

CITY OF BURBANK

WORKPLACE VIOLENCE PREVENTION PLAN

JULY 1, 2025



City of Burbank Workplace Violence Prevention Plan

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Section 1 - Introduction and Policy

The City of Burbank (City) is committed to providing a work environment that is free from disruptive, threatening, and/or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. Our policy is to establish, implement, and maintain an effective Workplace Violence Prevention Plan as required by California Senate Bill (SB) 533. The regulation requires employers to establish, implement, and maintain, at all times in all our facilities, a workplace violence prevention plan for the purpose of protecting employees and other personnel from aggressive and violent behavior at the workplace.

The City will not ignore, condone, or tolerate threats of violence or workplace violence by any employee, appointed or elected official, volunteer, contractor, client, or visitor as defined in Section 3 - Definitions.

This Workplace Violence Prevention Plan (WVPP) is available upon request for examination and copying by our employees, their representatives, and the Chief of Cal/OSHA or their designee

Section 2 - Scope and Purpose

The City of Burbank's WVPP is an ongoing process that includes training supervisors and employees to identify, reduce, or eliminate potential risks and hazards at worksites and in work practices. The City of Burbank communicates its workplace violence prevention procedures through the WVPP. Each department of the City of Burbank is responsible for working with the Management Services Department (MSD) Risk Management & Safety Office and communicating with employees on matters concerning safety and security, including identifying, evaluating, and mitigating workplace hazards, investigating incidents involving workplace violence, and conducting employee training.

Section 3 - Definitions

3.1 Emergency

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

3.2 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.

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3.3 Log

The Workplace Violent Incident Log required by Labor Code (LC) section 6401.9. A log consists of information about workplace violence threats, incidents and post-incident responses that meet the definition of workplace violence types.

3.4 Plan

The Workplace Violence Prevention Plan (WVPP) required by LC section 6401.9. A WVPP is a formal, written program developed by an employer to identify, prevent, and respond to workplace violence.

3.5 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 ([California Code of Regulations, Title 8, Section 342. Reporting Work-Connected Fatalities and Serious Injuries.](#)).

3.6 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.

3.7 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, and/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

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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.

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

3.8 Work Practice Controls

Procedures and rules that are used to effectively reduce workplace violence hazards.

Section 4 - Responsibility, Authority, and Compliance

4.1 Workplace Violence Prevention Plan Administrator and Coordinators

The Assistant Management Services Director – Risk Management & Safety, and/or an assigned designee, is the designated Workplace Violence Prevention Plan Administrator (WVPPA) and has the authority and responsibility for developing, implementing, and maintaining this Plan and conducting or overseeing any investigations of workplace violence reports. The Workplace Violence Prevention Plan Coordinators (WVPPC) will also be able to answer employee questions concerning this plan.

The WVPP Coordinators and Department Safety Liaisons shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVPP. Active involvement of employees can include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

The WVPPA, or an assigned designee, shall coordinate implementation of the Workplace Violence Prevention Plan with other employers (ex. contracted security staff and other employers on site), when applicable, to ensure those employers and their employees understand their respective roles as provided in the Plan. These other employers and their staff shall be provided

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with training on the City's WVPP.

The WVPPA is responsible for ensuring the Plan is clearly communicated and understood by all employees. The WVPPA ensures all employees understand and comply with the plan by:

- Informing all employees of the plan during New Employee Orientation and ongoing workplace violence prevention training.
- Ensuring all employees, including managers, and supervisors receive training on this Plan.
- Providing workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for Plan implementation.
- Evaluating employees to ensure their compliance with the Plan.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace through the City of Burbank's recognition programs such as Safe ACTS.
- Recommend disciplinary action for employees and volunteers who engage in threats of violence behaviors up to and including dismissal.
- Ensuring training of this Plan is conducted on an annual basis.

4.2 Managers and Supervisors

All managers and supervisors shall be familiar with the WVPP. A copy of the WVPP shall remain at each City of Burbank facility and be readily available for review by any employee.

