

RESOLUTION NO. 2024-44
OF THE BOARD OF DIRECTORS OF THE
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT
ADOPTING THE WORKPLACE VIOLENCE PREVENTION PLAN
UNDER SENATE BILL NO. 553

WHEREAS, the Board of Directors (Board) of the Georgetown Divide Public Utility District (District) local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and,

WHEREAS, on September 20, 2023, Governor Newsom signed Senate Bill No. 553 ("SB 553") into law, which requires certain California employers to take steps to prevent and respond to workplace violence; and,

WHEREAS, notably, SB 553 added Section 6401.9 to the California Labor Code, which, effective July 1, 2024, requires covered employers to adopt a comprehensive workplace violence prevention plan; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT adopts Resolution 2024-XX approving the Workplace Violence Prevention Plan under Senate Bill No. 553.

PASSED AND ADOPTED by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 10th day of July 2024, by the following vote:

AYES: Saunders, Stovall, Thornbrough, Seaman and MacDonald

NOES: None

ABSENT/ABSTAIN: None



Mitch MacDonald, President, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

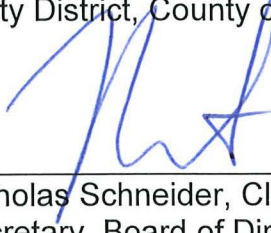
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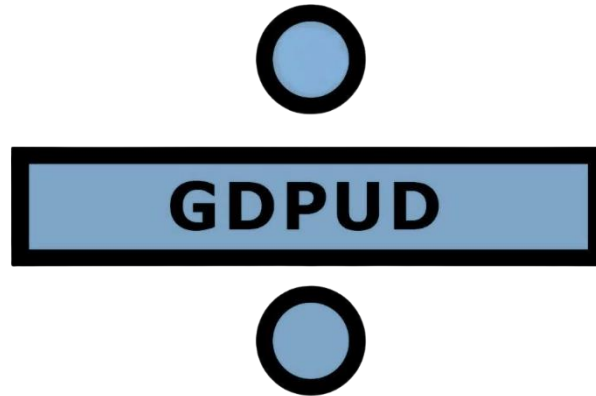
Nicholas Schneider, Clerk, and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

CERTIFICATION

I hereby certify that the foregoing is a full, true, and correct copy of Resolution 2024-44 duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 10th day of June 2024.



Nicholas Schneider, Clerk, and Ex officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT



**GEORGETOWN DIVIDE PUBLIC UTILITY
DISTRICT**

Workplace Violence Prevention Plan

6425 Main Street
Georgetown, CA 95634

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Appendices

- A. Workplace Violent Incident Log
- B. Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist

Policy

Georgetown Divide Public Utility District (“the District”) is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, customer, member of the public, and/or visitor. Our policy is to establish, implement, and maintain an effective plan, both as required by law and to protect employees and other personnel from violent behavior at the workplace.

This Workplace Violence Prevention (WVP) plan is available upon request for examination and copying to our employees, their representatives, and representatives from Cal/OSHA.

Prohibited Acts

The District will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, or visitor.

- *Threats of violence* include verbal and written statements, as well as behavioral conduct, that conveys an intent (or is reasonably perceived to convey an intent) to cause physical harm or place someone in fear of physical harm.
- *Workplace violence* means any act of violence or threat of violence that occurs at the work site, including but not limited to:
 - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
 - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury.
 - The term workplace violence does not include lawful acts of self-defense or defense of others.

Workplace violence can be categorized into four types:

Type 1: Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime.

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

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

Type 4: Workplace violence committed in the workplace by someone who is not an employee but has or is known to have had a personal relationship with an employee.

The District prohibits all *dangerous weapons* that are not provided to or used by employees in the course of their assigned duties (e.g., for District service/maintenance needs, etc.) or security duties on all District property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on District property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor in possession of prohibited dangerous weapons will be banned from the premises. *Dangerous weapons* include any instrument capable of inflicting death or serious bodily injury.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

The General Manager, or an assigned designee, is the designated WVP Plan Administrator (Administrator) and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The General Manager will also be able to answer employee questions concerning this plan.

The General Manager, or an assigned designee, shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could 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 General Manager, or an assigned designee, shall coordinate implementation of the workplace violence prevention plan with other employers (for example, if contracted security staff and/or other employers perform work on District property), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. The District shall ensure that other employers are aware of and acknowledge their obligations to have a compliant WPV plan.

Managers and Supervisors

Responsibilities of these employees include:

- Implementing the WPV plan in their work areas;
- Providing input to the Administrator regarding the WPV plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

Employees

Responsibilities of all employees (including those who are managers and supervisors) include:

- Complying with the plan;
- Maintaining a violence-free work environment;
- Attending all WPV training;
- Following all directives, policies, and procedures relating to the WPV plan; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Compliance

The General Manager is responsible for ensuring the WPV plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the plan:

- Informing all employees of the WPV plan during new employee safety orientation training and during ongoing WPV training;
- Ensuring *all* employees, including managers, and supervisors receive training on this WPV plan;
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for plan implementation;
- Evaluating employees to ensure their compliance with the WPV plan;
- Disciplining employees who engage in threats of violent behaviors, up to and including termination; appropriately communicating with appointed or elected officials who engage in threats of violent behaviors; adequately addressing volunteers who engage in threats of violent behaviors up to and including dismissal; and
- Ensuring training regarding this WPV plan is conducted on an annual basis or in compliance with Cal/OSHA standards.

