



WORKFORCE VIOLENCE PREVENTION PLAN

**SECC CORPORATION
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CORONA, CA 92878**

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I. Overview

- A. The circumstances associated with workplace violence can be divided into four major types. However, it is important to keep in mind that workplace violence is any act of violence or threat of violence that occurs in a place of employment. Workplace violence does not include lawful acts of self-defense or defense of others.
- B. Workplace violence includes, but is not limited to, the following:
1. 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.
 2. 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.
- C. The following four workplace violence types:
1. **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.
 2. **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
 3. **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
 4. **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.
- D. Our plan is accessible to all our employees:
1. When hired.
 2. Handed out at the Workforce Violence Prevention training.
- E. If the employee requests another copy in writing or gives their authorization in writing to a designated representative, we will issue another copy and/or make the plan available for all employees.

II. Responsibility

- A. We have designated the following individual(s) responsible for implementing our Workplace Violence Prevention Plan:
1. Robert Trebizo, HR Manager, 909-247-9137, rtrebizo@secc-corp.com, has the authority and responsibility for revising, organizing training, completing hazard assessments, investigating all claims/reports of workplace violence and implementing the provisions of this program for our company.
 2. Mike Aranda, President 909-393-5419, mike@secc-corp.com approves the WORKFORCE VIOLENCE PROTECTION PLAN and any changes made.

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3. Robert Trebizo, HR Manager, 909-247-9137, rtrebizo@secc-corp.com, for handling any reports of workplace violence.

III. Coordination With Other Employers

- A. We will coordinate implementation of this plan with other employers when applicable, to ensure that those employers and employees understand their respective roles as provided in the plan.
- B. We will coordinate with other employers, when applicable, to ensure that all employees are provided workplace violence prevention training and that workplace violence incidents involving any employees are reported, investigated, and recorded. The coordination procedures are as follows:
 1. Meeting with other employer(s).
 2. Site walkthrough.
 3. Weekly safety meeting.
 4. Joint task force.

IV. Communication, Reporting and Response

- A. Our system for communicating the plan and workplace violence matters. We implement this plan in a form readily understandable by employees that suits our culture, technology, methods, and workplaces. Employees shall be kept informed of the requirements of our WORKFORCE VIOLENCE PROTECTION PLAN through one or more of the following:
 1. Safety meetings – our HR Manager, Robert Trebizo, or designee will conduct a safety meeting with all employees. These meetings will provide safety information on any issues involving workplace violence, changes to our plan, incidents that occurred and safety suggestions.
 2. Training programs, postings, written communications, as well as verbal communications will be on going.
- B. We accept and respond to all reports of workplace violence. Employees can report a violent incident, threat, or other workplace violence concern to Robert Trebizo, HR Manager at 909-247-9137 or rtrebizo@secc-corp.com, or law enforcement (911 if an emergency or using the local law enforcement website or phone number).
- C. We strictly prohibit any retaliation against any employee who reports workplace violence. Any employee who believes they have experienced retaliation due to reporting workplace violence should contact Robert Trebizo, HR Manager at 909-247-9137 or rtrebizo@secc-corp.com.

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V. Compliance with Plan

- A. All employees must comply with the plan. We will ensure that all supervisory and nonsupervisory employees comply with this plan. Failure to comply with the plan could result in discipline, up to and including termination as outlined in our IIPP. We will:
1. Informing employees, managers/supervisors of the provisions of our WORKFORCE VIOLENCE PROTECTION PLAN.
 2. Recognizing employees who perform work practices which promote security in the workplace.
 3. Providing re-training to employees whose performance is deficient in complying with our WORKFORCE VIOLENCE PROTECTION PLAN.

VI. Post-Incident Response and Investigation Procedures

- A. We will respond to and investigate all reports of workplace violence, workplace violence incidents, and/or employee concerns about workplace violence. We have the following procedures in place to investigate reports of workplace violence in its workplace. and will inform employees of the results of investigation and any corrective actions taken.
1. Reviewing all previous incidents.
 2. Visiting the scene of the incident as soon as possible.
 3. Interviewing threatened or injured workers and witnesses.
 4. Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
 5. Determining the cause of the incident.
 6. Taking corrective action to prevent the incident from recurring.
 7. Recording the findings on our workplace violence incident report form and corrective actions taken.

VII. Emergency Response

- A. We will respond to actual or potential workplace violence emergencies. In a dangerous, or potentially dangerous, situation, you must quickly determine the most reasonable way to protect your own life. You should seek a safe environment, without endangering others, through evacuation or sheltering. The concept of seeking shelter is to provide protection from an outside atmosphere or condition that may be immediately dangerous to life, health, or safety.
- B. The following is our procedures to alert employees to the presence, location, and nature of workplace violence emergencies.
1. Intercom, loudspeaker, radio, phone, air horn or yelling in a clear voice.

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2. If possible, contact Robert Trebizo, HR Manager at 909-247-9137 or rtrebizo@secc-corp.com immediately to obtain help and direction.
3. Call 911 – be as specific as possible, including location of the threat, how many persons are involved, and the identity of the person(s) involved.
4. Locate emergency exits and follow the posted emergency evacuation maps if possible.
5. Remain calm.
6. Escape may be risky, depending upon the circumstance (it is a judgment call) and depending upon the circumstances, a lockdown or shelter-in-place strategy may be the safest option.
7. Get out of the area and away from the immediate threat.
8. If leaving your work area would expose you to harm, “barricade-in-place” by closing and barricading work area doors (office, storeroom, control room, shop area, etc.) hiding behind storage containers, trailers, heavy equipment and seek cover within your immediate area.
9. Stay in place until the “all clear” signal is given or as instructed by emergency responders.

