

County of Siskiyou Workplace Violence Prevention Plan



(“WVPP”)

*Adopted by the Board of Supervisors on
May 20, 2025*

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I. Purpose

The purpose of the County of Siskiyou's Workplace Violence Prevention Plan ("Plan" or "WVPP") is to establish, implement, and maintain an effective workplace violence prevention plan as required under Labor Code sections 6401.7 and 6401.9.

Specifically, this Plan contains procedures to address the following statutory requirements:

- 1) Record information in a Violent Incident Log for every incident of Workplace Violence, as defined below.
- 2) Provide effective training to employees on the legal requirements related to the prevention of workplace violence, including but not limited to the County of Siskiyou's WVPP.
- 3) Maintain records of the following: (a) Workplace Violence hazards, (b) County of Siskiyou employee (hereinafter referred to as "employees") trainings, (c) Violent Incident Logs, and (d) the investigation of any incident of Workplace Violence.
- 4) Ensure certain records are made available to the Division of Occupational Safety and Health ("Division" or "DOSH"), employees, and any authorized employee representatives.

II. Scope of Coverage

Workplaces

The WVPP shall apply to all County of Siskiyou workplaces, unless a workplace is expressly exempted from coverage.

The following workplaces are exempt from and not subject to the WVPP:

- 1) A workplace that qualifies as a "health care facility," as that term is defined by the California Department of Public Health ("CDPH"), health care services, or health care operations, which is covered by the County of Siskiyou's Jail Workplace Violence Prevention Plan.
- 2) Siskiyou County Sheriff's Department
- 3) A workplace that an employee has chosen to telework from, that is not under the control of the County of Siskiyou.



Employees

The WVPP applies to all County of Siskiyou employees, unless an employee is expressly exempted.

The following employees are exempt from coverage under the WVPP:

- 1) An employee who is working in the County of Siskiyou's health care facility, services, and operations who is covered by the Siskiyou County Jail Workplace Violence Prevention Plan.
- 2) An employee who is teleworking from a location of the employee's choice, which is not under the control of the County of Siskiyou.

III. Effective Date

- 1) The effective date of this Plan is March 4, 2025.
- 2) The Plan shall continue in full force and effect until repealed, rescinded, or updated.

IV. Definitions

For the purposes of the WVPP, the following definitions apply:

- 1) "Access" means the right and opportunity to examine and receive a copy of the WVPP.
- 2) "Designated Representative" means any individual or organization to whom an employee gives Written Authorization to exercise a right of Access. A recognized or certified collective bargaining agent shall be considered a Designated Representative for the purpose of Access to the WVPP.
- 3) "Emergency" or "Emergencies" means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
- 4) "Engineering Controls" mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.
- 5) "Serious Injury or Illness" means 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.

- 6) "Threat of Violence" means 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.
- 7) "Workplace Violence" means any act of violence or Threat of Violence that occurs in the County of Siskiyou's covered workplace. Workplace Violence does not include lawful acts of self-defense or defense of others. Workplace Violence includes but is not limited to the following:
 - a) **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.**
 - b) **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 (4) types of Workplace Violence:**
 - i) "Type 1 violence" means Workplace Violence committed by a person who has no legitimate business at the workplace and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
 - ii) "Type 2 violence" means Workplace Violence directed at employees by customers, clients, patients, students, inmates, or visitors.
 - iii) "Type 3 violence" means Workplace Violence against an employee by a present or former employee, supervisor, or manager.
 - iv) "Type 4 violence" means 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.
- 8) "Deputy County Administrator Personnel & Risk Management Officer or designee" means the individual who is responsible for implementing the WVPP.



- 9) “Work Practice Controls” means procedures and rules, which are used to effectively reduce Workplace Violence hazards.
- 10) “Written Authorization” means a request provided to the County of Siskiyou containing the following information:
- a) The name and signature of the employee authorizing a representative of the employee to access the WVPP on the employee’s behalf.
 - b) The date of the request.
 - c) The name of the designated representative (individual or organization) authorized to receive the WVPP on the employee’s behalf; and
 - d) The date upon which the Written Authorization will expire, if less than one (1) year.
- 11) “WVPP” or “Plan” means the Workplace Violence Prevention Plan.
- 12) “Violent Incident Log” or “Log” means the violent incident log required by this WVPP.

