

# WEST COUNTY TRANSPORTATION AGENCY



## INJURY AND ILLNESS PREVENTION PROGRAM (SB 198)

Rev: April 1, 2024

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# **INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) for West County Transportation Agency**

## **RESPONSIBILITY**

The Injury and Illness Prevention Program (IIP Program) administrator, Human Resources Coordinator, has the authority and responsibility for implementing the provisions of this program for West County Transportation Agency.

All managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program.

## **COMPLIANCE**

All workers, including managers and supervisors, are responsible for complying with safe and healthy work practices. Our system of ensuring that all workers comply with these practices include:

- 1) Informing workers of the provisions of our IIP Program.
- 2) Evaluating the safety performance of all workers.
- 3) Recognizing employees who perform safe and healthy work practices.
- 4) Providing training to workers whose safety performance is deficient.
- 5) Disciplining workers for failure to comply with safe and healthy work practices.

## **COMMUNICATION**

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes:

- 1) New worker orientation includes a discussion of safety and health policies and procedures.
- 2) Review of our IIP Program.
- 3) Workplace safety and health training programs.
- 4) Regularly scheduled safety meetings.
- 5) Posted or distributed safety information.
- 6) A system for workers to anonymously inform management about workplace hazards.
- 7) Our establishment has less than ten workers and communicates with and instructs workers orally about general safe work practices and hazards unique to each worker's job assignment.
- 8) Website – [www.schoolbusing.org](http://www.schoolbusing.org)

## HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

<b>Competent Observer</b>	<b>Area</b>
Executive Director	All Facilities
Supervisor of Transportation Operations and Safety	Dispatch/Drivers
Vehicle Maintenance and Facilities Manager	Maintenance/Shop/Service
Human Resources Coordinator (Risk Assessment Officer)	Staff

Periodic inspections are performed according to the following schedule:

1. Weekly.
2. When we initially establish our IIP Program.
3. When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
4. When new, previously unidentified hazards are recognized.
5. When occupational injuries and illnesses occur.
6. Whenever workplace conditions warrant an inspection.

## ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the accident scene as soon as possible.
2. Interviewing injured workers and witnesses.
3. Examining the workplace for factors associated with accident/exposure.
4. Determining the cause of the accident/exposure.
5. Taking corrective action to prevent the accident/exposure from reoccurring.
6. Recording the findings and corrective actions taken.

Accident/Exposure Investigation is held by Risk Assessment Officer/Human Resources Coordinator and reported to Redwood Empire Schools Insurance Group (RESIG).

## HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered.
2. When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection.

Hazard Assessment and Correction Record is included in IIPP Plan.

## TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction are provided as follows:

1. When the IIP Program is first established.
2. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health program approved by Cal/OSHA.
3. To all workers given new job assignments for which training has not previously been provided.
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and present a new hazard.
5. Whenever we are made aware of a new or previously unrecognized hazard.
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
7. To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid, including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated.

## **EMPLOYEE ACCESS TO THE IIPP**

Our employees – or their designated representatives - have the right to examine and receive a copy of our IIPP. This will be accomplished by:

Agency will provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative. Whenever an employee or designated representative requests a copy of the Program, we will provide the requester with a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program. The IIPP may be accessed on the website under Employee Information at the [www.schoolbusing.org](http://www.schoolbusing.org) website.

Any copy provided to an employee, or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

## **RECORDKEEPING**

Records of hazard assessment inspections, including the person(s) or persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a spreadsheet maintained by the Human Resources Coordinator and/or Online Safety Training Program.

Inspection records and training documentation will be maintained for one year, except for training records of workers who have worked for less than one year which are provided to the worker upon termination of employment.

# HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection: \_\_\_\_\_

Name of Person Conducting Inspection: \_\_\_\_\_

Unsafe Condition or Work Practice: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Corrective Action Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Corrective Action Completion Date: \_\_\_\_\_





## POTENTIAL HAZARD

## GENERAL SAFE WORK PRACTICE

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### Being Hit By Falling Objects/Caught in Or Between

- Limit high storage where possible.
  - Equip all cabinets over 5 feet with devices, other than magnets, to prevent doors from opening in the event of an earthquake.
  - Secure material with shelf lips or other means.
  - Store glass products, breakables, and heavy materials on lower shelves.
  - Attach cabinets, shelving, and certain fixtures to secure structures.
  - Toe boards and handrails should be in place in all loft areas.
  - Open only one file drawer at a time.
  - **DO NOT** open drawers past safety stops.
- 

### Cuts, Abrasions, Burns and Other Bodily Injuries

- Use proper carrying techniques for sharp objects.
  - Store sharp, pointed objects flat and pointed away from user.
  - Clean/store sharp utensils individually; do not mix with other materials in a sink or drawer.
  - Safety devices, such as finger guards and blade locking devices should be used on paper cutters.
  - Understand proper use techniques for each tool before using.
- 

### Cuts, Lacerations and Eye Injuries from Power Equipment

- **DO NOT** operate machines or equipment until instructed in proper use.
  - Follow manufacturer's recommendations for safe use of tool.
  - All electrical equipment should be turned off and unplugged when cleaning, repairing, or changing parts.
  - Wear eye protection if grinding or sawing materials.
- 

### Fire Injury

- Report all fires to fire and insurance officials.
  - Know fire extinguisher location and operation.
  - Know evacuation routes and alternatives.
  - Know bell or alarm system at work locations.
  - Know location of electrical and gas controls for work area.
  - Know contingency plans for various emergencies.
  - Practice specific role in emergency plan.
  - Store combustible materials away from heat source.
  - Make sure portable heaters have tip over switches and are U.L. approved.
  - Maintain good housekeeping practices.
  - **DO NOT** risk your life trying to extinguish a fire which could get out of control.
  - Storage of duplication/ditto fluids should be limited to 2 gallons, plus one in use, at a single location.
  - Unplug all electrical appliances (such as space heaters, coffee pots, etc.) at the end of each workday.
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### Electrical Shock Injuries

- Only trained personnel should work on or modify electrical systems.
- All electrical plugs should be pushed fully into receptacle.
- Make sure electrical equipment is not wet or damp.
- Always use grounded electrical cords.
- Multiple outlet extenders (power strip, etc.) must have a circuit breaker.

## POTENTIAL HAZARD

## GENERAL SAFE WORK PRACTICE

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### Electrical Shock Injuries Continued

- Unplug electrical equipment by pulling on the plug instead of the cord.
  - **DO NOT** hang objects from light fixtures.
  - Replace rather than repair electrical cords.
  - **DO NOT** remove ground prong on the make electrical plug.
  - Inspect electrical equipment, including cords, for defects before use.
  - All outlets near water/liquid sources should be Ground Fault Circuit Interrupter (GFCI) type outlets. Report on any unprotected outlets.
  - Use non-metal ladders around electrical equipment.
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### Vehicle Accidents

- Wear seat belts.
  - Maintain a current and valid California Driver's License (CDL).
  - Obey traffic laws when driving on school business in private or district vehicles.
  - Make a pre-trip inspection of all lights, brakes, tire tread, seat belts, mirrors and signals.
  - Avoid going back where possible on school grounds.
  - Practice defensive driving.
  - Keep windows clean and free of visual obstructions.
  - Keep dashboard free of clutter.
- 

### Misc. Injuries

- Horseplay is not appropriate in the workplace and should be avoided.
  - Desks, furniture and workspace should be arranged to minimize reaching, twisting, and bending.
  - Furniture, tables, workspace area and equipment should be maintained in good repair to avoid breakage or other failure which might cause injury.
  - Store lunches and food where it is safe from contamination by chemicals or other hazardous substances.
  - Unusual conditions such as extra high or low steps, low ceilings, or unclear exit should have special signs and/or be highlighted with paint to draw attention to the condition.
  - Keep file drawers closed except during immediate use.
  - Post signs warning people with pacemakers when microwave ovens are used.
  - Maintain moderate noise levels (i.e., dance music, loudspeakers, etc.).
  - Report all accidents/injuries at work.
  - Become familiar with emergency/disaster plans for your site and participate in practice drills.
  - Learn to recognize potential hazards from earthquakes and set up your classroom/work area to minimize those hazards.
  - See Appendix O for a list of additional health and safety resources.
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### Stress

