

UC RIVERSIDE
WORKPLACE VIOLENCE PREVENTION PLAN
FISCAL YEAR 2024/2025

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I. Purpose and Scope

The University of California, Riverside (UCR) strives to maintain a workplace free of threats and acts of violence. This is the responsibility of all employees. UCR will not ignore, condone, or tolerate acts of workplace violence committed by or against any member of the University community or by any third party including vendors, visitors or other persons.

This plan documents UCR's Workplace Violence Prevention Program (WVPP), and is updated annually (see Section IX). This plan is developed in compliance with California Labor Code Section 6401., as amended effective July 1, 2024 (the "Workplace Violence Code"). This law is first-of-its-kind in the United States in requiring employers across industries to develop and document programs to prevent workplace violence.¹

This plan is closely tied to the [Violence Prevention in the UCR Community Policy](#), as well as other University and campus policies aimed at ensuring a safe workplace for UCR employees including:

- [UCR Principles of Community](#)
- [UC Policy on Sexual Violence and Sexual Harassment](#), which prohibits stalking, sexual assault and other forms of sex-based violence and harassment.
- [UC Abusive Conduct Policy](#) and [UCR's Abusive Conduct in the Workplace Procedure](#) address intimidating and harassing conduct in the workplace.
- [UC Anti-Discrimination Policy](#) prohibits harassment based on race, color, national origin, disability, and all other Protected Categories specified, and is implemented through [UCR's Anti-Discrimination Complaint Resolution Procedure](#).

According to the Workplace Violence Code, this plan does not apply to:

- UCR Health.
- Employees teleworking from a location of their choice that is not under UCR's control, such as their home.
- UCPD.

II. Definitions

This plan defines terms using the definitions used in the Workplace Violence Code, where applicable.

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

¹ California's Occupational and Health Standards Board is developing a workplace violence prevention standard, required by the end of 2026. UCR will modify its plan as appropriate when this standard is published.

- **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 the Workplace Violence Code.
- **Plan:** The workplace violence prevention plan required by the Workplace Violence Code.
- **Serious Hazard:** A hazard that is likely to cause serious injury, illness or death or that has repeatable incidents.
- **Serious injury or illness:** Any injury or illness occurring in a place of employment or in connection with any UCR 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.
- **TACT:** UCR's Threat Assessment Consultation Team
- **UCPD:** UC Riverside Police Department
- **University Property:** Any land, facilities or other improvements or assets, vehicles, or objects owned, leased or managed by The Regents of the University of California.
- **Workplace Violence (WPV):** Any act of violence or threat of violence that occurs in a place of employment. Acts of violence include, but are not limited to:
 - 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; and
 - incidents involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless whether the employee sustains an injury.

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

The Workplace Violence Code defines four types of workplace violence:

- **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, students, 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 Code:** California’s Labor Code section 6401.9 as amended by California Senate Bill 553, effective July 1, 2024.
- **Work practice controls:** Procedures and rules used to effectively reduce workplace violence hazards.
- **WPVP:** Workplace Violence Prevention
- **WPVPP or the Plan:** Workplace Violence Prevention Plan

III. Roles and Responsibilities

A. **Plan Implementation.** In accordance with Section (c)(2)(A) of the Workplace Violence Code, this section provides the names and job titles of the persons responsible for implementing the plan. These officials may delegate tasks in their respective areas of responsibilities to staff as appropriate.

Violence prevention is a shared responsibility, and Section B below provides information about other campus units that help prevent workplace violence.

Plan Implementation Responsibility	Responsible UCR Official
1. Incident response: Investigation of each reported workplace violence incident and coordination of actions to protect against continuing threat or related hazards. UCRPD may engage TACT or members thereof as needed.	Jeffrey Talbot, Chief of Police, UCPD
2. Case management & log maintenance: Monitoring intake portal, triage (e.g., ensuring appropriate offices notified), data entry (e.g., to and from other case management systems), ensuring data fields completed for log, responding to requests to view log.	Kiersten Boyce, Chief Compliance Officer and Locally Designated Official (CCO)
3. Training: LMS (Learning Management System) coordination including notifications to employees; record retention.	Alex Najera, Chief Human Resources Officer (CHRO)
4. Plan production and maintenance: coordinate annual review and update (following procedures to obtain the active involvement of employees), maintain on website.	CCO (maintenance) and CHRO (assistance with