V. The Plan

A. Access

The County of Siskiyou makes the WVPP available and accessible to employees, Designated Representatives, and representatives of the DOSH at all times.

1) Employees

The County of Siskiyou will provide Access to the WVPP to employees as follows:

- a) An employee can Access the WVPP through the County of Siskiyou Employee Connection or the [County of Siskiyou Website](#) where the employee can review, print, and email the current version of the WVPP.

2) Designated Representatives

- a) The County of Siskiyou will make the WVPP available and provide Access to Designated Representatives in a manner consistent with Section V(a)(1) of the County of Siskiyou’s WVPP only after the employee provides Written Authorization to the County of Siskiyou, unless otherwise stated.

- b) The County of Siskiyou makes the WVPP available and provides Access to any



employee organization that represents employees in a manner consistent with WVPP Section V(a)(1) without requiring that an employee provide prior Written Authorization to the County of Siskiyou

3) DOSH Representatives

- a) The County of Siskiyou will make the WVPP available to DOSH representatives upon request.

B. Implementation

The individual(s) identified below shall serve as the County of Siskiyou's Workplace Violence Prevention Coordinator and is authorized to and responsible for implementing the WVPP:

("Title")	Job Title/Position	Contact Information	WVPP Responsibilities
Workplace Violence Prevention Coordinator	Deputy County Administrator Personnel & Risk Management Officer or Designee	(530) 842-8005 1312 Fairlane Rd Yreka, CA 96097	Coordinator

Specifically, the Deputy County Administrator, Personnel & Risk Management Officer or designee will be responsible for the following:

- 1) Establish and coordinate Work Practice Controls.
- 2) Establish and coordinate Engineering Controls.
- 3) Respond to reports of Workplace Violence incidents and Workplace Violence hazards, including investigating incidents of Workplace Violence and Workplace Violence hazards.
- 4) Prepare and make available to any affected employees, the records of the workplace violence issues and maintain for review by DOSH upon request.
- 5) Review the results of the County of Siskiyou's periodic, scheduled workplace inspections.
- 6) Review investigations of Workplace Violence and their causes, and where appropriate, submit suggestions to the County of Siskiyou's management for the prevention of future incidents.



- 7) Review investigations of alleged Workplace Violence hazards.
- 8) Submit recommendations to assist in the evaluation of employee safety suggestions.
- 9) Upon request from the DOSH, verify abatement action taken by the County of Siskiyou to abate citations issued by the DOSH.
- 10) Provide updates to the WVPP.
- 11) Prepare and implement Workplace Violence training subsequent to the initial training.
- 12) At minimum, review the WVPP under the following circumstances:
 - a) Once annually.
 - b) When a deficiency is observed or becomes apparent.
 - c) After a Workplace Violence incident.

A review of the WVPP should include the following:

- i) Review of the Violent Incident Log.
- ii) Review employee comments and feedback on the WVPP.
- iii) Review of other records.
- iv) A physical inspection of the workplace.

Following the review, report any revisions to the Plan to employees.

C. Obtaining Active Employee Involvement in Developing and Implementing the Plan

The County of Siskiyou encourages the active involvement of employees in developing and implementing the WVPP through and by the measures discussed in the sections below.

1) Identifying, Evaluating, and Correcting Workplace Violence Hazards

The County of Siskiyou encourages the active involvement of employees in identifying, evaluating, and correcting Workplace Violence hazards through and by the following means:



- a) Survey employees regarding the identification, evaluation, and correction of any Workplace Violence hazards.
- b) Provide a means by which employees may provide anonymous feedback regarding the identification, evaluation, and correction of any Workplace Violence hazards.
- c) Provide a means by which employees may report potential Workplace Violence hazards that the County of Siskiyou will evaluate and, if necessary, correct.

