

WORKPLACE VIOLENCE PREVENTION PLAN (WVPP)



Napa County
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July 2024

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I. PURPOSE

The purpose of the Workplace Violence Prevention Plan (“WVPP” or “Plan”) is to comply with California Senate Bill 553 (SB 553) and have a clearly understandable, accessible, and actionable policy to respond quickly to the four types of workplace violence defined by [Labor Code section 6401.9](#). The WVPP specifically lays out the steps to identify, report, track, and analyze violent incidents to reduce the likelihood of re-occurrence.

II. SCOPE

This WVPP applies to all County employees with the following exceptions:

- Drug treatment programs, emergency medical services/transport, and home health care.
- Sheriff’s Department and any Peace Officer Standards and Training (POST) certified officers.
- Employees teleworking from a location of the employee’s choice, which is not under the control of the employer.
- Worksites where there are less than 10 employees working at the place at any given time and that are not accessible to the public.

Employees exempt from this WVPP should reference Napa County’s Workplace Violence Policy Section 37U.

III. DEFINITIONS

Authorized employee representative – An employee organization (i.e., union) that is the exclusive representative of employees in a bargaining unit and that has been recognized or certified as the representative of the bargaining unit.

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

Employee – As used in this Workplace Violence Prevention Plan, “employee” refers to all employees not exempt as described in Section II, Scope, unless context requires a different interpretation.

Log - The Violent Incident Log required by Labor Code section 6401.9.

“Place of Employment” or “Worksite” – Any place, including the appurtenant premises, where employment is carried on.

“Plan” or “WVPP” – The Workplace Violence Prevention Plan required by Labor Code section 6401.9.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.

- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

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

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

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

IV. RESPONSIBILITY

The WVPP administrator is the County Safety Officer, who has the authority and responsibility for implementing the provisions of this Plan for Napa County. All managers and supervisors are responsible for implementing and maintaining the WVPP in their worksites and for answering employee questions about the WVPP.

Effective implementation of this Plan requires the active participation of all County employees. Other positions responsible for the Plan and their roles are described below.

Job Title/ Position	WVPP Responsibility	Phone #	Email
County Executive Officer (CEO)	Overall responsibility for the WVPP; the CEO approves the final Plan and any major changes. The CEO, as a Department Head, is also responsible for County Executive Office compliance with the WVPP.	707-253-4421	ryan.alsop@countyofnapa.org
County Safety Officer	Responsible for implementing the WVPP, including emergency response, workplace violence hazard identification, maintaining the Violent Incident Log, documenting corrective actions, annual Plan reviews, coordination with County departments and safety coordinators. Ensure the availability of training that meets the requirements of this plan, and coordinate with HR for assignment.	707-259-8744	alfredo.larranaga@countyofnapa.org

	Coordinate with supervisors/managers for periodic trainings. The County Safety Officer is also responsible for coordinating investigations with Human Resources and answering Department Heads' questions about this Plan.		
Human Resources	Responsible for convening the Threat Assessment Team (TAT), assigning virtual WVPP training during the onboarding process, and assist the County Safety Officer with investigations of workplace violence incidents or threats when requested.	707-253-4303	hr@countyofnapa.org
Department Heads	<p>Department Heads are responsible for the overall implementation of the WPVP within their Department and fulfilling the following responsibilities:</p> <ul style="list-style-type: none"> - Responding to incidents of workplace violence pursuant to the Department's site-specific emergency response procedures, with involvement of Human Resources, or, in emergency cases, with help from the Sheriff's Office and any other appropriate law enforcement agency. - Reporting all incidents of workplace violence to the County Safety Officer. - Ensuring compliance with specialized Departmental safety policies and programs. - Answering Manager and Supervisor questions about this Plan. 		
Managers and Supervisors	<p>Managers and Supervisors have the following responsibilities:</p> <ul style="list-style-type: none"> - Implementing and maintaining the WVPP at their worksites. - Responding to incidents or reports of workplace violence affecting their employees and worksites. - Understanding and addressing the workplace violence risks and hazards associated with their employees and places of employment. - Implementing appropriate procedures to maintain security, prevent workplace violence, and ensuring a safe workplace for employees. - Ensuring that their employees are trained on topics specified in the Training and Instruction Section of this Plan on an annual basis. Training will also be given whenever a new hazard is identified and when changes are made to the Plan. - Answering employee questions about the WVPP. 		
Employees	<ul style="list-style-type: none"> - Responsible for reporting all incidents and concerns of workplace violence in accordance with this Plan's reporting procedures. - Attend and complete assigned training on the Plan. - Understand and comply with the provisions of this Plan, including the site-specific procedures applicable to the employee's place of employment. - Know and follow security and emergency procedures. 		

