



Workplace Violence Prevention Plan

Revised November 2025

**San Bernardino Community College District
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I. Policy Statement

San Bernardino Community College District (SBCCD) is committed to providing a safe work environment that is free of violence and the threat of violence. SBCCD maintains zero tolerance regarding violence or the threat of violence against or by any employee of the District or any other person in the Workplace.

SBCCD has developed this Workplace Violence Prevention Plan (WVPP) to address the hazards known to be associated with the four types of workplace violence as defined by [California Labor Code \(LC\) section 6401.9](#).

Date of Last Review: July 2025

Date of Last Revision(s): November 2025

II. Authority

California Senate Bill 553 (SB 553).

California Labor Code (LC) section 6401.7 and 6401.9.

California Code of Regulations, Title 8, Sections 342, 3203, and 14300.

California Code of Regulations, Title 8, Section 3343 (Workplace Violence Prevention in All Industries) is in draft as of 2025 and will be applicable once finalized.

San Bernardino Community College District Board Policy/Administrative Procedure 3510 (Workplace Violence) and 3430 (Prohibition of Harassment).

III. Scope

This plan applies to all SBCCD employees, students, contractors, and visitors. It covers all forms of workplace violence outlined in this plan.

IV. Definitions

Act of violence - Any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual, or property and/or 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.

Emergency - An event or circumstance that poses an immediate risk to health, life, property, or the environment and requires urgent/immediate action.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

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

Non-emergency - An event or circumstance that may require assistance but does not require immediate intervention as there is not an immediate risk to health, life, property, or the environment.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Preventative activities - Activities that increase awareness and minimize the potential for workplace violence events in the workplace. Training is essential for all employees to learn how to recognize early warning signs so that appropriate intervention can be provided for identified areas of concern in the workplace.

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 behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual, or property.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

Workplace - District properties, worksites, and off-site locations that hold District-sponsored activities where faculty, employees, or student employees are engaged in District business or locations where incidents occur as a result of the person's relationship to the District community.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment including, but 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 four types of workplace violence defined in Labor Code section 6401.9.
 - **Type 1:** 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:** Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
 - **Type 3:** Workplace violence against an employee by a present or former employee or manager.
 - **Type 4:** 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.

V. Roles and Responsibilities

Administration

The WVPP administrator, Vice Chancellor of Human Resources, Police Services, and Health and Safety Administration has the authority and responsibility for implementing the provisions of this plan for SBCCD. If there are multiple persons responsible for the plan, their roles will be clearly described.

WVPP Review Committee

The WVPP Review Committee is comprised of the Emergency, Compliance, Risk & Safety Administrator, the Director, Human Resources, Police Services and Health and Safety Administration, the Director of Human Resources & Payroll, and the Chief of Police. This committee will conduct an annual review of the WVPP and recommend changes to the WVPP to be submitted to the Program Administrator or their Designee.

The **SBCCD** WVPP will be reviewed for effectiveness:

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

Review and revision of the WVPP will include the procedures listed in the 'Employee Involvement, Compliance, and Communication' section of this WVPP, 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 SBCCD's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log, and
 - 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.

Responsible Persons (Job Title/Position)	WVPP Responsibilities	Phone #
Vice Chancellor of Human Resources, Police Services, and Health and Safety Administration	The Vice Chancellor of Human Resources, Police Services, and Health and Safety Administration is the Program Administrator and the Emergency, Compliance, Risk & Safety Administrator is the Designee. Vice Chancellor of Human Resources, Police Services, and Health and Safety Administration provides resources and oversight for plan implementation, training, security measures, record keeping, and plan review.	909-388-6937
Emergency, Compliance, Risk & Safety Administrator	The Emergency, Compliance, Risk & Safety Administrator acts as the Program Administrator and develops the WVPP; oversees implementation; monitors changes in regulation; ensures training compliance; ensures compliance with state, federal, and local law; and implements WVPP changes as required by LC section 6401.9.	909-388-6921