2) Designing and Implementing Training

The County of Siskiyou encourages the active involvement of employees in designing and implementing training through and by the following means:

- a) Provide opportunities for employees to identify the daily activities they believe put them at most risk for Workplace Violence and address those activities within the training.
- b) Authorize sufficient time and resources to facilitate employee participation, including holding training during regular working hours.
- c) Establish surveys to evaluate the effectiveness of the training and authorize sufficient time and resources following each training to ensure employees can complete the evaluation. The County of Siskiyou shall adapt the training based on the results of these evaluations.

3) Reporting and Investigating Workplace Violence Incidents

The County of Siskiyou encourages the active involvement of employees in reporting and investigating Workplace Violence incidents through and by the following means:

- a) Encourage any employee who experiences, witnesses, or becomes aware of a violent incident, threat, or other Workplace Violence concern in which there is an immediate threat to the employee's safety or the safety of others or where a Serious Injury or Illness has occurred to immediately report the incident to law enforcement, security, and/or emergency medical services.
- b) Encourage any employee who experiences, witnesses, or becomes aware of a violent incident, threat, or other Workplace Violence concern to immediately report the facts and circumstances of the violent incident, threat, or other Workplace Violence concern to their supervisor, the County Safety Officer, or to the Deputy County Administrator Personnel and Risk Management Officer.



- c) Implement procedures to ensure that employees are not retaliated against for reporting or participating in investigations of Workplace Violence incidents.
- d) Allocate adequate resources and training for employees to appropriately recognize Workplace Violence concerns.
- e) Provide coverage, if necessary, so employees can immediately report a concern of Workplace Violence during their regularly scheduled work hours and participate in investigations; and
- f) Recognize and reward employees who report violent incidents, threat, or other Workplace Violence concerns.

D. Compliance

The County of Siskiyou will ensure compliance with the Plan through and by the measures discussed in this section.

1) Expectations of Employees Regarding Compliance with the Plan

a) Employees

- i) All employees should be familiar with the WVPP and its requirements.
- ii) All employees are responsible for using safe work practices, for following all directives, policies, and procedures, and for assisting the County of Siskiyou to maintain a safe and secure work environment.
- iii) All employees are required to know, understand, and adhere to the safety rules that apply to their workplace and the work they perform.

b) Managers and Supervisors

- i) Managers and supervisors are responsible for implementing and maintaining the WVPP in their respective work areas and for ensuring that all employees adhere to the safety rules that apply in these work areas.
- ii) Managers and supervisors should answer questions that employees may have about the Plan and its requirements, be able to direct employees to the County Safety Officer or provide resources for employees to use that will answer their questions.

2) Methods to Ensure Compliance

a) Recognition of Employees Who Comply with the Plan



The County of Siskiyou recognizes employees who comply with the Plan through the following positive reinforcement procedures.

- i) Public recognition of employees and departments who demonstrate substantial compliance with the Plan at department meetings.

- b) Training and Retraining of Employees on Plan Requirements

The County of Siskiyou shall ensure substantial compliance with the WVPP by providing employees with training as discussed in the Plan.

3) Enforcement of the Plan Requirements and Discipline for Non-Compliance

- a) Managers and supervisors will enforce the rules and requirements related to the Plan fairly and uniformly.
- b) Employees who do not comply with the safety rules and requirements set forth in the Plan may be subject to discipline, up to and including termination.
- c) Managers and supervisors who do not enforce the rules and requirements related to the Plan or do not enforce them fairly and uniformly may be subject to discipline, up to and including termination.

E. Communicating to Employees about Workplace Violence

The County of Siskiyou will communicate to employees about reporting and investigating Workplace Violence incidents.