Communication and Training

Communication:

Managers and supervisors are responsible for communicating with employees about workplace violence in a form easily understandable by all employees, and in ways that allow employees to feel comfortable identifying violence or threat of violence issues and elevate it for attention and support. Employees must be able to inform management about workplace hazards or threats of violence without fear of reprisal or adverse action.

Open two-way communication between the District's management team and staff about workplace violence issues is essential to a safe and productive workplace. Employees are encouraged to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting

of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After an employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the supervisor will report this information to the Administrator who will investigate the incident. The Administrator will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the District's responsibility in complying with hazard correction measures outlined in the WVP plan.

Any employee impacted by actual or threatened violent behavior is encouraged to use the District's confidential Employee Assistance Program:

Anthem ACWA/JPIA Employee Assistance Program

Main Phone Number: 1-800-999-7222

Website: www.anthemEAP.com

Training:

Each District employee (including managers and supervisors) is required to attend a workplace violence training when this Plan is adopted, and annually thereafter, and as may otherwise be required by law. Additional training will be provided as appropriate under the circumstances (e.g. when a new or previously unrecognized workplace violence hazard has been identified).

Employee training on workplace violence will address general and job-specific workplace violence practices. This training will address the following:

- This plan, how to obtain a copy of this plan, and how to participate in the development and implementation of the plan;
- Workplace violence hazards that employees may encounter in their jobs, the corrective measures the District has implemented, and strategies to avoid physical harm;
- How to recognize the potential for violence and escalating behavior as well as how to seek assistance to prevent or respond to violence;
- Strategies to de-escalate behaviors and to avoid physical harm;
- District alerts, alarms, or systems that are in place to warn of emergencies;
- How to report workplace violence incidents or concerns to the District or to law enforcement without fear of reprisal;
- How to recognize alerts, alarms, notifications, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering; and
- Anthem ACWA/JPIA Employee Assistance Program

Training will occur at the following times:

- When the WVP plan is first established;
- At time of hire or transfer (during employee orientation);

- Annually to ensure all employees understand and comply with this WVP plan;
- When new equipment or work practices are introduced; and
- When a new or previously unrecognized workplace violence hazard has been identified (this additional training may be limited to addressing the new workplace violence hazard or changes to the plan).

Employees who receive training in a form other than live will have the opportunity to meet with a person knowledgeable on the plan the training for interactive questions to be answered.

Procedures

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, the General Manager, or other department manager/head, will alert employees of the presence, location, and nature of the workplace violence through some or all of the following methods (and others as technology evolves):

- Communication through District phone lines
- Text
- E-mail

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify the General Manager and/or their immediate supervisor.

Employees can obtain help from staff assigned to respond to workplace violence emergencies. Employees shall call 911 to report the incident and request assistance from law enforcement.

In the event of an active shooter or assailant, employees shall implement the run, hide, and fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Emergencies and Reporting a Crime

For immediate assistance in an emergency that is not associated with a service call, contact local emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement. After emergency assistance has been requested, employees should also notify their supervisor, manager, and the General Manager as soon as possible.

Reporting Workplace Violence Concerns

Employees who witness or experience *threats of violence* or *workplace violence* can report the

incident through their chain of command or directly to the General Manager or Human Resources. Employees who choose to report anonymously may do so by submitting the incident in writing through interoffice mail. The General Manager will ensure the subject of the threat is informed.

Restraining Orders

Employees or other personnel affiliated with the District who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the General Manager. Supervisors who receive notification of a restraining order that includes the workplace will meet with the General Manager to decide what actions, if any, need to be initiated.

Hazard Assessment

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard and will be documented and dated.

Post Incident Response and Investigation

Managers and supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Identify all employees involved in the incident;
- Interview involved parties;
- Determine the cause of the incident;
- Offer employees individual trauma counseling resources (through the EAP program);
- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented;
- Take corrective action, if needed, to prevent similar incidents from occurring; and
- Record the incident in the Workplace Violent Incident Log.

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, alone or in combination with other publicly available information, reveals the person's identify.

Recordkeeping

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for five years.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of three years.
- Records of violent incidents (Workplace Violent Incident Log) will be maintained for a minimum of five years.

Annual Review

The District'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;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

Appendix A WORKPLACE VIOLENT INCIDENT LOG

This log must be used for every workplace violence incident that occurs in the District's workplace. 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
- Any other identifying information

Date of the incident: _____

Time (or approximate time) that the incident occurred: _____ a.m./p.m.

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

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

Note: *It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.*

- 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 _____

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

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

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

- 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.

- A copy of this violent incident log needs to be provided to the Administrator. Indicate when it was provided and to whom.

This violent incident log was completed by:

Name of individual completing this log: _____

Title of individual completing this log: _____

Signature of person completing this log

Date of completion

**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 District’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	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet-resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for interaction with members of the public allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are visitors clearly informed how to use the District's services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belongings?	

Building Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	

Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are security escorts available upon request?	

Offsite

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the parking to the site?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Is video surveillance provided outside of and inside the building?	
		Is there enough lighting to see clearly?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in areas?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Are trained security personnel or staff accessible to employees?	
		Do areas used for interaction with members of the public allow co-employees to observe problems?	

Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and members of the public)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Do doors lock?	
		Are telephones with an outside line programmed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