- Prioritize the tasks that you are to accomplish.
- Mix tasks you like to do with those that are more difficult.
- Take breaks and relax your muscles.
- Work on developing good conflict resolution skills and effective communication skills.
- Increase level of exercise.
- Add humor and relaxing activities to the workday.
- Take vacation time regularly.
- Make friends at work and develop a support system.
- Attend stress workshops and practice stress reducing suggestions.
- When you feel overloaded with work, ask for help either administratively or from a co-worker.

**POTENTIAL  
HAZARD**

**GENERAL SAFE WORK PRACTICE**

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**Infectious Diseases  
or Health  
Conditions**

- Report infectious diseases and other health conditions to a school nurse or appropriate supervisor.
  - Practice good personal hygiene and wash hands as needed.
  - Use latex rubber gloves when contact is likely with human body fluids (blood, vomit, feces, urine, etc.)
  - Blood or other bodily fluids should be cleaned up with soap and water.
  - Keep classrooms and work areas well ventilated.
  - Dispose of contaminated materials properly.
  - Learn First Aid and CPR.
  - Contact local health professionals for additional health information.
  - See Appendix F for information on universal precautions.
- 

**Toxic Substance  
Illnesses**

- Never use any chemical without knowing its hazards. Always review the Material Safety Data Sheets (MSDS) before using any new chemical.
  - Review and follow district written Hazard Communication program.
  - Know the location of MSDS and follow recommendations for use. (See Appendix K).
  - Use non-toxic materials where possible.
  - Read container label and follow manufacturer's safe use directions.
  - Make sure that all primary and secondary containers are properly labelled.
- 

**Repetitive Motion  
Injuries  
(Cumulative  
Trauma)**

- **DO NOT** remain in one position for long periods without moving.
- Change activities as often as possible.
- Do light exercise of muscles to loosen them and reduce tension.
- Make sure your position is as comfortable as possible.
- See that your furniture is adjusted to your needs.
- Wear special equipment if it can reduce strain (special eyeglasses, wrist braces, etc.)

## SPECIFIC SAFE WORK PRACTICES

*General and specific safe work practices are integrated.  
Review the general safe work practices in conjunction with  
these specific safe work practices.*

**JOB CATEGORY:**           **BUS DRIVER**

**Type of Facility:**           Garage, School Bus, or Van Drivers

<b>POTENTIAL HAZARD</b>	<b>SAFE WORK PRACTICE</b>
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**Slips and Falls  
on Same Level**

- Keep the bus steps and floor clean and dry.
- Pay special attention to the height and condition of bus steps when getting on and off the bus and to the condition of the ground or asphalt surface.
- Watch for spilled fuels around fueling island.
- When washing buses and windows, pay special attention to slippery conditions caused by water and soap.
- Wear appropriate non-slip footwear.

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**Back Injuries**

- Adjust seat to proper position and height prior to starting the bus.
- Pay particular attention to amount of air in an air-ride seat to prevent “bottoming out”.
- Use lumbar support pillow to reduce strain on back.

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**Fire Injury**

- Know fire extinguisher location and how to operate.
- No open flames or smoking are allowed in the fueling area.
- Use proper procedures to operate fueling equipment.
- Report any malfunction of fueling equipment.
- **DO NOT** top off tanks.
- Clean up any spills and properly dispose of cleaning material prior to starting the bus.

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**Electrical Shock  
Injuries**

- Only trained personnel should work on or modify electrical systems.
- All electrical plugs should be pushed fully into receptacle.
- Make sure electrical equipment is not wet or damp.
- Always use grounded electrical cords.
- Multiple outlet extenders (power strip, etc.) must have a circuit breaker.