- 1) The County of Siskiyou's procedures for communicating to employees regarding Workplace Violence incidents include the following:
 - a) Reporting on violent incidents, threats, or other violent Workplace Violence concerns.
 - b) Informing affected employees of the general results of any investigation into Workplace Violence incidents, while protecting the privacy of affected and/or involved employees.
 - c) Informing affected employees of the corrective actions taken in response to the Workplace Violence incident, while protecting the privacy of affected and/or involved employees.



- d) Communicating to employees about the prohibition on retaliating against employees who participate in the investigation of Workplace Violence incidents.

1. Reporting Violent Incidents

- 1) An employee may report a Workplace Violence incident through any of the following means:
 - a) Reporting the incident to any manager or supervisor verbally or in writing.
 - b) Reporting the incident to the County Safety Officer.
 - c) Reporting the incident to a Designated Representative, who will facilitate a report to the County of Siskiyou. The County of Siskiyou will respond to the report after it receives the report from the Designated Representative.
 - d) Reporting, by completing and submitting a physical or electronic form, to the County of Siskiyou Risk Management/Personnel Department.

2. Acceptance of and Response to Reports of Workplace Violence

The County of Siskiyou shall accept and respond to all reports of Workplace Violence.

1) Immediate Response

Immediately following a report of Workplace Violence, the County of Siskiyou shall immediately respond by helping obtain first aid and emergency care to the injured employee(s) and by taking any measures necessary to prevent other employees from being injured.

- a) The County of Siskiyou will immediately report to DOSH any Serious Injury or Illness or death of an employee that is attributable to Workplace Violence.
- b) Investigating the Report of Workplace Violence
 - i) The County of Siskiyou shall investigate reports of Workplace Violence as provided in the following section.

3. No Retaliation

The County of Siskiyou shall not take adverse action against any employee who reports Workplace Violence or who participates in any investigation of Workplace Violence based on such conduct.



1) Provision of Leave for Employees Who are, or May be Victims of Violence

The County of Siskiyou shall not take adverse action against any employee who takes time off from work in order to seek a Temporary Restraining Order (“TRO”) or to obtain other assistance to help safeguard the “health, safety, or welfare” of the employee or their child based on such conduct. An employee may use paid sick leave pursuant to the County of Siskiyou’s Paid Sick Leave Policy to take time off from work for these purposes.

An employee shall provide the County of Siskiyou with reasonable and advance notice of their intention to take time off from work for either of these purposes if feasible. If advance notice is not feasible, employees must provide a certification to the employer within a reasonable time after their absence.

2) Temporary Restraining Orders

When an employee has suffered unlawful violence or a credible Threat of Violence from any individual, which may reasonably be carried out at any of the County of Siskiyou’s workplaces, the County of Siskiyou may attempt to obtain a TRO on behalf of the employee.

4. Investigation of Workplace Violence

The County of Siskiyou shall respond to reports of Workplace Violence or a Threat of Violence by promptly initiating an investigation, as applicable.

The County of Siskiyou’s investigation of Workplace Violence or a Threat of Violence may include, but not necessarily be limited to, the following steps or measures, as applicable:

- 1) Visiting the scene of an incident as soon as safe and practicable.
- 2) Collection of facts on who, what, when, where, and how the incident occurred.
- 3) Collection of statements from involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- 4) Reviewing security footage of existing security cameras if applicable.
- 5) Collection of photographic or video evidence of damage or injuries, where appropriate.
- 6) Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.



- 7) Consultation with the affected employees, and witnesses to identify potential contributing causes.
- 8) Obtaining any reports completed by law enforcement.
- 9) Assessment of any Threat of Violence, identifying the following, as applicable and to the extent the information is known by the County of Siskiyou:
 - a) The exact nature and context of the threat and/or threatening behavior.
 - b) The identified target.
 - c) The person's apparent motivation.
 - d) The person's ability to carry out the threat.
 - e) The person's background, including work history, criminal record, mental health history, and past behavior on the job.
- 10) Following an investigation, the County of Siskiyou may take the following measures, as applicable:
 - a) Notify the affected employees of the general results of the investigation, while protecting the privacy of affected and/or involved employees.
 - b) Implement changes in Engineering Controls, procedures, or policies, if appropriate.
 - c) Establish updated Work Practice Controls, if necessary.
- 11) The County of Siskiyou shall retain records of Workplace Violence incident investigations for a minimum of five (5) years.