Managers and supervisors are responsible for implementing and maintaining the WVPP and informing their employees of all its provisions and any safety and security rules or regulations that apply to the job task. Supervisors shall take an active and visible role in implementing the WVPP.

Managers and Supervisors will ensure that:

All employees are trained on the WVPP to complete their job assignments and are retrained whenever any new process, procedure, or equipment has been introduced into the workplace, and annually thereafter.

All employees are provided instructions on safely and securely carrying out their job assignments.

Worksites are inspected regularly, and corrective action is taken whenever hazards are identified.

Safety Meetings or Tailgate Meetings cover topics relating to workplace violence.

4.3 Employees

To maintain a safe and secure environment for employees, all employees are responsible for complying with all applicable safety and security regulations, policies, and established work

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procedures, as well as completing training.

Employees are required to:

Adhere to all City of Burbank safety and workplace violence prevention policies and procedures, including Administrative Procedures, the Injury, Illness, Prevention Plan (IIPP), and the Local Emergency Action Plan (LEAP).

Read and understand the City of Burbank's written Workplace Violence Prevention Plan (WVPP).

Report any workplace violence conditions immediately to their supervisor.

Section 5 - Communication

Employees are required to inform their supervisors or managers about any suspected threats of violence or workplace violent incidents. Employees may also report any suspected threats of violence or workplace violence directly to the Management Services Department. Employees may use the Workplace Violent Incident Log (Appendix A) and/or notify their supervisor in writing. No employee will be disciplined for reporting in good faith any threats of violence or workplace violent incidents.

After an employee has reported their concerns about any threats of violence or a workplace violent incident to their supervisor, the supervisor will report this information to the WVPP Administrator and the Management Services Department, who will investigate the incident. The WVPPA or designee will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the City of Burbank's hazard correction countermeasures outlined in the WVPP.

All employees who obtain a protective or restraining order (including any preliminary or permanent injunctions) which lists any City of Burbank locations as protected areas must provide the WVPPA, the Management Services Department, and the Police Chief with the order that has been granted by the Court and served on the respondent. The City of Burbank understands the sensitivity of the information requested and will endeavor to protect the privacy of the reporting employee, as much as possible, while taking into consideration the safety of the other employees in the workplace.

Any employee who believes he or she has the potential for violent behavior is encouraged to use the City of Burbank's confidential Employee Assistance Program (EAP) through the Burbank Employee Network (BEN) and the Management Services Department.

LifeMatters by Empathia

Main Phone Number: 1-800-634-6433

Website: [Company Login \(mylifematters.com\)](https://mylifematters.com)

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Contact: online@empathia.com

Additional Burbank Police and Fire resources:

Gina Gallivan and Associates

Phone: (424) 289-0299

Fax: (310) 443-4220

Email: pcaincorporated@gmail.com

Additionally, any employee has access to post-event trauma counseling, which can be provided by EAP.

The use of EAP services initiated by employees is confidential, and any information discussed as part of an employee's interaction with EAP is not shared with the City.

Section 6 - Training

All employees will be trained in workplace violence prevention through the Workplace Violence Prevention Plan (WVPP) via a process identified by MSD.

6.1 Frequency

Employees will complete workplace violence prevention training when the WVPP is established and annually thereafter.

Training on the WVPP will also be completed whenever a new or previously unrecognized workplace violence hazard is identified, and revisions/amendments are made to the Plan.

6.2 Topics

Every employee shall complete training on the definitions listed in the Definitions Section of this Plan (see Section 3) and on the following topics:

- The Workplace Violence Prevention Plan (WVPP)
- Obtaining a copy of the WVPP
- Employee participation in developing and implementing the WVPP
- Workplace violent incident reporting
- Emergency response
- Emergency procedures
- Workplace violence hazard identification
- Workplace violence hazard correction

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- Workplace violent incident logs
- Recordkeeping
- Employee access for questions and answers about the City of Burbank's WVPP with the WVPAP Administrator, supervisor, or designee

6.3 Participation, Engagement, and Interactivity

During training, immediately after, or later, all employees can contact the WVPP Administrator, The Workplace Violence Prevention Plan Coordinators (WVPPC), the EHS Office, or the Management Services Department for interactive questions and answers on the City's WVPP by phone, email, or in-person (see Table 6.1 for contact information).