V. EMPLOYEE ACTIVE INVOLVEMENT

Napa County ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in implementing the Plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying and implementing corrective measures to prevent workplace violence through the

availability of a Potential Workplace Violence Hazard Report Form located on Chardonnay. Forms submitted will be promptly reviewed by the County Safety Officer, who will assess and implement the appropriate response.

- Employees and authorized employee representatives are encouraged to provide suggestions for implementation of County-wide or department-specific training programs through the submission of a [Workplace Violence Prevention Training Suggestion Form](#). These suggestion forms are routed directly to the County Safety Officer for review.
- Communication regarding workplace violence incidents through the combination of updates indicated in Section VII, Communication with Employees.
- Employees and authorized employee representatives may also email the County Safety Officer regarding suggestions related to the WVPP.
- Department Heads, Managers, and Supervisors will ensure that all workplace violence policies and procedures within this written Plan are clearly communicated to and are understandable by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees are responsible for ensuring they understand the Plan and for following all Plan directives, policies, and procedures, as well as assisting in maintaining a safe work environment.
- The Plan shall be in effect at all times, in all work areas, and be specific to the hazards and corrective measures for each work area and operation.

VI. EMPLOYEE COMPLIANCE

All employees are responsible for complying with the Plan. Napa County implements the following procedures to ensure that all employees understand and comply with the Plan:

- Training of all employees in the provisions of Napa County's WVPP.
- Providing additional training and retraining for employees as needed to correct unsafe behaviors or for employees who fail to follow WVPP requirements.
- If it is determined that a County employee has violated this Plan, formal disciplinary action may be imposed in accordance with the Napa County Policy 37H and the current applicable Memorandum of Understanding.

VII. COMMUNICATION WITH EMPLOYEES

Napa County recognizes that open, two-way communication about workplace violence issues is essential to a safe and productive workplace. To facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, the County has implemented the following:

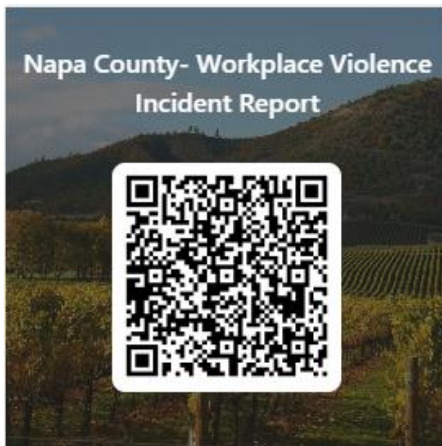
- New employee orientation that includes training on Workplace Violence Prevention Plan policies and procedures.
- Initial, annual, and as-needed periodic workplace violence prevention training will be assigned to all employees through Napa County's learning management system.
- Effective communication will be encouraged between employees and management about workplace violence prevention and violence concerns through multiple methods, including Workplace Violence Incident or Potential Workplace Violence Hazard report forms, email, or verbal communication.
- Posted or distributed workplace violence prevention information.