**POTENTIAL  
HAZARD**

**SAFE WORK PRACTICE**

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**Vehicle Accidents**

- Follow all rules and regulations required by CHP for safe operation of bus.
  - **DO NOT** operate a bus that does not meet CHP requirements.
  - Conduct red light crossings only at approved CHP stops and follow proper procedures.
  - Be particularly attentive and cautious in inclement weather or changed road conditions.
  - Alcohol, drugs, and/or medications should never be consumed at any time that it may affect the ability to operate a bus.
  - Pay particular attention to hazardous locations on the route.
  - Alert other drivers to hazardous road conditions.
  - **DO NOT** eat, drink, or smoke when operating a bus.
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**Stress**

- Establish and consistently enforce bus rules for student behavior.
  - Discuss disciplinary action and other problems with supervisor to identify possible solutions for student misbehavior, etc.
- 

**Infectious Diseases  
or Health  
Conditions**

- Provide waste containers for students to place used facial tissues, etc.
  - Use latex rubber gloves when contact is likely with human body fluids (blood, vomit, urine, feces, etc.)
  - Blood and other bodily fluids should be cleaned up with soap and water.
  - Refer to Appendix F for information on universal precautions against exposure to bloodborne pathogens.
- 

**Repetitive Motion  
Injuries  
(Cumulative  
Trauma)**

- Attending ergonomic safety training to reduce risk of repetitive motion injuries.

## **UNIVERSAL PRECAUTIONS**

Universal Precautions is an approach to infection control to treat all human blood and certain human body fluids as if they were known to be infectious for HIV, Hepatitis B and C, and other bloodborne pathogens.

The Center for Disease Control recommends Standard Precautions in all potential exposures, regardless of a known or presumed infection status. Standard Precautions apply to:

- Blood.
- All body fluids, secretions, and excretions, except sweat, regardless of whether or not they contain visible blood.
- Non-intact skin; and
- Mucous membranes.

Standard Precautions are designed to reduce the risk of transmission of microorganisms from both recognized and unrecognized sources of infection.

Standard Precautions include:

- Hand washing.
- The use of appropriate personal protective equipment, such as gloves, gowns, and masks, whenever touching or exposure to a person's body fluids is anticipated.
- Cover coughs and sneezes with inside of elbow.

## **HANDWASHING**

1. Thorough handwashing is the single most important factor in preventing the spread of infectious diseases and should be practiced routinely by all school personnel and taught to students as routine hygiene practice.

2. All staff should wash their hands in the following circumstances:

- Before handling food, drinking, eating, or smoking.
- After using the restroom.
- After contact with body fluids or items soiled with body fluids; and
- After touching or caring for students, especially those with nose, mouth, or other discharge.

3. How to wash hands: wet hands with running water and apply soap from a dispenser. Lather well and wash vigorously for 15 to 20 seconds. Soap suspends easily removable soil and microorganisms, allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse well under running water with water draining from wrist to fingertips. Leave water running. Dry hands well with a paper towel and then turn off the faucet with paper towel. Discard the towel.

### **FIRST AID INVOLVING BODY FLUIDS AND CPR**

1. Avoid direct skin contact with body fluids. If direct skin contact occurs, hands and other affected skin areas should be washed with soap and water immediately after contact has ended, to the extent practicable, using running water, liquid soap and disposable gauze, towels or tissues.

2. Disposable, single-use gloves should be used when contact with body fluids is anticipated (such as a bloody nose, etc.). Gloves should be standard components of first aid supplies so that they are readily accessible for emergencies.

3. Use a face shield with one-way valve for CPR.

### **TRASH DISPOSAL**

1. Place soiled tissues, pads, gauze bandages, towels, etc., into a plastic bag and tie or seal the bag. Place it in a second plastic bag and seal when full.

2. If needles, syringes, or lancets are used, arrange for a puncture-proof container. Place intact needles and syringes in the designated container. Do not bend or break needles. Do not recap needles.

