLENCE POLICY

The Town maintains a zero-tolerance policy against violent acts or threats by employees, clients, or the public. The organization is dedicated to providing a working environment free of violence.

Responsible Personnel

The following name and title are responsible for this plan.

Wes Heathcock

Town Manager

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Carol Parker

Deputy Town Clerk/Administrative Services Officer

cparker@loomis.ca.gov

Definition

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

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 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 is any act of violence or threat of violence that occurs in a place of employment. *Workplace violence* does not include lawful acts of self-defense or defense of others. 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.

Employee Conduct

The Town will not tolerate violence or threats by employees. All employees must comply with the provisions of this policy. Violations may result in disciplinary action, including termination, in accordance with Town of Loomis Municipal Code.

If an employee observes a situation where someone exhibits behavior that could Workplace Violence, as defined by this policy, the employee is responsible for the following actions:

- Notify their Supervisor, Deputy Town Clerk, or Risk Management
- When appropriate, notify the Placer County Sheriff's Office and Fire Department for assistance and evacuation.

Any employee who independently obtains a restraining order or injunction against someone posing a possible threat at the employee's worksite should inform the Administrative Services Officer in order to allow the Town to assist in enforcement of the order.

Non-Employee Conduct

Violence or threats by the public against employees or at the workplace are not tolerated. Such actions may include denial of access, controls on interactions with staff, and referral to law enforcement.

Responsibility for Enforcement and Action

The Town's [REDACTED] will serve as the administrator of this policy and has the authority and responsibility for implementing the provisions of this plan for the Town. All Department Heads are responsible for enforcing this policy. Supervisors must take appropriate action in response to policy violations, including workplace removal, evacuation, or lockdown.

Employee Access to the Written WVPPR

The Town ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees and representatives at all times. An employee may request a copy of the WVPP by making a request in email to the WVPP administrator.

Communication with Employees

Injuries and illnesses can have a lifelong impact on your healthy lifestyle. To ensure that all employees are well prepared to work for the Town, all employees will receive safety orientation as part of your initial hiring. Safety orientation will include a discussion of the Town's safety and health plans as well as a copy of this plan.

As part of the safety orientation, each employee will receive a copy of the Town's Workplace Violence Prevention Policy, have time to read the policy, and ask any questions. All employees will sign that they have received the policy and that they have had time to read and ask questions.

Compliance

Our system 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, include at a minimum:

- Training employees, supervisors, and managers in the provisions of the Town's Workplace Violence Prevention Plan
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.

- Provide retraining to employees whose performance is deficient with the WVPP.
- Discipline employees for failure to comply with the WVPP.

Reporting

Employees shall report workplace violence to their manager/supervisor or Administrative Services Officer. All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator via email. If that's not possible, employees will report incidents directly to the WVPP administrator.

Employees may also report emergencies directly to law enforcement by dialing 9-1-1.

Retaliation for reporting an incident or concern about workplace violence is strictly prohibited, and any instances of retaliation may result in discipline pursuant to applicable policies.

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), the Town 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.

Procedures for Post-Incident Investigation and Response

After a workplace incident, the WVPP administrator or their designee will:

- 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, when reasonable.
- Obtain any reports completed by law enforcement.
- Complete the violent incident log for the 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.

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.

Retaliation

The Town prohibits retaliation against those reporting workplace violence. Retaliatory actions by employees

are also violations of this policy. Employees who report workplace violence or threats of unlawful violence in good faith will not be retaliated against nor fear reprisal.

Victims of Domestic Violence

Refer to National Domestic Violence Helpline <https://www.thehotline.org> .

Workplace violence emergencies

Employees may be alerted to workplace violence in a variety of ways including direct communication, email, phone calls, text messages, alarms, announcements of public address systems, or other methods.

Employees should activate our emergency response plan and be ready to shelter in place or evacuate. Employees should follow our protocols for run, hide, fight.

Information about the exact location, presence, and nature of the incident will be communicated as information is obtained through the various communication channels listed above. Understand that unannounced imminent threats may have no warning and information may be highly limited.

In the event that you need immediate assistance, you may contact law enforcement by dialing 9-1-1. For non-imminent assistance, you should contact your supervisor or human resources/risk management.

Training

All 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 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.

The Town will provide 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 the Town of Loomis 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 the Town has for interactive questions and answers with a person knowledgeable about the plan.

Evaluating Hazards

Identifying hazards, safety violations, and other conditions that may cause injury or illness is vitally important to maintaining a healthy work environment. No matter how safe employees may work, working in an unsafe environment presents challenges to maintaining your personal safety. While employees may

be well educated in safety and health matters, the Town may hire outside safety professionals from time to time to evaluate our program and conduct safety audits or inspections.