- Employees can report a workplace violence incident, threat, hazard, or other workplace violence related concern to their employer or law enforcement without fear of reprisal or adverse action. See Section VIII, Workplace Violence Incident Reporting Procedure, for additional details.
- When a workplace violence incident has occurred or a potential workplace violence hazard has been reported, management will provide updates to the employees affected, the involved authorized employee representative(s), and/or the reporting party as may be appropriate for the specific circumstances involved. Updates may include general information on the status of investigations or corrective actions, as appropriate, through email and/or verbally; updates will not disclose information that is confidential or involves a legitimate privacy interest.

VIII. WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Napa County will implement the following procedures to ensure that:

- Employees and authorized employee representatives are able to report all threats or acts of workplace violence to a supervisor or manager, who will inform the County Safety Officer, or directly to the County Safety Officer by utilizing the provided form.
 - Reporting will be accomplished by submitting the appropriate report, which can be found on the Chardonnay Safety Resource tile. These forms are also available in printable format and departments with employees who do not regularly use computers will provide an employee with a hardcopy form upon request made to a manager, supervisor, or the County Safety Officer.
 - Report submissions will be monitored by the County Safety Officer who will provide confirmation of receipt to the reporting party verbally or via email.
- Workplace Violence Incident and Potential Workplace Violence Reports will be reviewed by the County Safety Officer.
- Post incident response and investigation will occur in accordance with Section XI, Procedures for Post-Incident Response and Investigation.
- Workplace Violence Hazard Correction will occur in accordance with Section XII, Workplace Violence Hazard Correction.
- **REPORT FORMS:**
 - [Fillable Form- Workplace Violence Incident Report](#)



- [Fillable Form- Potential Workplace Violence Hazard Report*](#)



*Employees and authorized employee representatives may choose to anonymously submit a Potential Workplace Violence Hazard Report Form.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively by Human Resources. An employee who is found to have retaliated against another employee for reporting an incident or potential hazard may be disciplined in accordance with Napa County's Policy Manual section 37H.

IX. EMERGENCY RESPONSE PROCEDURES

IN THE EVENT OF AN EMERGENCY, DIAL 9-1-1

Napa County has worksite-specific emergency response procedures. These procedures are available to employees within each department. Emergency response procedures may also be found on Chardonnay- Safety Resources. The below information is outlined in each department's emergency procedures:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.
- Evacuation and/or sheltering procedures. The procedures include maps of evacuation routes, locations of emergency exit(s), and instructions for sheltering in place.
- Worksite specific information on how to obtain help from staff, security personnel, or law enforcement.
- The contact information for the department's safety representative and security personnel, if any.
- How to respond to different emergency situations.

X. HAZARD IDENTIFICATION AND EVALUATION

The following procedures are established to ensure that workplace violence hazards are identified and evaluated:

- In order to identify workplace violence hazards or potential hazards, inspections and/or an investigation will be conducted by the County Safety Officer and/or Department Safety Coordinator 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.
 - Employees and their authorized employee representative are encouraged to participate in the identification of potential workplace violence hazards by submitting the [Fillable Form- Potential Workplace Violence Hazard Report](#)
- The County Safety Officer will evaluate the submissions of concerns and may convene a Threat Assessment Team when deemed necessary.

- The County Safety Officer will coordinate with the department management and Safety Coordinator regarding submissions that affect their departments.

A. Threat Assessment Team

When activated for any potential emergency or non-emergency workplace violence threats, incidents, or concerns, the Threat Assessment Team (TAT) will be headed by the Human Resources Director or designee. The TAT will follow its Standard Operating Procedures to evaluate, document and provide recommendations for actions to respond to the threat, incident, or concern. The County Executive Officer or designee will review the TAT recommendations for implementation and will implement those recommendations deemed necessary and appropriate.

B. Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This requires assessment for all types of workplace violence that may occur at the worksite. Periodic Inspections shall be conducted by the department Safety Coordinator and/or alternate listed in Attachment 1.