### **USING DISINFECTANTS**

1. Environmental surfaces contaminated with body fluids should be cleaned promptly with disposable towels and approved disinfectant. Disposable gloves should be worn. Disposable items should be discarded in plastic-lined wastebaskets. A mop solution used to clean up body fluid spills should consist of the approved disinfectant. Used mops should be soaked in this solution for 30 minutes and rinsed thoroughly before reusing.

2. After cleaning up, remove and dispose of gloves, and wash hands.

3. If carpet is soiled, clean up immediately and sanitize with the district-approved disinfectant following the manufacturer's directions.

**RISK OF EXPOSURE WITH HIV AND HEPATITIS B VIRUS  
WITH EXPOSURE TO VARIOUS VOLUMES OF INFECTED BLOOD**

Type of Exposures	Volume of Blood	Human Immuno-Deficiency Virus (HIV)	Hepatitis B Virus (HBV)
Receipt of infected blood by transfusion	500 cc (1 Unit or Pint)	95.0%	100.0%
Accidental needle stick contaminated with infected blood in a clinical setting	Minute (Less than 1 cc)	0.03%	12 – 35.0%
Infected blood on broken skin in a clinical setting	Minute to Small Volume	Some Risk (6 reported cases in USA)	Some Risk
Infected blood on healthy (unbroken) skin in clinical setting	Minute to Small Volume	No Reported Cases	No Reported Cases*
Case for infected persons within household	Minute to Small Volume	No reported cases among family members of thousands of persons with AIDS**	Some Risk***

- \* Some health care workers have been infected with HBV in absence of needle stick. Presumably, those infections were acquired by blood transfers to oral or nasal mucous membranes via hands.
- \*\* No family members have contracted HIV infection unless they were themselves at risk because of sexual activity, inoculation with blood products and perinatal events.
- \*\*\* Hepatitis B Virus (HBV) transmission has occurred between babies and their family contacts, infected developmentally delayed children and their classmates and caregivers, and in other situations when chronic carriers are present for prolonged periods.

Spread of Hepatitis B may occasionally occur in special education settings and classrooms attended by developmentally delayed students who became Hepatitis B carriers while in hospital or residential facilities. The risk of Hepatitis transmission in these special education classroom settings can be almost eliminated by good environmental and personal hygiene (Universal Precautions). Hepatitis B vaccination of susceptible personnel and students can reduce the risk to virtually zero.

**WHAT IS AIDS/HIV INFECTION?**

AIDS (Acquired Immune Deficiency Syndrome) is the advanced stage of HIV (Human Immunodeficiency Virus) infection. The virus attacks the body's immune system, leaving it vulnerable to life-threatening opportunistic infections and malignancies. The virus also may directly attack the central nervous system. Person infected with HIV frequently have no apparent symptoms and usually appear to be in good health. More than half of the persons in the United States who have been diagnosed to have AIDS (the advanced stage of HIV infection), have died.



## **HOW IS HIV INFECTION SPREAD?**

The possibility that AIDS/HIV will be transmitted in schools, the workplace, and other public gatherings is remote. AIDS/HIV infection is not transmitted from one person to another through everyday activities. You will not get AIDS by being around or working with a person who is infected or by having ordinary daily contact with an HIV infected person.

Everyone infected with HIV, even a person without apparent symptoms, can transmit the infection. HIV infection is transmitted by:

1. Any sexual activity involving direct contact with semen, blood, or vaginal secretions of someone who is infected,
2. Sharing intravenous (IV) needles and/or syringes with someone who is infected,
3. Penetrating the skin with needles that have been used to inject an infected person,
4. Direct contact on broken skin with infected blood,
5. Receiving blood transfusion or blood products from someone who is infected [a screening test has been used since 1985 that has reduced this risk to 1 in 68,000 in California (AIDS Update, December 1988)], and
6. Being born to an infected mother.