Responsible Persons (Job Title/Position)	WVPP Responsibilities	Phone #
Director, Human Resources, Police Services and Health and Safety Administration	The Director of Human Resources, Police Services, and Health and Safety Administration is responsible for conducting post-incident administrative investigations, ensuring the WVPP log and related recordkeeping is maintained current as per LC section 6401.9, ensuring that associated reporting requirements are met, and participates in the review of the SBCCD WVPP as part of the WVPP Review Committee.	909-388-6941
Chief of Police	<p>The Chief of Police is responsible for ensuring SBCCD is prepared to respond to, investigate, and potentially mitigate workplace violence concerns; conducting and/or overseeing criminal investigations as they relate to this plan, ensuring appropriate reporting requirements are met, and participates in the annual review of the SBCCD WVPP as part of the WVPP Review Committee.</p> <p>Additionally, the Chief of Police will ensure District Police Officers will conduct preventative activities (e.g., security assessments and Threat Walks), respond to incidents of workplace violence and conduct post-incident criminal investigation as outlined by the District Police Policy</p>	909-387-1605
Vice President of Administrative Services – Crafton Hills College	The Vice President of Administrative Services, as the Site Safety Officer, is responsible for implementation of the WVPP at Crafton Hills College.	909-389-3210
Vice President of Administrative Services – San Bernardino Valley College	The Vice President of Administrative Services, as the Site Safety Officer, is responsible for implementation of the WVPP at San Bernardino Valley College.	909-384-8958
Director of Human Resources & Payroll	Participates in the annual review of the SBCCD WVPP as part of the WVPP Review Committee.	909-388-6943
All Managers	<p>It is the responsibility of all Managers, under the direction of the appropriate administrator, to implement and maintain the WVPP in their work areas and for answering employee questions about the WVPP. This includes:</p> <ul style="list-style-type: none"> • Ensuring employees comply with the policies and procedures outlined in this plan. • Escalating employee reports of workplace violence to an appropriate party in a timely manner. • Mitigating immediate risks in the workplace where appropriate (e.g., reporting non-functional lighting, door locks, etc.). 	
All Employees	<p>It is the responsibility of all employees to:</p> <ul style="list-style-type: none"> • Comply with the provisions of the WVPP, as described in this document, BP/AP 3510, and in related training sessions/modules. • Immediately report any observed instances of workplace violence as outlined by this plan. 	

VI. Employee Involvement, Compliance, and Communication

SBCCD ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence through worksite Safety Committees. Employees are encouraged to communicate concerns/hazards to their Safety Committee representative(s).
 - Designing and implementing training by providing training suggestions and feedback to Safety and Risk Management (S&RM) by emailing ehs@sbccd.edu.
 - Reporting and investigating workplace violence incidents through direct employee outreach, worksite Safety Committees, and associated representatives.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
- The plan shall be in effect at all times in the workplace and be specific to the hazards and corrective measures for each work area and operation as determined by the appropriate administrator.

Employee Compliance

SBCCD maintains a system to ensure that employees comply with 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. This system include at a minimum:

- Training employees and managers in the provisions of the SBCCD WVPP.
- Mandatory review and acknowledgement of Administrative Procedure 3510 (Workplace Violence) to ensure that all employees comply with the WVPP.
- Providing retraining to employees whose safety performance does not align with expectations put forth within the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace via Safety Committee recognition.
- Discipline employees for failure to comply with the WVPP via appropriate SBCCD disciplinary processes.

Communication with Employees

SBCCD recognizes that open, two-way communication between administration, managers, employees, 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 all relevant parties in a form that is readily understandable by all employees, and consists of one or more of the following:

- New Employee Orientation (NEO) includes an introduction to SBCCD workplace violence prevention policies and procedures.
- Workplace violence prevention training modules through NeoEd.
- Regularly scheduled Safety Committee meetings that address safety, security, and potential workplace violence hazards.
- Effective communication between employees and managers about workplace violence prevention and violence concerns in the employees' first language and/or with visual aid.
- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.

- Employees 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' 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 by The Office of Human Resources, S&RM and/or the District Police when appropriate.
- Updates on the status of investigations and corrective actions will be provided to appropriate employees through email and/or at Safety Committee meetings. These updates may include information about the progress of investigations, the results of investigations, and any corrective actions taken. Additional updates may include sharing updates to the WVPP, discussing recent incidents, and coordinating training sessions.

SBCCD ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by making copies of the WVPP available in person at the SBCCD Office of S&RM and by publishing the WVPP publicly on the SBCCD website and making it available to the public for download.

VII. Coordination with Other Employers

SBCCD 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 SBCCD employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, SBCCD will ensure that if its employees experience a workplace violence incident that SBCCD will record the information in a violent incident log and shall also provide a copy of that log to controlling employer upon request.

VIII. Training and Instruction

All employees, including employees and managers, will have training and instruction on general and job-specific workplace violence practices. These sessions may include online training modules, virtual and in-person 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.