Periodic inspections are to identify and evaluate workplace violence and hazards. Example periodic inspection available in Attachment 4.

- Fillable Form- Workplace Violence Hazard Inspection



XI. PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace violence Incident, the County Safety Office will conduct a post-incident investigation. When determined necessary by the Director of Human Resources and County Safety Officer, Human Resources will join or assume responsibility for the investigation. The extent of the investigation may vary depending on the type and severity of the incident. The investigation may include the following:

- 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.
- Review any previous related workplace violence reports for that worksite.
- To the extent possible, determine protective measures that may be taken to help prevent future incidents.

- To the extent possible, take corrective action to prevent similar incidents from occurring.
- To the extent available, obtain any reports completed by law enforcement.
- Update the Violent Incident Log after every workplace violence event.
- Document the corrective actions taken.

A. Violent Incident Log.

The Violent Incident Log will be updated with reasonable promptness after every workplace violence incident by the County Safety Officer or designee and will include the following information:

- The date, time, and location of the incident.
- The workplace violence type or types involved in the incident, as found in the Definition section of this Plan, within the definition of “workplace violence”.
- A detailed description of the incident.
- A classification of who committed the violence.
- A classification of circumstances at the time of the incident.
- A classification of where the incident occurred.
- 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.
- Napa County will ensure that 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 is not recorded in the Violent Incident Log.

XII. WORKPLACE VIOLENCE HAZARD CORRECTION

All identified workplace violence hazards will be corrected in a timely manner as follows:

- When an imminent workplace violence hazard cannot be immediately abated without endangering employee(s) and/or property, workers will be removed from the area until the hazard is abated.
- For hazards that can be resolved in a timely manner with a Work Order, County Safety Officer will coordinate with the affected department to get one submitted to Public Works.
- All corrective actions will be documented and dated on the Napa County- Workplace Violence Hazard Correction Form by the County Safety Officer or designee within 15 days from the conclusion of the investigation.
- Corrective actions for workplace violence hazards will be specific to a given workplace.

XIII. TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on this Plan, including general as well as worksite- and job-specific workplace violence practices.

A. Schedule of Training. Training will be provided as follows:

- When the WVPP is first established;
- Annually thereafter; and.
- Additional trainings
 - Whenever a new or previously unrecognized workplace violence hazard has been identified; and
 - When changes are made to the Plan.

These additional trainings may be limited to addressing the new workplace violence hazard or changes to the plan.

B. Contents of Training. Initial and annual trainings shall provide instruction regarding the County's WVPP and any applicable worksite specific plan, as well as all of the following:

- Definitions section and this Training and Instruction section.
- How to obtain a copy of the Plan at no cost.
- How to participate in development and implementation of the Plan.
- How to report workplace violence incidents or concerns to the County or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures Napa County has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The Violent Incident Log.
- How to obtain copies of records pertaining to hazard identification, evaluation and correction; training records; Violent Incident Logs; and workplace violence incident investigation records.
- Opportunities for interactive questions and answers with a person knowledgeable about the Napa County Workplace Violence Prevention Plan.

XIV. EMPLOYEE ACCESS TO THE WVPP

Napa County ensures that the WVPP plan shall be available in writing and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by providing unobstructed access through Chardonnay, the County's intranet, which allows an employee to review, print, and email the current version of the written WVPP. The WVPP will also be available upon request from the County Safety Officer.

XV. RECORDKEEPING

Napa County will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction for five (5) years.
- Create and maintain training records for 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 five (5) years.

Maintain records of workplace violence incident investigations for five (5) years except that these records shall not contain medical information per Civil Code section 56.05, subd. (j)

XVI. ACCESS TO RECORDS

The following records shall be made available to 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 Log.