Some operations or equipment may require more frequent assessment to identify safety hazards. The following actions and timeframes should be followed:

- a. When Safety Orders of the California Code of Regulations that govern the operation or activity (e.g., General Industrial Safety Orders, Construction Safety Orders, etc.) are revised.
- b. During the accident investigation process.
- c. When revealed during a routine inspection.
- d. Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represents a new safety hazard.
- e. Whenever the Department is made aware of a new or previously unrecognized hazard.
- f. When employee safety suggestions are made regarding a hazard.

Hazard Correction

Hazards can lead to injuries and illnesses. When hazards are identified on projects or in Town facilities, they should be addressed immediately. Some hazards may be fixed by employees immediately with the tools available to you and if you are qualified or competent in the matter.

When hazards threaten the lives of employees and cannot be immediately fixed, employees should remove themselves from the area and inform fellow employees and their Supervisor. The hazards should be identified with appropriate signage, tape, or other means to warn fellow employees not to enter the area where the hazard exists. Only employees who have the appropriate training or ability and appropriate safety gear to correct the hazard may enter the area for the purpose of fixing the hazard. When serious hazards are fixed, a report of the hazard correction should be made to the Administrative Services Officer for review. The Administrative Services Officer may wish to inspect the corrected hazard to ensure that the hazard has been properly fixed so that employees may continue working in a safe environment.

If you are made aware of a new hazard or have identified a hazard that was not previously recognized, it should be brought to the attention of your Supervisor so they may conduct an inspection or assessment.

Employee concerns and follow-up

Employees who have concerns of workplace violence may report directly to their supervisor. The supervisor will ensure that those concerns are provided to the Administrative Services Officer. Following the assessment of those concerns, employees will be informed of the results of the investigation and corrective actions in a meeting with the Administrative Services Officer and their supervisor (if applicable). In addition, depending on the type of concern, specific or general, employees may be informed via policy updates, training, memos, toolbox talks, and the like. See our communication section for further information.

Post-incident response and investigation

Following any workplace violence incidents, the Town may take a variety of measures to respond based on the severity of the incident and the breadth of the incident. This may include offering counseling, medical services, closing operations, offering work from home, offering increased security, and the like.

An investigation will follow the incident and may include law enforcement involvement and outside legal investigators. The Town will follow its Injury Illness Prevention Plan (IIPP) and Harassment investigation protocols as well. Depending on who is involved in the investigation, Administrative Services Officer may lead the investigation or assign it to an outside law firm or investigator team.

Review of This Policy

The policy and the incident log shall be reviewed annually and shall allow for the inclusion of employee input, and authorized employee representatives (union representatives). The policy shall also be reviewed following workplace violence incidents and when deficiencies are observed, reported, and the like.

Active Involvement

Employee involvement is appreciated and often better suited to correcting hazards in the workplace due to the intimate knowledge of the location and operation. Employee and authorized representatives may participate in plan development, hazard correction, and identifying, evaluating and implementing of the plan in a variety of methods including:

- Participating with the safety committee
- Submitting concerns
- Submitting feedback for the annual review
- Expressing interest in serving on the workplace violence annual review committee

Record Keeping

Records will be kept in accordance with the Town record keeping policy and at a minimum of five (5) years.

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace

** Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)*

Incident ID #*:	Date and Time of Incident:	Department:
Specific Location of Incident:		

Assailant information:

<input type="checkbox"/> Patient	<input type="checkbox"/> Client	<input type="checkbox"/> Customer
<input type="checkbox"/> Family or Friend of Patient	<input type="checkbox"/> Family or Friend of Client	<input type="checkbox"/> Family or Friend of Customer
<input type="checkbox"/> Partner/Spouse of Victim	<input type="checkbox"/> Parent/Relative of Victim	<input type="checkbox"/> Co-Worker/Supervisor/Manager
<input type="checkbox"/> Former Partner/Spouse of Victim	<input type="checkbox"/> Animal	<input type="checkbox"/> Person In Custody
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Passenger	<input type="checkbox"/> Stranger
<input type="checkbox"/> Student	<input type="checkbox"/> Other:	

Circumstances at time of incident:

<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other:		

Location of Incident:

<input type="checkbox"/> Patient or Client Room	<input type="checkbox"/> Emergency or Urgent Care	<input type="checkbox"/> Hallway
<input type="checkbox"/> Waiting Room	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Personal Residence	<input type="checkbox"/> Breakroom	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Other:		

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Consequences of incident:

Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Security contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Days lost from work (if any) _____	
Actions taken by employer to protect employees from a continuing threat? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Describe Incident (Include additional pages if needed):

Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

WORKPLACE VIOLENCE PREVENTION ENVIRONMENTAL HAZARD ASSESSMENT AND CONTROL CHECKLIST

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase Town of Loomis's vulnerability to workplace violence events
 Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

STEP 1 IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

BUILDING INTERIOR

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

BUILDING EXTERIOR

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

PARKING AREA

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

SECURITY MEASURES

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: BI – Building Interior, BE – Building Exterior, PA – Parking Area, SM – Security Measure)

Type	Action Item	Person(s) Responsible	Target Date	Status	Comments