Plan Implementation Responsibility	Responsible UCR Official
	annual update including employee engagement)
5. Periodic inspections to identify workplace violence hazards: to be conducted upon establishment of plan, after each reported incident (see #1 above), and whenever UCR made aware of a new or previously unrecognized hazard	Chief of Police
6. Communicating to employees how to report workplace violence incidents: Training, website postings, policy dissemination	CCO and CHRO

B. **Others with Violence-Prevention Responsibilities.** Preventing violence is a shared responsibility, with many offices and individuals working together to promote a safe campus. In particular:

1. The **Health, Well-Being and Safety** division is responsible for promoting a safe, healthy campus. UCRPD is part of the Health, Well-being & Safety division, as is Student Health Services, CARE (providing confidential support for those who have experienced sexual violence and harassment), CAPS (Counseling and Psychological Services for students), Case Management (support for students), and the Student Disability Resource Center. HWS also supports TACT.

a. The **Student Well-Being Intervention & Follow-Up Team (SWIFT)** is a newly created department in HWS focused on student crisis response and intervention.

b. TACT is a key resource in helping prevent violence at UCR that focuses on Violent and Concerning Behavior by students, academics, staff, and community members with a primary function of threat assessment and early intervention. The team provides advice and guidance to departments; assists in developing action plans to manage potential and actual violence; and assists with policy implementation and training. TACT includes a core group of members and representatives of other potentially involved offices may be engaged on a case-by-case basis.

2. **CSIT** is a key resource for any concerns that arise regarding Concerning Behavior by students. The team provides action and support to address the needs of students who are distressed while assuring a safe and secure campus for the entire UCR community. The Critical Student Incident Team escalates more serious matters involving student to TACT, as appropriate.

3. UCR's **Planning, Budget & Administration** division has a wide range of responsibilities relating to UCR's physical plant and campus, including through:
 - a. **Environmental Health & Safety**, a unit that includes the Office of Emergency Management and Risk Management, Occupational Health, and Workers' Compensation and Disability Management. EH&S manages programs that help protect the health and safety of students, faculty, and staff, and provides expertise to strengthen the culture of safety and responsibility across the campus community.
 - b. **Facilities Services** maintains and enhances university building and grounds.
4. **The Offices of Human Resources and Academic Personnel** promote and enforce policies relating to staff and faculty and other academic appointees, respectively, including the University's Abusive Conduct Policy. They provide training and other educational programming. These offices also respond to certain types of complaints and grievances relating to the workplace.
5. **The Office of Civil Rights** is part of the Chief Compliance unit and is committed to protecting the civil rights of UCR faculty, students, and staff, particularly by preventing sexual violence and other forms of sex-based harassment as well as other forms of protected category discrimination. The Office of Civil Rights coordinates case management teams to ensure a cross-campus assessment of and response to reported incidents, including interim measures to protect individuals from harm.
6. **Managers/Supervisors.** All Managers and Supervisors are responsible for implementing and maintaining the Plan in their work areas and will:
 - Refer employees to wpvp@ucr.edu for assistance with any questions.
 - Ensure that all workplace violence policies and procedures within this plan are clearly communicated and understood by all employees.
 - Report workplace violence incidents that they become aware of.
 - Encourage employees to participate in identifying, evaluating and suggesting corrective measures to prevent workplace violence.

Managers in divisions with departments that present unique workplace violence risks (See the Appendix section of this Plan) will ensure that, if applicable, the department specific Workplace Violence Prevention guidance is developed and followed for the work area.

C. University Employees

All employees are responsible for being knowledgeable of this Plan and adhering to its requirements.

Management will work with and encourage employees and authorized employee representatives to participate in developing and implementing the plan including by:

- Identifying, evaluating, and suggesting corrective measures to prevent workplace violence. This may include facilitating safety meetings as needed with employees and their representatives to discuss identification of workplace violence-related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.
- Ensuring employees complete assigned WPVP training.
- Reporting workplace violence incidents using the UC Workplace Violence Online Reporting Portal or by reporting an incident to their supervisor or manager.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. This includes completing mandatory WPVP training annually, reporting any incidents of violence timely, participating in post incident investigation as necessary.
- Provide retraining to employees whose behavior or performance does not adhere to the safety standards for their role, department, or are not in alignment with this Plan.
- Disciplining employees for failure to comply with the WPVPP and policy, pursuant to the applicable personnel policy or collective bargaining agreement.
- Recognizing employees who demonstrate safe work practices that promote the WPVPP by the manager or supervisor providing written or verbal acknowledgment and recognition to the employee.