5. Documentation in Violent Incident Log

All Workplace Violence incidents shall be subsequently reported in the Violent Incident Log. The information that is recorded in the Log for each incident shall be based on information solicited from the employees who experienced Workplace Violence, on witness statements, and on investigation findings. The County of Siskiyou shall omit from the Log any element of personal identifying information that would be sufficient to allow the identification of any person involved in a Workplace Violence incident.



The information recorded in the Log shall include all the following:

- 1) The date, time, and location of the incident.
- 2) The Workplace Violence type or types (e.g., Type 1, Type 2, Type 3, or Type 4);
- 3) A detailed description of the incident.
- 4) A classification of who committed the Workplace Violence, including whether the perpetrator was:
 - a) A client or customer.
 - b) Family or friend of a client or customer.
 - c) Stranger with criminal intent.
 - d) Coworker.
 - e) Supervisor or manager.
 - f) Partner or spouse.
 - g) Parent or relative.
 - h) Other perpetrator.
- 5) A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was:
 - a) Completing usual job duties.
 - b) Working in poorly lit areas.
 - c) Rushed.
 - d) Working at a low staffing level.
 - e) Isolated or alone.
 - f) Unable to get help or assistance.
 - g) Working in a community setting; or



- h) 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.
- 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.

6. Prohibition on Retaliation

The County of Siskiyou has implemented the following measures to prevent and prohibit retaliation against those who report Workplace Violence, a Threat of Violence, or hazards related to Workplace Violence, or who participate in the investigation of such incidents or hazards:

- 1) The County of Siskiyou responds to reports of Workplace Violence, a Threat of Violence, or hazards related to Workplace Violence in a prompt and timely manner.



- 2) The County of Siskiyou provides employees multiple channels by which to report incidents, hazards, or concerns, including anonymously and through or by a Designated Representative.
- 3) The County of Siskiyou admonishes managers and supervisors not to retaliate against any employee who reports Workplace Violence, a Threat of Violence, or hazards related to Workplace Violence, or any employee who participates in the investigation of such incidents or hazards.
- 4) The County of Siskiyou trains all employees that retaliation against any employee who reports Workplace Violence, a Threat of Violence, or hazards related to Workplace Violence, or any employee who participates in the investigation of such incidents or hazards is expressly prohibited and that there are consequences, such as discipline up to and including termination, for retaliation against such employees.

F. Identification, Evaluation, and Correction of Workplace Violence Hazards

The County of Siskiyou shall undertake all necessary actions to identify, evaluate, and correct Workplace Violence hazards.

1. Identification of Workplace Violence Hazards

The County of Siskiyou shall undertake all necessary actions to identify Workplace Violence hazards. The County of Siskiyou shall conduct inspections of its workplace(s) to identify Workplace Violence hazards. Specifically, the County of Siskiyou shall conduct inspections under the following circumstances:

- 1) When the WVPP is first established.
- 2) After each Workplace Violence incident.
- 3) Whenever the County of Siskiyou is made aware of a new or previously unrecognized hazard; and
- 4) Every Quarter.

Periodic inspections to identify and evaluate Workplace Violence and hazards will be performed by the following employees in the following areas of the workplace: Department Level Safety Officer.

Inspections for Workplace Violence hazards may include assessing factors specific to the County of Siskiyou's workplace, such as the following:



- 1) The exterior and interior of the workplace for its attractiveness to robbers.
- 2) The need for violence surveillance measures, such as mirrors and cameras.
- 3) Procedures for employee response during a robbery or other criminal act, including the County of Siskiyou's policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- 4) Procedures for reporting suspicious people or activities.
- 5) Effective location and functioning of emergency buttons and alarms.
- 6) Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- 7) Whether employees have access to a telephone with an outside line.
- 8) Whether employees have effective escape routes from the workplace.
- 9) Whether employees have a designated safe area where they can go to in an emergency.
- 10) Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- 11) Frequency and severity of threatening or hostile situations that may lead to violent acts by people who are service recipients of the County of Siskiyou our establishment.
- 12) Employees' skill in safely handling threatening or hostile service recipients.
- 13) 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.
- 14) The use of work practices such as the "buddy" system for specified emergency events.
- 15) How well the County of Siskiyou's establishment's management and employees communicate with each other.
- 16) Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or people with whom one of our employees is having a dispute.
- 17) Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.