To make a request, email safety@countyofnapa.org

XVII. REVIEW AND REVISION OF THE WVPP

The Napa County WVPP will be reviewed for completeness and effectiveness by the County Safety Officer and worksite specific plans will be reviewed for completeness and effectiveness by each department's management as follows:

- 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 section V, Employee Active Involvement, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the Plan's effectiveness:

- Review of Napa County'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 may also include whether: workplace violence hazards are being properly identified, evaluated, and corrected; any necessary revisions are being made promptly and communicated to all employees; changes to procedures, updates to contact information, and additions or updates to training materials are appropriate.

XVIII. Attachments

Attachment 1- Department Safety Coordinators

2024 DEPT. SAFETY COORDINATORS				
DEPARTMENT	COORDINATOR		ALTERNATE	
AGRICULTURAL COMMISSIONER	Toosdi Malito	x4357	Greg Music	x4357
AIRPORT	Mark Witsoe	x4665	Katherine Bales	x1694
ANIMAL SHELTER	Kelly Tracey	x4382	Katie Ribardiere	x6179
ASSESSOR-RECORDER-CO. CLERK	Katie Decker	x8373	Jennifer Tydingco	x4119
AUDITOR	Samantha Smith	x4552	Tina McLean	x4370
CHILD SUPPORT SERVICES	Alejandra Ochoa	x4343	Angela Villasenor	x8745
COMMUNICATIONS	Andy Ernest	x1325	Daniel Bordeau	x1302
CORRECTIONS	Paul Fernandez	x8161	Francisco Martinez	x1402
COUNTY COUNSEL	Erin Cossen	x4520	Susie Altman	x1479
COUNTY EXECUTIVE OFFICE	Neha Hoskins	x1516	Amy Medina	x4196
COUNTY FIRE (incl Volunteer Sta)	Stacie McCambridge	x1460	Unassigned	x
COURT EXECUTIVE OFFICE	Rebecca Simon	299-1242	Lisa Skinner	299-1248
DISTRICT ATTORNEY	Leslie Pate	x4019	Ana Baber	x2339
ELECTIONS	Jennie Keener	x1470	Crystal Brumley	x8313
HEALTH & HUMAN SVCS. AGENCY	Jen Cantrell	x4837	Michelle Mendoza	x8795
HUMAN RESOURCES	Vanessa Velasco	x4303	Nancy Mena Soto	x4631
ITS	Gillian Wadsworth	x1685	Julia Bordona	x1685
LAFCO	Brendon Freeman	x8645	Unassigned	x
LIBRARY	Constance Oakes	x8391	Mary Jo	x4079
PLANNING, BLDG& ENV. SVCS.	Doug Calhoun	x4839	Curtis Sawyer	x1361
PROBATION (incl. Juvenile Hall)	Ferlyn Buenafe (Adult)	x4126	Chris McAndrew (Juv.Hall)	x1618
PUBLIC DEFENDER	Ross Fredrick	x4410	Gail McCully	x6137
PUBLIC WORKS	Alice Ramirez	x6716	Mike Stark	x8379
PUBLIC WORKS-FLOOD CONTROL	Krista Reif	x8600	Sarah Geiss	x 8719
PUBLIC WORKS-ROADS	Unassigned	x	Unassigned	x
RECORDS CENTER	Rob Crummett	x4003	Minerva Busby	x4617
SHERIFF	Felipe Hernandez	x6031	Lt. Kyle Eddleman	x1317
TREASURER TAX COLLECTOR	Dorena Martinelli	x1717	Dawnette Martindale	x4315
UC COOPERATIVE EXTENSION	Jessica Sandoval	X4060	Unassigned	x

Attachment 2- Violent Incident Log Example

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 Labor Code 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] Include 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.]

Workplace violence committed by: [For confidentiality, only include the 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.]

Circumstances at the time of the incident: [write/type what was happening 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.]

Where the incident occurred: [Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]

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.

[Include information on what the consequences of the incident were.]

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]

Attachment 3- Resources

The following resources are located on the County's Chardonnay employee webpage in the Safety Resources tile.