D. Non-University Employees (Vendors/Contractors)

UC Riverside will implement the following 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 non-university employees will be provided training on workplace violence prevention by their employer.
- Workplace violence incidents involving any non-university employee are reported, investigated, and recorded.
- At a multi-employer worksite, the vendor/contractor employer will ensure that if its employees experience a workplace violence incident, the vendor/contractor employer will apprise UCR of the incident immediately in order to record the information in the violent incident log. Any incidents that are reported by a vendor/contractor employee directly to UCR will trigger notification to the vendor/contract employer so that they may also log the incident.

All vendors and contractors are responsible for being knowledgeable of this Plan and adhering to its requirements. Additionally, all vendors and contractors will be notified on how to access this Plan and provided training materials.

IV. Communicating with Employees

The following communication procedures are designed to facilitate an effective flow of workplace violence prevention information between management and employees:

- All employees are required to complete training that includes information about identifying workplace violence, where to report, and where to find campus resources. This mandatory training is an annual obligation.
- Promoting awareness of University and campus policies and programs relating to the prevention of violence, including:
 - UCR's Violence Prevention in the Workplace Policy
 - The University Abusive Conduct Policy
 - The University SVSH Policy
 - Regents Policy IIII
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns. For employees with language barriers effective communication will be accomplished through a translator or by translated written communication.
- Websites and posted materials regarding this plan and workplace violence prevention.
- Multiple ways for employees to report incidents (see following Section V) and receive information about the campus investigation into their report (see Section VII).

V. Workplace Violence Incident Reporting

- A. **For immediate emergency situations where behavior or physical conduct could result in physical harm that is imminent:** Acts or threats of workplace violence that are urgent in nature and which threaten the safety of UCR employees or affiliated individuals must be immediately reported to UCR Police Department by calling 911. Affiliated off-site locations dial 911 for local police assistance. These procedures are effective for obtaining assistance from the appropriate law enforcement agency during all work shifts.
- B. **For non-emergency/non-imminent violence situations:** These situations may involve verbal or written threats, including, but not limited to texts, electronic messages, social

media messages, or other online posts. These non-emergency/non-imminent situations that have the potential for violence should be reported using the UC Workplace Violence Online Reporting Portal or to a manager or supervisor who will log the incident in the Reporting Portal. These types of incidents might not be urgent in nature and responses will be made by the most appropriate department and may not involve UCR Police Department personnel.

Anyone who is concerned about a potential for workplace violence may also share their concern or ask questions by emailing WorkplaceViolencePrevention@UCR.edu.

- C. **For all workplace violence incidents:** All workplace violence incidents, regardless of severity, shall be reported as soon as possible to the employee's manager or supervisor and all acts or threats of workplace violence must also be documented by the involved staff member(s) or their supervisor/manager or the department personnel receiving the information about an incident as soon as reasonably possible after an incident using the UC Workplace Violence Online Reporting Portal. **The UC Workplace Violence Online Reporting Portal is accessible to all employees at the following website:** workplaceviolence.ucr.edu.

While any person involved in an incident impacting multiple staff may document an incident, if agreeable to all involved, one person may be designated to complete the report with input from the other involved individuals.

- D. **Reporters are Protected from Retaliation.** UCR or affiliated individuals can report any and all workplace violence incidents or concerns using the above methods, without fear of reprisal. A strict non-retaliation policy is in place, and any instances of retaliation are dealt with promptly. Employee's will not be retaliated against, given punitive responses, discharged, or discriminated against for reporting WPV incidents or concerns.