## **WHAT IS HEPATITIS B?**

Hepatitis B is an infection of the liver caused by a virus present in blood and other body fluids of infected persons. Less than 50 percent of people who become infected show symptoms of illness. The symptoms are like those of Hepatitis A and include fatigue, mild fever, muscle or joint aches, nausea, vomiting, loss of appetite, and abdominal pain. In some patients, the urine turns dark, and the skin becomes yellow. The onset of symptoms may appear 6 weeks to 6 months after becoming infected with the virus. Death is uncommon in Hepatitis B, but 5 to 10 percent of those infected become long term virus carriers. Up to 25 percent of carriers may develop serious chronic liver disease.

## **HOW IS HEPATITIS B SPREAD?**

An infected person can transmit Hepatitis B if the virus remains in the blood. Transmission may occur as early as 4 weeks before any symptoms occur. A small number of people will carry the virus in their blood for years and are known as chronic carriers. Hepatitis B is transmitted by:

1. Sexual activity involving semen, blood, or vaginal secretions,
2. Sharing with someone who is infected, unsterile instruments used to penetrate the skin such as those used for tattooing, ear piercing, and razors,
3. Sharing intravenous (IV) needles and/or syringes with someone who is infected,
4. Direct contact of infected blood with mucous membranes of the eye or mouth,
5. Direct contact with infected blood with broken skin (e.g., cuts),
6. Accidental needle sticks with needles containing blood from a virus carrier,
7. Being born to an infected mother.

# **HOW TO READ AND INTERPRET A MATERIAL SAFETY DATA SHEET**

## **SECTION ONE (1) – CHEMICAL IDENTIFICATION**

This first section of the MSDS helps you identify the chemical. It lists the name of the chemical, any trade names, and the chemical manufacturer's name and address. This section may also list an emergency phone number.

## **SECTION TWO (2) – HAZARDOUS INGREDIENTS**

This section lists what is in the chemical that can harm you. It also lists the concentration of the chemical to which you can safely be exposed, often listed is the permissible exposure limit (PEL) or the threshold limit value (TLV). These safe exposure limits are usually figured for average exposures over a typical work shift.

## **SECTION THREE (3) – PHYSICAL DATA**

This section describes the chemical's appearance, odor, and other characteristics. Percent volatile, for instance, is how much of the chemical evaporates at room temperature. Sulfuric acid has a low percent volatile, but it can be harmful if inhaled. Respiratory protection or extra ventilation may be needed.

## **SECTION FOUR (4) – FIRE AND EXPLOSION DATA**

Here you can find at what temperature the chemical ignites, called the flash point. If a chemical is flammable, it can ignite below 100 degrees Fahrenheit. This section also lists extinguishing media – what will put out the fire safely – such as water spray, foam or other type of fire extinguisher.

## **SECTION FIVE (5) – HEALTH HAZARDS**

This section lists symptoms of overexposure such as skin rash, burn, headache, or dizziness. It also tells you first aid and emergency procedures in case of overexposure, such as flushing your exposed skin with running water for 15 minutes. It may also list any medical conditions that can be aggravated by exposure to the chemical.

## **SECTION SIX (6) – REACTIVITY DATA**

Here you will find whether the chemical "reacts" with materials or conditions. Incompatibility lists the materials, such as water or other chemicals, which cause the chemical to burn, explode, or release dangerous gases. Instability lists the environmental conditions, such as heat or direct sunlight, which can cause a dangerous reaction.

## **SECTION SEVEN (7) – SPILL OR LEAK PROCEDURES**

This section tells you what to use to clean up an accidental spill or leak. No matter what the chemical is, always notify your supervisor right away. Before cleaning up a chemical spill, you may need to wear respiratory protection, gloves, safety goggles, or protective clothing. This section may also include notes on how to dispose of the chemical safely.

## **SECTION EIGHT (8) – SPECIAL PROTECTION**

Here you will find a listing of any personal protective equipment (PPE) (respiratory protection, gloves, eye protection) you need to work safely with the chemical. If protective equipment is needed, this section may list the specific types that are recommended, such as full-face mask respirator, rubber gloves, and chemical safety goggles.