Napa County Potential Workplace Violence Hazard Report

In compliance with the County's WVPP, this form is for employees and authorized employee representatives to anonymously report any potential threats of workplace violence without fear of reprisal or retaliation.

- Fillable Form- [Potential Workplace Violence Hazard Report](#)



Napa County Workplace Violence Incident Report

In compliance with Napa County's Workplace Violence Prevention Plan and Labor Code section 6401.9(d), this Workplace Violence Incident Report is for County Employees and authorized employee representatives to report acts of workplace violence.

- Fillable Form- [Workplace Violence Incident Report](#)



- Fillable Form- [Workplace Violence Prevention Training Suggestion Form](#)

Napa County- Workplace Violence
Prevention Training Suggestion
Form



Attachment 4- Risk Inspection

- [Fillable Form- Workplace Violence Hazard Inspection](#)



Example Risk Inspection

Inspection	Yes	No	Note(s)
Does the facility have violence surveillance measures (i.e., mirrors or cameras)?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the workplace security system adequate for the facility (i.e., door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems)?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the facility have clients camping near the facility?	<input type="checkbox"/>	<input type="checkbox"/>	
What are the procedures for reporting a suspicious person or activity?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there procedures for employee response during criminal or violence acts?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the facility handle money? If so, how is it secured and transported to the bank?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the facility have a sheltering-in-place designated area?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the facility have effective escape routes? • Evacuation maps posted	<input type="checkbox"/>	<input type="checkbox"/>	

Inspection	Yes	No	Note(s)
<ul style="list-style-type: none"> Exits clearly marked 			
Do employees have access to an outside phone line?	<input type="checkbox"/>	<input type="checkbox"/>	
Are emergency phone numbers posted for law enforcement, fire, and medical services?	<input type="checkbox"/>	<input type="checkbox"/>	
Are emergency buttons/alarms in an effective location and are they functioning? <ul style="list-style-type: none"> Are they periodically tested? 	<input type="checkbox"/>	<input type="checkbox"/>	
Are there effective systems and procedures in place to warn others of actual or potential workplace violence danger or that summon assistance (e.g., alarms or panic buttons)?	<input type="checkbox"/>	<input type="checkbox"/>	
What is the frequency and severity of threatening or hostile situations that may lead to violent acts by clients or others?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the employees or security guards adequately trained?	<input type="checkbox"/>	<input type="checkbox"/>	
If employees enter client homes or other work locations, are there procedures in place if they feel unsafe or an act of violence occurs?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the facility utilize the buddy system for specified emergency events?	<input type="checkbox"/>	<input type="checkbox"/>	
How do the facility's management and employees communicate with each other regarding emergencies?	<input type="checkbox"/>	<input type="checkbox"/>	
What is the access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom a County employee is having a dispute?	<input type="checkbox"/>	<input type="checkbox"/>	
What is the frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	

Attachment 5- Example Emergency Procedures Template



Napa County- Workplace Violence Prevention Plan Department Emergency Response Procedures [Address of facility]

Department:	
Facility/Address:	
Locations of emergency exits:	
Instructions for sheltering in place:	Include your shelter in place locations
Methods of communication of emergencies and when certain methods should be used or not used:	If there is immediate danger, call for emergency assistance by dialing 9-1-1, and then notify department management.
	The security guard can be contacted via text or by calling XXXX.
	Include the site-specific information like if your department has a panic button or code word.
	Emergency information/evacuation details may be relayed through _____.
	Location of posted emergency contact information: _____

Responsible Persons	Job Title/ Position	WVPP Responsibility(ies)	Phone #	Email
	Department Safety Coordinator	Responsible for department emergency response, hazard identification, and coordination with the County WVPP administrator, Alfredo Larrañaga		

Evacuation route map(s) are on the following page(s).

Evacuation route map for Example Department.

Emergency exit to stairwell

★ Yellow Star indicates emergency exit door from the office.
 ★ ★

▲ Blue Triangle indicates shelter in place locations.