SBCCD will provide its employees with training and instruction on the definitions found in this plan and the requirements listed below:

- SBCCD's WVPP, how to obtain a copy of this plan at no cost, and how to participate in development and implementation of this plan.
- How to report workplace violence incidents or concerns to SBCCD or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures SBCCD 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 SBCCD has for interactive questions and answers with a person knowledgeable about SBCCD's WVPP.

IX. Workplace Violence Hazard Identification, Evaluation, Preventative Activities, and Correction

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

- Proactive inspections of the workplace shall be conducted when the plan is first established, after each workplace violence incident, and whenever SBCCD is made aware of a new or previously unrecognized hazard. These inspections may be District-wide or localized based on the circumstances and the determination of the appropriate administrator.
- Review of all submitted/reported WPV concerns, hazards, and incidents is conducted regularly, and investigation will occur in a timely manner to ensure appropriate response based on present circumstances.

Behavioral Intervention Teams and Employee Assistance Program

In addition to this WVPP, San Bernardino Valley College and Crafton Hills College maintain Behavioral Intervention Teams (BIT) to engage with students who may need mental health resources.

Additionally, mental health resources are made available to SBCCD employees through the Employee Assistance Program.

Periodic Assessments

Periodic assessments of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic assessments shall be conducted annually.

Periodic assessments to identify and evaluate workplace violence and hazards will be performed by the following designated personnel and results of these inspections will be reported to the appropriate Site Safety Officer for further review.

Assessments for workplace violence hazards include, but are not limited to:

- Reviewing the proper function of existing surveillance measures, such as mirrors, cameras, and/or security systems.
- Reviewing procedures for reporting suspicious persons or activities.
- Assessing the function of existing emergency buttons, alarms, and lighting (indoor and outdoor).
- Ensuring relevant emergency telephone numbers for law enforcement, fire, HazMat, and/or medical services are posted as needed.
- Assessing whether employees have effective escape routes from the workplace and a designated safe area where they can go to in an emergency.
- Accessing freedom of movement within the workplace by non-employees, including recently discharged employees or persons of interest.

Additionally, Threat Walks are conducted as requested by District Police and S&RM to:

- Review of the exterior and interior of the workplace for its attractiveness to criminal behavior.
- Review of existing surveillance measures, such as mirrors, cameras, and/or security systems and providing recommendations.
- Assess function of existing emergency buttons, alarms, and lighting (indoor and outdoor).
- Ensure the posting of relevant emergency telephone numbers for law enforcement, fire, HazMat, and/or medical services as needed.
- Review how to recognize workplace violence hazards including risk factors associated with the four types of workplace violence.
- Review common de-escalation techniques.
- Review how to recognize alerts, alarms, and other warnings about emergency conditions, and how to use identified escape routes or locations for sheltering.

- Assesses the function of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Review the frequency and severity of threatening or hostile situations.
- Assess employees' skill in safely handling threatening or hostile service recipients (example: Police Officers)
- Assess effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- Review the use of work practices such as the "buddy" system for specified emergency events.
- Assess how well our establishment's management and employees communicate with each other.
- Review the frequency and severity of employees' reports of threats of physical or verbal abuse by managers, managers, or other employees.
- Review any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- Review of available emergency communication tools and resources, as well as the use of personal devices such as pepper spray.
- Review process for calling 911 and what to do should an incident require emergency assistance.

Workplace Violence Hazard Correction

Workplace violence hazards will be evaluated and corrected in a timely manner. SBCCD 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 employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition.
- All corrective actions taken will be documented and records retained by S&RM.
- Corrective measures for workplace violence hazards will be specific to the relevant worksite/department.

X. Workplace Violence Incident Reporting and Response Procedures

Reporting Procedure

SBCCD will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported through one of the following methods:
 - a. Dial 911 in an emergency for the District Police Department.
 - b. To contact District Police via 24/7 dispatch:
 - i. Call (909)384-4491 for San Bernardino Valley College/DSO/EDCT.
 - ii. Call (909)389-3275 for Crafton Hills College.
 - c. Other non-emergency hazards/incidents that do not present an emergency as defined by this plan, and that allow for a delayed response, may be reported through the SBCCD Safety & Risk Management (S&RM) website at:
<https://sbccd.edu/district-services/safety-risk-management/index.php>.
 - d. Any incident may be reported to any manager, or directly to the office of S&RM at any time. Reports made to managers should be further reported to S&RM and the appropriate Site Safety Officer.
 - e. Anonymous reporting is available through SBCCD contractor Lighthouse Services by:
 - i. Calling the Compliance Hotline at 1-800-403-0436 (English) or 1-800-216-1288 (Spanish).
OR
 - ii. By filing a report directly online at <http://www.lighthouse-services.com/SBCCD>.
 1. Those filing a report anonymously are reminded that sharing as much detail as possible is imperative to mitigate a potential threat as the District will not be able to contact anonymous reporters with follow-up questions.