## **SECTION NINE (9) – SPECIAL PRECAUTIONS**

This section lists any other special precautions to follow when handling the chemical. This may include what to have nearby to clean up a spill or put out a fire, and what safety signs to post near the chemical. This section also lists any other health and safety information not covered in other parts of the MSDS.

## REFERENCES

### GENERAL SAFETY:

#### RESIG

5760 Skylane Blvd., #100  
Windsor, CA 95492  
(707) 836-0779

#### NATIONAL SAFETY COUNCIL

Website: [www.nsc.org](http://www.nsc.org)

#### OSHA PUBLICATIONS

200 Constitution Ave. NW  
Washington, D.C. 20210  
(800) 321-6742

#### CAL OSHA CONSULTATION SERVICES

Northern California  
2424 Ardent Way, Ste. 410  
Sacramento, CA 95825  
(916) 263-0704

#### SONOMA COUNTY OFFICE OF EDUCATION

Environmental and Health Services Department  
5340 Skylane Blvd.  
Santa Rosa, CA 95403  
(707) 524-2600

### EARTHQUAKE SAFETY:

Bay Area Regional Earthquake Alliance  
Website: [www.bayquakealliance.org](http://www.bayquakealliance.org)

### BLOODBORNE PATHOGENS AND UNIVERSAL PRECAUTIONS:

#### SONOMA COUNTY PUBLIC HEALTH DEPT.

3313 Chanate Rd.  
Santa Rosa, CA 95404  
(707) 565-4700

**WORKPLACE VIOLENCE PREVENTION PLAN**  
**WEST COUNTY TRANSPORTATION AGENCY**

April 2024

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9.

Date of Last Review: April 1, 2024

**DEFINITIONS**

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

***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.

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

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

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

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

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

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

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

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

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

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

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

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

**RESPONSIBILITY**

The WVPP administrator, Executive Director or Designee has the authority and responsibility for implementing the provisions of this plan for West County Transportation Agency. If there are multiple people responsible for the plan, their roles have been clearly described, below.

<b>Responsible Persons</b>	<b>Job Title/Position</b>	<b>WVPP Responsibility(ies)</b>	<b>Phone #</b>	<b>Email</b>
Chad Barksdale	Executive Director	<b>Overall responsibility for the plan;</b> approves the final plan and any major changes.	707-206-9988 Ext. 230	cbarksdale@schoolbusing.org
Amanda O'Connor	Human Resources Specialist	<b>Responsible for employee involvement and training;</b> organizes safety meetings, updates training materials, and handles any reports of workplace violence.	707-206-9988 Ext. 218	aoconnor@schoolbusing.org
Kevin Rickert	Manager of Vehicle	<b>Responsible for emergency response, hazard</b>	707-206-9988 Ext. 224	krickert@schoolbusing.org

	Maintenance and Facilities	<b>identification, and coordination with other employers;</b> conducts safety inspections, organizes safety meetings, coordinates emergency response procedures, and communicates with other Agencies about the plan.		
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All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

**EMPLOYEE ACTIVE INVOLVEMENT**

West County Transportation Agency 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. Management will have regularly scheduled safety meetings 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).
  - Designing and implementing training through the onsite Bus Training Staff, Consultants, Outside Vendors, and annual Online Training modules.
  - Reporting and investigating workplace violence incidents using current incident reports for supervisor review and action.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors 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 as outlined in the Injury and Illness Prevention Plan (IIPP).
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

## **EMPLOYEE COMPLIANCE**

Our system to ensure that employees comply with the 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, include at a minimum:

- Training employees, supervisors, and managers in the provisions of West County Transportation Agency Workplace Violence Prevention Plan (WVPP).
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by verbal conversations, emails, memos, and or certificate of employee of the month from the management team.
- Discipline employees for failure to comply with the WVPP per Education Code and Collective Bargaining Agreement policies and procedures.

## **COMMUNICATION WITH EMPLOYEES**

We recognize that open, two-way communication between our management team, staff, 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 management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
- 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 per the Education Code and Collective Bargaining Agreement policies and procedures.