<i>Table 6.1</i>				
Responsible Persons	Job Title	WVPP Responsibility	Phone	Email
Alvaro Valdez	Assistant Management Services Director and Risk Manager	Workplace Violence Prevention Plan Administrator	(818) 238-5022	Valdez, Alvaro AValdez@burbankca.gov
Michael Keeler	Environmental, Health, and Safety Coordinator	Workplace Violence Prevention Plan Coordinator	(818) 238-5326	Keeler, Michael MKeeler@burbankca.gov
Robert Manougian	Environmental, Health, and Safety Coordinator	Workplace Violence Prevention Plan Coordinator	(818) 238-5052	Manougian, Robert RManougian@burbankca.gov
EHS Office	General Contact	Office of WVPP Administrator and Coordinators	(818) 238-5050	Safety – Training – EHS CitySafetyTraining@burbankca.gov
Management Services Department	General Contact	Department of WVPP Administrator, Coordinators, and EHS Office	(818) 238-5026	N/A

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At any time, all employees are encouraged to actively participate by sharing experiences, providing hazard information, suggesting improvements, and proposing training topics and improvements for the Workplace Violence Prevention Program.

Employees are also encouraged to contact their Interdepartmental Safety Liaison for any suggestions or insights on workplace violence prevention that can be brought to the department safety committee meetings.

Section 7 - Procedures

7.1 Coordination with Other Employers

The City of Burbank will implement the following effective procedures to coordinate the implementation of its Plan with other employers to ensure that those employers and employees understand their respective role and responsibility, as provided in the Plan.

A copy of the Workplace Violence Prevention Plan shall be provided to City contractors performing work for the City of Burbank. The Management Services Department and/or the Financial Services Department shall ensure that the Workplace Violence Prevention Plan is sent to contractors when establishing an agreement with the City. Contractors and subcontractors are responsible for acknowledging and understanding the requirements of this policy and Plan. Contractors shall execute and submit a completed copy of the Workplace Violence Prevention Plan Acknowledgement Form to the City.

At a contractor worksite, the contractor will ensure that if its employees experience a workplace violent incident, the contractor will record the information in a violent incident log and shall provide a copy of the updated log to the City of Burbank WVPP Administrator or designee via email at CitySafetyTraining@burbankca.gov.

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7.2 Workplace Violent Incident Reporting

All threats or acts of workplace violence will be reported to an employee's immediate supervisor or manager, who will inform the WVPP Administrator and the Management Services Department. This will be accomplished by recognizing threats of workplace violence as defined in the Workplace Violence Prevention Plan (see Section 3 - Definitions) and immediately notifying the supervisor or manager.

If immediately reporting to the supervisor or manager is not possible, employees will report incidents directly to the WVPP Administrator and WVPP Coordinators using the following contacts in Table 7.1:

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<i>Table 7.1</i>				
Responsible Persons	Job Title	WVPP Responsibility	Phone	Email
Alvaro Valdez	Assistant Management Services Director - Risk Management & Safety	Workplace Violence Prevention Plan Administrator	(818) 238-5022	Valdez, Alvaro AValdez@burbankca.gov
Michael Keeler	Environmental, Health, and Safety Coordinator	Workplace Violence Prevention Plan Coordinator	(818) 238-5326	Keeler, Michael MKeeler@burbankca.gov
Robert Manougian	Environmental, Health, and Safety Coordinator	Workplace Violence Prevention Plan Coordinator	(818) 238-5052	Manougian, Robert RManougian@burbankca.gov
EHS Office	General Contact	Office of WVPP Administrator and Coordinators	(818) 238-5050	Safety – Training – EHS CitySafetyTraining@burbankca.gov
Management Services Department	General Contact	WVPP Administrator or Coordinators	(818) 238-5026	N/A

Note: Any employee who retaliates against a coworker for reporting an incident may be subject to disciplinary action including up to dismissal.