Emergency Response Procedures

SBCCD has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees to the presence, location, and nature of workplace violence emergencies by the following:
 - RAVE Alert – Text, phone, and email emergency notification system.
 - Safe SBCCD smartphone application with push notifications.
 - CISCO/InformaCast notification system.
 - Alarm Systems.
 - PA Systems.
- SBCCD maintains evacuation and sheltering plans. These plans are located within the Emergency Operations Plan (EOP). The EOP is supplemented by the use of locally posted evacuation maps, and emergency procedures found posted throughout SBCCD and available digitally on the Safe SBCCD smartphone application.

XI. Procedures for Post Incident Response and Investigation

After a workplace incident, the incident will be investigated by the District Police Department for any criminal components, and the WVPP administrator, the Director, Human Resources, Police Services and Health and Safety Administration, and/or their designee will investigate to determine if any violations of Code of Conduct or Board Policy/Administrative Procedures were made.

District Police will follow investigation procedures as outlined by POST and all applicable California laws. The following post-incident procedures are recommended for the WVPP administrator, though procedures may be modified as needed based on circumstances

- 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 risks 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 or manager, partner or spouse, parent or relative, or another 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.
 - 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.
- 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.

Support and resources, such as counseling services, are provided to affected employees through the Employee Assistance Program (EAP).

No personal identifying information is recorded or documented in the violent incident log. 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.

Confidentiality

Measures to protect confidentiality, when requested by the involved party, will be made to the extent possible while investigating an incident.

Non-Retaliation Policy

SBCCD is committed to maintaining a workplace environment free from retaliation and a strict non-retaliation policy is set by BP/AP 3510 (Workplace Violence) and 3430 Prohibition of Harassment. Retaliation against individuals who report concerns, violations, or participate in investigations is strictly prohibited and will not be tolerated. All incidents of retaliation should be reported to the Office of Human Resources and will be investigated in a timely manner to ensure the SBCCD Employee Code of Conduct and relevant Board Policies/Administrative Procedures are followed.

False Claims and Defamation Claims

Managers and their designees are asked to proceed with the administrative investigation in a cautious manner, working closely with the Vice Chancellor of Human Resources, Police Services, and Health and Safety Administration for legal assistance due to possible claims of defamation by the accused employee.

Defamation occurs when a statement, which is communicated to another individual, is false, unprivileged, and causes injury.

Consequences and appropriate remedial action for employees or students found to have falsely accused another shall be subject to disciplinary action in accordance with board policies, administrative regulations, collective bargaining agreements, and/or education code(s), as appropriate.

Restraining Orders/Court Orders

An employee shall immediately notify law enforcement of any restraining orders/court orders when named as a petitioner or person restrained and provide a copy of the order to the District Police Department. In the event the manager is informed by an employee of a restraining order, the manager will contact the District Police Department to ensure they are aware of it and that a copy of the restraining order is on file with the District Police Department. The Office of Human Resources will coordinate available resources to provide intervention, consultation or referral, which may include arranging for counselors to work with victims and observers of the incident.

XII. Recordkeeping and Reporting

SBCCD 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 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.

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

Employee Access to Records

The following records shall be made available to employees and their representatives, upon request to Human Resources 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.


Employer Reporting Responsibilities

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

XIII. Plan Authorization Statement

Workplace Violence Prevention Plan | June 2024

"I, **Diana Rodriguez, Chancellor of the San Bernadino Community College District**, with the approval of the SBCCD Board of Trustees, do hereby authorize and ensure the establishment, implementation, and maintenance of this written Workplace Violence Prevention Plan and the documents and 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."




Signature authorizing this WVPP

06/27/2024

Date of Signature

"I, **Kristina Hannon, Vice Chancellor of Human Resources, Payroll, Police Services, and Health and Safety Administrator**, with the endorsement of the SBCCD Chancellor, hereby assume responsibility for the implementation and upkeep of this Workplace Violence Prevention Plan, including all associated documents and forms. I am dedicated to fostering a culture of safety and violence prevention in our workplace, and I am confident that these policies and procedures will significantly contribute to achieving this goal."



Signature of Program Administrator for this WVPP

06/27/24

Date of Signature