For more details about workplace retaliation policies, please visit:

- [Violence Prevention in the UCR Community](#)
- [Abusive Conduct in the Workplace Policy:](#)
<https://policy.ucop.edu/doc/4000701/AbusiveConduct>
- [UCR Whistleblower and Whistleblower Protection Procedures:](#)
<https://compliance.ucr.edu/whistleblower-and-whistleblower-protection-local-procedures#vwhistleblower-protection-procedure-for-reporting-retaliation-complaint-review-and-investigation>

- Sexual Violence and Sexual Harassment Policy:
<https://policy.ucop.edu/doc/4000385/SVSH>
- Anti-Discrimination Policy:
<https://policy.ucop.edu/doc/1001004/Anti-Discrimination>

E. Additional Reporting Options/Obligations

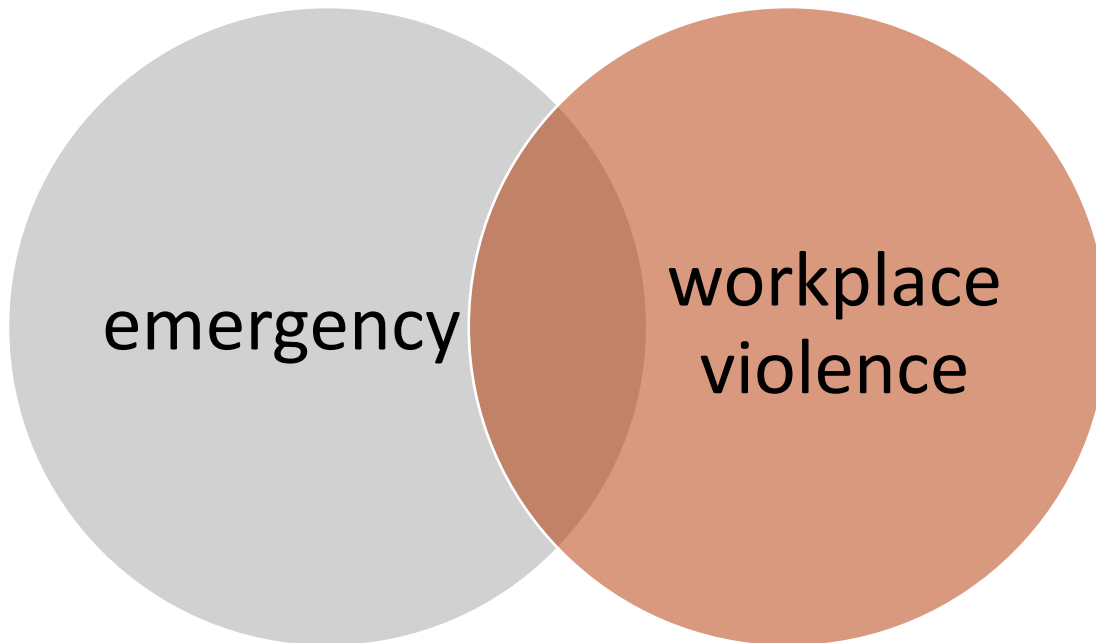
1. **Sexual Violence or Harassment or Other Form of Discrimination or Harassment.** For any incident involving sexual violence or sexual harassment, or any other violation of the SVSH Policy or Anti-Discrimination Policy, anyone at any time can report an incident via webform, email, or by leaving a voicemail at:
Webform: <https://uctitleix.i-sight.com/portal>
Email: titleix@ucr.edu
Phone: (951) 827-7070
2. All **injuries and property damage** must also be reported to risk management. Please see https://ucriverside.az1.qualtrics.com/jfe/form/SV_IYBlstrVO7GmNsV for additional information on how to submit incident reports.
3. **Other reporting obligations** may apply. See the table on the following page:

Your Position & Matter Reported	Required Action
If (1) you are a manager, supervisor, faculty, UCRPD officer, or HR or AP administrator, and (2) you learn that anyone affiliated with UCR may have experienced conduct prohibited by the UC Policy on Sexual Violence and Sexual Harassment (SVSH Policy) or the UC Anti-Discrimination Policy ,	then (3) you must promptly contact UCR's Office of Civil Rights (OCR). Filing a report online is encouraged.
(1) Unless you are a Confidential Resource, if (2) you learn that a student may have experienced Prohibited Conduct under the SVSH Policy,	then (3) you are required to promptly notify the Title IX Officer (AVC for Civil Rights). Please complete the online report form or email titleix@ucr.edu .
If (1) you are a Campus Security Authority (CSA) and (2) you become aware of a report or allegation that a Clery Act crime is alleged to have occurred on UCR's Clery Act geography,	then (3) you are required to notify UCRPD or the Clery Act Coordinator. See UCR's Clery Act web page for further guidance.
If (1) you are a Mandated Reporter under CANRA and (2) you become aware of actual, reported or suspected child abuse or neglect occurring on UCR's campus or at an official UCR activity or program,	then (3) you are required to (a) make a verbal <i>external</i> report to any of the following: local law enforcement, child protective services, or county welfare departments; (b) no later than 36 hours after the verbal report, fill-out Form SS 8572 and submit it to the agency with whom a verbal report was made; and (c) make an <i>internal*</i> report (may be anonymous) to a supervisor or through the University Compliance Hotline at (800) 403-4744 or http://www.universityofcalifornia.edu/hotline/ (See UCR CANRA Reporting Requirements for more details)
If (1) you are a supervisor and/or department management and (2) you become aware of a serious injury (amputation, concussion, fracture, injury with significant bleeding, severe burn, and/or any injury requiring overnight hospitalization),	Then (3) you must (a) immediately get first aid and call 911; (b) report the incident using the Report and Incident, Injury, or Safety Concern form; and (c) report and provide details of the serious injury to EH&S within 24 hours at (951) 827-5528 during business hours or (951) 827-5222, if after hours.
If (1) you receive a report or information that alleges an Improper Governmental Activity (IGA),	Then (2) you must elevate it to the LDO (CCO) if: <ul style="list-style-type: none"> ▪ The reported IGA results from a significant internal control or policy weakness likely to exist elsewhere on campus or in the system ▪ Media or public attention is likely ▪ The matter involves misuse of UC resources ▪ There is potentially significant liability ▪ There is a significant possibility of a criminal act (such as disappearance of cash) ▪ There is a significant threat to the health and safety of employee or the public. When in doubt, refer the matter to the LDO so that it can be assessed. ldo@ucr.edu

VI. Emergency Response Procedures|

Some workplace violence incidents are emergencies, such as an active shooter.

Figure 2: Relationship of Emergencies and Workplace Violence Incidents



Because there is overlap between workplace violence and emergency management, this plan includes information about UCR's emergency management practices.

In the event of an emergency, including a Workplace Violence Emergency, call 911.

A. Emergency Notification System

The ENS is used to notify the campus (or affected portions of campus) of an emergency involving an immediate threat to the health and safety of the campus community.

Once initiated, the Emergency Notification System includes several tools that could be used to disseminate critical information or instructions which may include text/SMS messaging, verbal broadcasts from the campus belltower, messaging displayed on (UCR-managed) computer screens, email, voicemail to campus phones, UCR websites, and official UCR social media sites.

When you receive or see an emergency message, it is essential that you follow instructions and tell others around you.

B. Emergency Resources

UCR's Office of Emergency Management provides emergency preparedness resources for a range of situations including active shooter situations: [Emergency Preparedness | Office of Emergency Management \(ucr.edu\)](#)

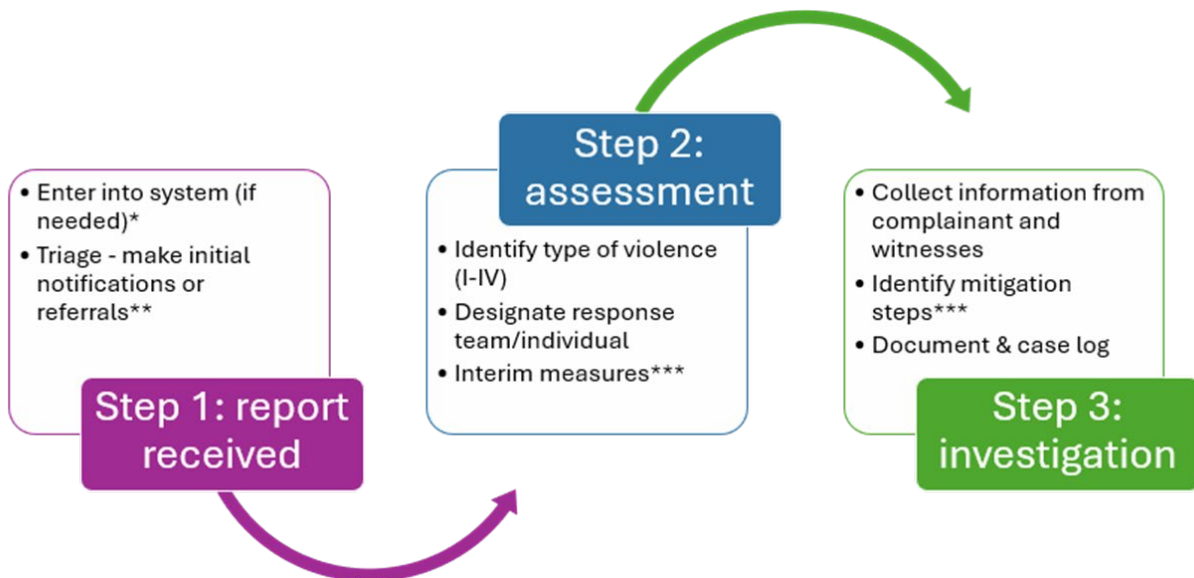
VII. Incident Response and Investigation