7.3 Emergency Response

If a workplace violence emergency is occurring or if a workplace violence emergency is imminent, employees should immediately activate a violent emergency alarm (if available), call 911, 9-911, or press the “Emergency” call button from a City phone or call 911 from a public phone or mobile phone. For non-emergency response, employees shall call (818) 238-3000 or local authorities from any phone and request police assistance (see Table 7.2).

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In the event of an emergency, including a Workplace Violence Emergency, contact the following:

<i>Table 7.2</i>			
Responsible Persons	Job Title	WVPP Responsibility	Phone
Burbank Police Department or local law enforcement	Police	Emergency Response	City Landline Phone: 911, 9-911, or press the "Emergency" call button Public Phone or Mobile Phone: 911
Burbank Police Department	Police	Non-emergency Response	Any Phone: (818) 238-3000

Employee Alarm Systems

Employee alarm systems can vary from location to location. The alarm system provides a warning for employees and citizens to escape safely from the workplace or the immediate work area. Alarms systems may include, but are not limited to manual pull alarms, public address systems, radio, or telephone numbers, and panic buttons.

Evacuation Routes and Maps

The evacuation routes and assembly area maps are posted by every main exit. Employees are to become familiar with all evacuation routes and assembly points by reading the employee's Local Emergency Action Plan (LEAP) and completing annual LEAP training.

Workplace Violence Evacuation

Concurrent with the City's Local Emergency Action Plans, in the event of workplace violence that requires evacuation, employees shall follow the LEAP procedures written under Section 10, Emergency Procedures:

- How to call emergency response
- How to evacuate
- How to take shelter
- How to take aggressive action

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The LEAP is available on BEN or via the Management Services Environmental, Health, and Safety Office.

7.4 Workplace Violence Hazard Identification and Evaluation

Managers, supervisors, or designees at the direction and guidance of the WVPPA, WVPPC, or designee will conduct a workplace violence hazard inspection using the Environmental Hazard Assessment and Control (EHAC) checklist provided in this Plan (see Appendix B). The designated employees shall complete Steps 1 and 2 of the checklist.

Inspections with the EHAC checklist shall be conducted:

- When the plan is first established
- After every workplace violent incident
- Whenever a new or previously unrecognized workplace violence hazard is identified

The WVPP Administrator or WVPP Coordinators will review all submitted EHAC checklists for hazard correction.

All managers, supervisors, or Interdepartmental Safety Liaisons shall email their completed EHAC checklist to the EHS Office at CitySafetyTraining@burbankca.gov.

7.5 Periodic Inspections

Additionally, managers, supervisors, or designees shall perform the workplace violence hazard inspections using the EHAC checklist annually at the direction of the Management Services Department. Completed checklists shall be emailed to the EHS Office at CitySafetyTraining@burbankca.gov

7.6 Workplace Violence Hazard Correction

Under the authority of the WVPP Administrator, employees must adhere to the following procedures to correct identified workplace violence hazards:

If an imminent workplace violence hazard exists that cannot be immediately abated without endangering an employee or employees, employees shall follow the procedures for imminent hazards in Section 6.2 Injury Illness Prevention Plan (IIPP), which is available to all employees through the Burbank Employee Network (BEN) via a City computer or through their supervisor.

All other identified workplace violence hazards submitted to the WVPP Administrator per the procedures in Section 7.4 of this Plan will be reviewed for corrective actions by completing the checklist in Appendix B and referring to the hierarchy of hazard controls. These controls or other work practice controls, as defined in section 3.8 of this Plan, may be used for corrections to workplace violence hazards, which may include, but are not limited to:

- Improved lighting around and at the workplace.

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- Post of signs notifying the public that limited cash is kept on the premises.
- Post emergency telephone numbers for law enforcement, fire, and medical services.
- Install effective systems to warn others of a violent danger or to summon assistance, e.g., alarms or panic buttons.
- Ensure adequate employee escape routes.
- Limit the amount of cash on hand and use time access safes for large bills.
- Procedures for a "buddy" system for specified emergency events.
- Provide Safety training to employees.