## **COORDINATION WITH OTHER EMPLOYERS**

West County Transportation Agency 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 employees will be trained in workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.

## **WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE**

West County Transportation Agency will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by verbal or written communication. If that's not possible, employees will report incidents directly to the WVPP Executor Director.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.]

## **EMERGENCY RESPONSE PROCEDURES**

West County Transportation Agency has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by Bus Bulletin or email.
- West County Transportation Agency has evacuation or sheltering plans.
- How to obtain help from staff, security personnel, or law enforcement.

## **WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION**

The following policies and procedures are established and required to be conducted by West County Transportation Agency 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, and whenever the employer is made aware of a new or previously unrecognized hazard.



- Review all submitted/reported concerns of potential hazards:
  - Daily or weekly review of all submitted and reported concerns.
  - Workplace Violence Hazards suggestion box
  - Voicemail/email/text messages

## **PERIODIC INSPECTIONS**

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

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- 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.
- The use of work practices such as the "buddy" system for specified emergency events.
- How well our establishment's management and employees communicate with each other.

- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.]

## **WORKPLACE VIOLENCE HAZARD CORRECTION**

Workplace violence hazards will be evaluated and corrected in a timely manner. West County Transportation Agency 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. Employees needing to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.

## **PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION**

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, 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, supervisor 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, or other area.
- The type of incident, including, but not limited to, whether it involved any of the following:
  - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
  - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
  - Threat of physical force or threat of the use of a weapon or other object.
  - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
  - Animal attack.
  - Other.
- Consequences of the incident, including, but not limited to:
  - Whether security or law enforcement was contacted and their response.
  - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
  - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.
- Support and resources, such as counseling services, are provided to affected employees. The Employee

Assistance Program (EAP) is available to all employees through the Agency Health and Welfare Insurance Group, California Value Trust (CVT).

Ensure that no personal identifying information is recorded or documented in the written investigation report. 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.

## **TRAINING AND INSTRUCTION**

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve 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.
- West County Transportation Agency will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:
  - The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
  - How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
  - Workplace violence hazards specific to the employees' jobs, the corrective measures West County Transportation Agency 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 West County Transportation Agency has for interactive questions and answers with a person knowledgeable about the West County Transportation Agency plan.
  - Strategies to avoid/prevent workplace violence and physical harm, such as:
    - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified

escape routes or locations for sheltering.

- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee.
- Post-event trauma counseling for employees desiring such assistance.

## **EMPLOYEE ACCESS TO THE WRITTEN WVPP**

West County Transportation Agency 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:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.

## **RECORDKEEPING**

West County Transportation Agency 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 people conducting the training.
  - Names and job titles of all people 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.

## **EMPLOYEE ACCESS TO RECORDS**

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

## **REVIEW AND REVISION OF THE WVPP**

The West County Transportation Agency WVPP will be reviewed for effectiveness:

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

## **EMPLOYER REPORTING RESPONSIBILITIES**

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, West County Transportation Agency 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.

“I, Chad Barksdale, Executive Director, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/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.”

\_\_\_\_\_  
Chad Barksdale, Executive Director

\_\_\_\_\_  
Date

## 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

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)

Check which of the following describes the type(s) of incident, and explain in detail:

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

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

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

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

Provide a detailed description of the incident and any additional information on the violence incident type and what it included. *Continue on separate sheet of paper if necessary:*\_\_\_\_\_

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Workplace violence committed by: *For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or another perpetrator.*\_\_\_\_\_

Circumstances at the time of the incident: *What was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.?*\_\_\_\_\_

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Where the incident occurred: *Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.* \_\_\_\_\_

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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.* \_\_\_\_\_

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Were there any injuries? Yes or No. Please explain: \_\_\_\_\_

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Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain: \_\_\_\_\_

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Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted. \_\_\_\_\_

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A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom. \_\_\_\_\_

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This violent incident log was completed by:

\_\_\_\_\_  
Name of person completing log

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of person completing log