A. Report Review and Investigation.

All incident reports will be assessed and if determined to report conduct that, if substantiated, would constitute Workplace Violence, will be investigated.

If the incident is required to be investigated under a specific policy or procedure, such as the SVSH Policy or the Abusive Conduct Policy, that policy or procedure will apply. For other reports, the investigation will be conducted or coordinated by UCRPD.

Figure 2: Workplace Violence Incident Report Triage and Investigation



In Step 1, designated UCR offices either receive a report via the WPVP reporting portal or through another reporting system or method and identify it as a possible workplace violence report.

- The report is shared with key individuals who have not already received it, including UCPD and CCO, for triage.

- If the report is received via the portal or initial assessed as a report of workplace violence, it is entered into the system (if needed) and assessed.
- If the report also or also relates to conduct for which the response is regulated under a University of campus policy, such as sexual harassment or abusive conduct, it will be shared or referred as appropriate.
 - If referred, the reporter will be notified of the referral.
- Reports that do allege conduct that is (or may be) workplace violence proceed to Step 2, unless required to be referred to a different process in which case the responsible office will provide information necessary for the workplace violence incident response and log.

In Step 2, UCPD, Compliance staff, and others as appropriate will assess the report to determine:

- The type(s) of workplace violence (See definitions, Section II of this plan).
- Interim measures that may be appropriate pending any investigation or further assessment, to mitigate the risk of escalation of continued violence.
- The nature of the investigation to be conducted, which may depend based on the nature of the reported conduct and the identity of the individuals involved or other factors. (For example, an investigation of reported workplace violence by an employee generally warrants a different type of investigation than reported violence by a non-affiliate.)

In Step 3, UCPD typically will conduct or coordinate an investigation into the reported incident. The investigation will seek to collect information as to:

1. The date, time, and location of the incident.
 - a. 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.
 - b. A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area
2. A detailed description of the incident.
3. 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.

4. The nature of the reported, including, but not limited to, whether it involved any of the following:
 - (i) Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - (ii) Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - (iii) Threat of physical force or threat of the use of a weapon or other object.
 - (iv) Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - (v) Animal attack (specifically, a human using an animal in an act of violence).
 - (vi) Other.

The investigation typically includes an inspection of workplace violence hazards.

Following the investigation, the findings will be evaluated with appropriate offices to identify opportunities to mitigate hazards identified and ensure appropriate information-sharing as described further in Section VIII below.

B. Communication

UCPD and HR or APO, as appropriate, will be responsible for disseminating or coordinating the dissemination of information to employees regarding the results of workplace violence investigations and any corrective actions taken, in accordance with all privacy laws.

Managers and Supervisors will be responsible for documenting and communicating to employees between shifts and units when there are conditions that may increase the potential for workplace violence.

VIII. Workplace Violence Hazard Inspections and Mitigation

A. Periodic Inspections

UCR uses the following procedures to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident (see V above), and whenever UCR is made aware of a new or previously unrecognized hazard. Periodic inspections shall use an evaluation tool used throughout the University of California system.
- Review all submitted/reported concerns of potential hazards:

- Workplace Violence Hazard Identification in the UC Workplace Violence Online Reporting Portal
- Daily or weekly review of all submitted and reported concerns
- E
- For those work areas identified as high-risk, additional information regarding hazard identification is outlined in the corresponding appendix. (please refer to the appendix section of this Plan which outlines high-risk work areas)

B. Workplace Violence Hazard Mitigation

Workplace violence hazards will be evaluated and corrected in a timely manner. When an identified hazard cannot be promptly mitigated to an acceptable level, UCR will take interim measures to abate the imminent or serious nature of the hazard while completing the permanent control measures. Engineering and work practice controls will be used to eliminate or minimize employee exposure to the identified hazards to the extent feasible. Mitigation actions will be documented and dated in the workplace violence reporting system.