C. Non-emergency Procedures

1. If you are not in immediate physical danger, but you have information or concerns regarding workplace violence, contact your supervisor at once.

D. Violence Committed

1. Call 911 immediately if a person commits an act of violence against you or another person. Advise the emergency operator of the information as stated above but include any medical emergency information as necessary. If possible, keep the phone line/call open even if you can’t talk.

E. When Law Enforcement Arrives

1. Remain calm and follow officers’ instructions.
2. Put down any items in your hands. Immediately raise hands and spread fingers.
3. Keep hands visible at all times.
4. Avoid quick movements toward officers such as attempting to hold on to them for safety.
5. Avoid pointing, screaming, or yelling.
6. Do not stop to ask officers for help or direction when evacuating.

VIII. Options

A. Evacuate

1. Escape if you can and avoid the danger.
2. Have an escape route and plan in mind.

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3. Leave your belongings behind.
4. Escape any way possible: through doors, windows, or stairs, and run at angles away from the threat, placing cover or obstacles between you and the danger until you are safe.
5. You should only attempt to rescue others if it can be accomplished without further endangering people in the area.
6. Be prepared to change your actions as the situation changes.

B. Hide Out

1. Hide in an area out view.
2. Barricade the door if it will not lock.
3. Obstruct sight lines into the secured area.
4. Turn Lights and A/V off, get down, and take cover away from doors and windows.
5. Avoid fields of fire, be quiet, pretend no one is home, and do not answer or open the door.
6. Wait for police to help you out of the building.

C. Take Action

1. As a last resort and only when your life is in imminent danger. Attempt to incapacitate the intruder.
2. Act with physical aggression and throw items at the intruder.

IX. Intimidating Situation

- A. Call 911 if a person has communicated a direct or indirect threat of physical or mental harm against you in any form (e.g. oral or written, gestures, expressions). Notify your supervisor of the event.

X. Training Procedures

- A. We will provide effective training on our WORKFORCE VIOLENCE PROTECTION PLAN to all employees. The training will be provided when the plan is first established, and annually thereafter. The training consists of the following.
 1. Review of our WORKFORCE VIOLENCE PROTECTION PLAN and how to obtain a copy of the plan at no cost, and how employees participate in development and implementation of the plan.
 2. The definitions and requirements contained in Labor Code Section 6401.9.
 3. How employees can report workplace violence incidents or concerns to us or law enforcement without fear of reprisal.

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4. Workplace violence hazards specific to the employees' jobs, the corrective measures we have outlined in this plan, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
5. Review violent incident log and how to obtain copies of the records of workplace violence hazard identification, evaluation, and correction, workplace violence prevention training records and violent incident logs.

XI. Workplace Violence Hazard Identification and Evaluation

- A. Our company will identify and evaluate workplace violence hazards. We will conduct inspections as needed to identify unsafe conditions, work practices, and employee reports or concerns related to workplace violence and to ensure compliance with our WORKFORCE VIOLENCE PROTECTION PLAN.
- B. Inspections are conducted when the plan is first established, after each workplace violence prevention incident, whenever we are made aware of a new or previously unrecognized hazard.
- C. The following individual maintains records of these annual inspections:
Robert Trebizo, HR Manager (909-247-9137, rtrebizo@secc-corp.com).

XII. Correction of Workplace Violence Hazards

- A. Our company will correct identified workplace violence hazards. We will make sure correction of workplace violence hazards are implemented with effective policies and/or procedures for correcting unsafe or unhealthy conditions, work practices, policies, and procedures in a timely manner based on the severity of the hazard.
- B. Under no circumstances will our employees be required to, or permitted to, work under conditions which pose a clear or imminent hazard. Problems that cannot be corrected immediately will be assigned to Robert Trebizo, HR Manager, to ensure completion of the corrective action. Once corrected, written documentation of the action taken will be obtained by Robert Trebizo, HR Manager.
- C. If a hazard exists and cannot be immediately corrected without endangering employees and/or property, the following steps will be followed:
 1. Remove all potentially endangered employees.
 2. Provide employees responsible to correct the condition with necessary safeguards.
 3. Correct the problem, and
 4. Document corrective action and date corrected.

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XIII. Review of Plan Effectiveness

- A. Management will review the effectiveness of the plan and revise the plan as needed. The plan will be reviewed at least annually, when a deficiency is observed or becomes apparent, and after a workplace violence incident.
- B. We will obtain the active involvement of employees and known authorized employee representatives in reviewing the plan. This will be done by sending out a memo to all employees, posting a notice near our workplace posters or announcing it at our employee safety meetings.

XIV. Workplace Violence Log

- A. We will record information in an annual log for every workplace violence incident. The log shall include all of the following:
 - 1. The date, time, and location of the incident.
 - 2. Workplace violence type or types.
 - 3. A detailed description of the incident.
 - 4. 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 another perpetrator.
 - 5. 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.
 - 6. A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - 7. The type of incident, including, but not limited to, whether it involved any of the following:
 - a) Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - b) Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - c) Threat of physical force or threat of the use of a weapon or other object.
 - d) Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - e) Animal attack.
 - f) Other.

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8. Consequences of the incident, including, but not limited to:
 - a) Whether security or law enforcement was contacted and their response.
 - b) Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
9. Information about the person completing the log, including their name, job title, and the date completed.

XV. Recordkeeping

- A. We will create and maintain for at least five years the following records:
 1. Records of workplace violence hazard identification, evaluation, correction and investigations.
 2. Training records that include dates, contents or a summary of the sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending.
 3. Violent incident logs.