Workplace violence hazards identified in accordance with Sections 7.4 and 7.5 of this Plan will be documented, investigated, and tracked for hazard correction and completion by the WVPP Administrator or designee via the hierarchy of hazard controls stated in this section.

7.7 Post-Incident Response and Investigation

After a workplace violent incident, the WVPP Administrator, the WVPP Coordinators, or designee will complete a workplace violent incident investigation by completing the following actions:

- 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 video footage that may be available.
- Examine and review the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine probable cause of the incident.
- Develop corrective action to prevent similar incidents from occurring.
- Record the findings and seek to ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- Enter the incident into the Workplace Violent Incident Log (see Appendix A) and record:
 - The date, time, and location of the incident.

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- The workplace violence type or types involved in the incident.
- A detailed description of the incident.
- A classification of who committed the violence, such as a client or customer, personal contact of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, 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
- The type of incident including:
 - A physical attack with or without a weapon, a threat of physical force, or the 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:
 - 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.
- Review of all previous workplace violent incidents.
- Confirmation of support and resources, such as counseling services through the Employee Assistance Program (EAP), were provided to affected employees

The City will ensure that no personal identifying information is recorded or documented in the workplace violent incident log. This includes information that would reveal the 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 reveals the person's identity.

Section 8 – Recordkeeping

A copy of the Workplace Violence Prevention Plan (WVPP) shall be maintained at each City of Burbank facility and be readily available for review by any employee. Employees may access the WVPP electronically through the Burbank Employee Network (BEN) by navigating to:

Citywide Documents → Management Services → Safety → Workplace Violence Prevention Plan.

The document may also be reviewed or obtained in printed hard copy upon request from Management Services, the EHS Office, the WVPP Administrator, or a WVPP Coordinator.

Records of workplace violence hazard identification, evaluation, and correction will be maintained for three years in accordance with the recordkeeping requirements as outlined by Labor Code section 6401.9

Training for each employee, including the employee's name, training dates, type of training, and training provider, will be maintained for at least three years.

Records of violent incidents (see Appendix A: Workplace Violent Incident Log) will be maintained for a minimum of five years by the Management Services Department at the Administrative Services Building (301 E. Olive Ave, Burbank, CA 91502).

All Workplace Violence Prevention Program (WVPP) records required to be maintained and made shall be accessible to employees upon request. Employees may obtain copies or review WVPP-related records—including hazard assessments, incident logs, corrective actions, and training documentation—by contacting Management Services, the Environmental Health & Safety (EHS) Office, the WVPP Administrator, or the WVPP Coordinators. Requests may be made by phone, email, or in person.

For contact information, refer to Table 7.1 in Section 7.2 of this Program.

Section 9 - Annual Review

The City of Burbank's Workplace Violence Prevention Plan will be reviewed annually and updated as needed, considering the following criteria:

- Staffing
- Sufficiency of security systems
- Job, equipment, and facility design and risks
- Modifications or additions to tasks and procedures that affect plan implementation

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- Newly identified hazards
- Identified deficiencies
- Feedback provided by employees and their authorized representatives.

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

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

Incident ID # (Assigned by WVPA):	Date and Time of Incident:	Department & Division:
Specific Location of Incident:		

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

Describe Incident (Include additional pages if needed):

	<p>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.</p> <p>Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.</p> <p>Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.</p> <p>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.</p>
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Assailant information:

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

Circumstances at time of incident:

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

Location of Incident:

<input type="checkbox"/> Employee office/workstation	<input type="checkbox"/> In City vehicle	<input type="checkbox"/> Hallway
<input type="checkbox"/> Waiting Room	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Personal Residence	<input type="checkbox"/> Breakroom	<input type="checkbox"/> Other:

Type of Incident (check as many apply):

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

Consequences of incident:

Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Day Days lost from work (if any) _____
Actions taken by employer to protect employees from a continuing threat? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Completed by:

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

Appendix B

WORKPLACE VIOLENCE PREVENTION ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST

Assessed by:	Title:
Location(s) Assessed:	

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

Step 1: Identify risk factors that may increase the City of Burbank's vulnerability to workplace violence events

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

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

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	If Yes, Describe:
		Do employees frequently work with the public?	
		Do employees exchange physical currency with the public?	
		Do employees work alone at a worksite excluding remote work for a period exceeding 2 hours?	
		Do employees experience any violent or possible violent acts upon arriving at the worksite, during the employees' work schedule, and/or upon leaving the worksite?	
		Do any employees have a history of threats of violence?	
		Do employees have access to a City phone?	
		Are employees familiar with evacuation routes at their workplace?	

STEP 2: CONDUCT ASSESSMENT

Yes	No	Assessment	If Yes, Describe
		Are employee ID badges required?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	

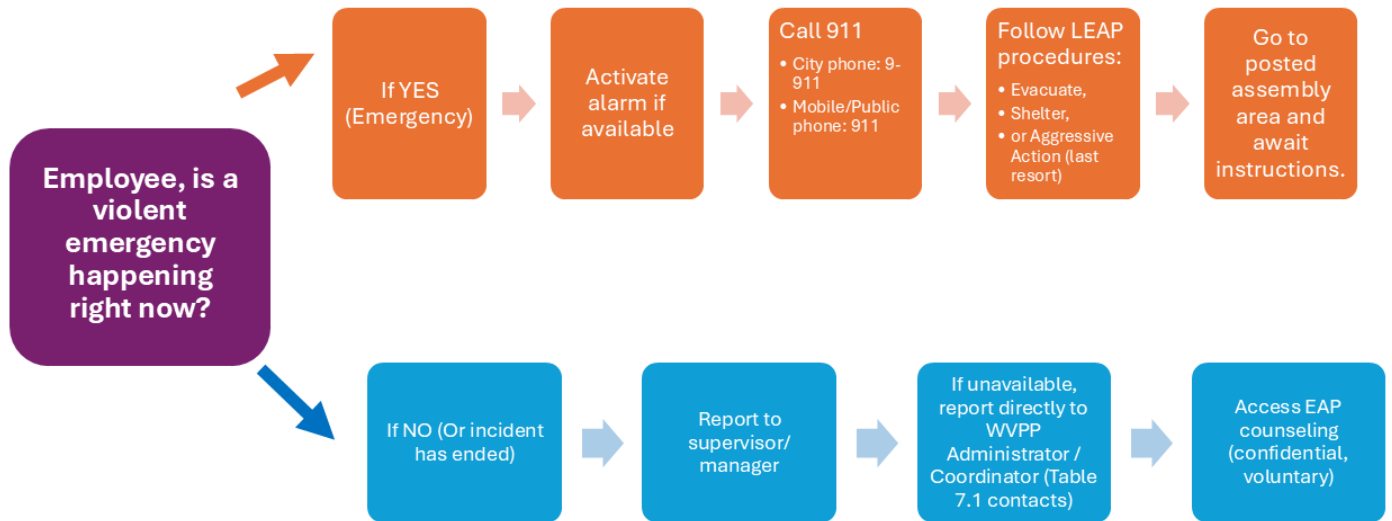
		Are waiting areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building/worksite clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are there physical barriers? (between staff and clients)	
		Are there panic buttons?	

STEP 3: DEVELOP CORRECTIVE ACTION PLAN

Action Item	Person(s) Responsible	Target Date	Status	Comments

EMPLOYEE VIOLENT INCIDENT RESPONSE AND POST-RESPONSE GUIDE

EMPLOYEE WORKPLACE VIOLENT INCIDENT
RESPONSE AND POST-RESPONSE GUIDE



SUPERVISOR VIOLENT INCIDENT RESPONSE AND POST-RESPONSE GUIDE

**SUPERVISOR WORKPLACE VIOLENT INCIDENT
RESPONSE AND POST-RESPONSE GUIDE**