Mitigation steps are customized to the hazard. Some examples follow.

Mitigation of Hazards from Non-Affiliates could involve:

- Post of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.
- Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
- Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems.
- Training for employees regarding recognizing and handling threatening or hostile situations that may lead to violent acts by customers or other visitors.
- Review effectiveness of procedures for reporting suspicious persons, activities, and packages.
- Post emergency telephone numbers for law enforcement, fire, and medical services
- Control, access to, and freedom of movement within the workplace by non-employees.
- Ensure employees have access to a telephone with an outside line.

Mitigation of Hazards from Employees could involve:

- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.
- Increase awareness and enforcement of the Abusive Conduct Policy and other conduct policies.
- Management assurance of non-retaliation and promotion of a speak-up culture.
- Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
- Provide adequate employee escape routes.
- Prompt referral of threats to TACT.

Mitigation of Hazards from Students could involve

- Provide/review employee, supervisor, and management training on emergency action procedures.
- Increase awareness by employees, supervisors, and managers of the Red Folder.
- Familiarize staff with campus resources such as SWIFT, CSIT, CAPS, Case Management, UCPD.
- Creation of conduct expectations for specific worksites to improve staff's ability to address/de-escalate threatening conduct.

Please note that the above examples are not exhaustive, and examples relating to one type of hazard may be useful in mitigating other types. Mitigation strategy is developed based on the facts and circumstances of each incident or workplace violence hazard. Input will be sought from employees in the relevant workplace, if applicable.

Mitigation is an ongoing process, and hazards will continue to be reviewed periodically to identify recurring or new hazards.

IX. Review of Plan

An annual review of this Plan will be conducted to review the effectiveness of the Plan for the overall campus, in conjunction with employees regarding their respective work areas and operations. Workplace violence hazards found during the review shall be corrected per the procedures outlined above.

The Plan as it applies to departments within a division, the campus as a whole, or a particular operation, shall also be reviewed whenever necessary as follows: (a) to reflect new or modified tasks and procedures which may affect how the Plan is implemented; (b) to include newly recognized workplace violence hazards; (c) to review and evaluate workplace violence incidents which result in a serious injury or fatality; or (d) to review and respond to information indicating that the Plan is deficient in any area. When a revision to the Plan is needed for only part of the campus or operation, the review process will be limited to the employees in the department(s) or operation(s) affected by the revision.

X. Training

A. Required Training

All employees, including contract and temporary employees, working on the campus, will receive initial training on this Plan, how to report incidents, how to recognize the potential for violence, strategies to avoid harm, workplace violence hazards that have been identified, corrective measures that have been implemented and the activities that each employee is expected to perform under the Plan. The training shall meet all required elements of California Senate Bill 553. The training requirement will be met by the UCOP Learning Center course: *Workplace Violence Prevention*.

B. Opportunity for Q&A

Training will provide an opportunity for attendees to submit their questions, comments, and feedback via email wpvp@ucr.edu upon conclusion of the training. Any questions submitted will be answered within one business day or as soon as reasonably possible by a person knowledgeable about the Plan.

XI. Recordkeeping

All records of workplace violence hazard assessment, evaluation and correction will be created and maintained as required by UCR and this Plan, by UCPD and the CCO.

Training records will be created and maintained within the LMS for one year and will include the training date, summary of the training and the names and job titles of those who completed the training. Records of violent incidents, including the violent incident log will be maintained for a minimum of seven (7) years in the workplace violence reporting system.

Records of violent incidents, including the Violent Incident Log, reports to Cal/OSHA of workplace violence incidents, workplace violence injury investigations and correction of work hazards will be maintained for a minimum of seven (7) years.

XII. Questions

If you have any questions, please email: wpvp@ucr.edu

XIII. Appendices

Appendix A

Violence Prevention in the UCR Community – Zero Tolerance of Violence Behavior is available on the UCR Policy website: <https://policyking.ucr.edu/home/policy/6539d1030ad0f868b866376b>

Appendix B

SUPPORT FOR FACULTY, STAFF, AND PEERS WORKING WITH A DISTRESSED STUDENT: [Counseling and Psychological Services \(CAPS\) Red Folder](#)

Appendix C

UCR EMERGENCY PROCEDURES: [Emergency Procedures Flip Chart | Office of Emergency Management \(ucr.edu\)](#)