- 18) Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

2. Investigation of Workplace Violence Hazards

The County of Siskiyou will initiate an investigation following the identification of a Workplace Violence hazard to evaluate the nature of the hazard.

The County of Siskiyou may undertake the following as part of such investigation, as applicable:

- 1) Collection of statements from witnesses.
- 2) Collection of photographic or video evidence of damage or injuries, where appropriate.
- 3) Consultation with the affected employees, witnesses, and department heads to identify potential contributing causes.

3. Correction of Workplace Violence Hazards

After the identification and investigation of a Workplace Violence hazard and after a Workplace Violence Hazard inspection, the County of Siskiyou will take appropriate steps to correct the hazard and prevent or control future or potential hazards by implementing the following measures:

- 1) **Substitution:** When possible, the County of Siskiyou will correct a hazard by eliminating or substituting it with a safer Work Practice Control (“Substitution”).
- 2) **Removal of Employees:** In the event that a Workplace Violence hazard exists that cannot be immediately corrected without endangering employees or property, the County of Siskiyou will remove all employees from the work site except those necessary to correct the existing hazard. Employees who are necessary to correct the hazard will be provided with necessary protection in order to protect them from the hazard.
- 3) **Replacement of Equipment:** If a piece of equipment is hazardous, the County of Siskiyou will remove it from service and identify it as defective.
- 4) **Engineering Controls:** The County of Siskiyou will apply physical changes to either remove the hazard from the workplace or create a barrier between employees and the hazard. Based on the nature of the hazard and the needs of the workplace, Engineering Control strategies may include the following: (a) using physical barriers (such as enclosures or guards) or door locks to reduce employee exposure to the



hazard; (b) metal detectors; (c) panic buttons; (d) improved or additional lighting; and (e) more accessible exits (where appropriate).

- 5) **Work Practice Controls:** The County of Siskiyou will adjust Work Practice Controls if Substitution or Engineering Controls are impossible or inappropriate. Additional Work Practice Controls may be necessary in addition to Substitution and Engineering Controls to prevent future Workplace Violence hazards. Work Practice Control strategies may include the following: (a) hiring security guards and having them patrol the workplace interior and perimeter; (b) ensuring employees have access to a telephone with an outside line; posting emergency telephone numbers in the workplace for law enforcement, fire, and medical services; (c) improved or altered communication measures; (d) improved or altered policies of prohibited practices (such as a weapons ban or limitation of the amount of cash on hand); and a “buddy system” for specified Emergency events; (d) adding security cameras or mirrors.
- 6) **Training:** The County of Siskiyou will educate employees about the identified hazard in subsequent WVPP training.
- 7) **Notice to Affected Employees:** The County of Siskiyou will notify affected employees in writing of the corrective measures the County of Siskiyou implemented to address the Workplace Violence hazard.

4. Recording Information regarding Workplace Violence Incidents

The County of Siskiyou will document the identification, investigation, and correction of Workplace Violence hazards and maintain such records for at least five (5) years following the identification, investigation, and correction of such hazards.

The County of Siskiyou shall record information in the Violent Incident Log for each Workplace Violence incident. Information that is recorded in the Log for each incident shall be based on information solicited from the employee(s) who experienced the Workplace Violence, on witness statements, and on investigation findings.

The Log is attached to the WVPP as Exhibit A.

The County of Siskiyou will document all work-related injuries or illness caused by Workplace Violence that resulted in death, loss of consciousness, days away from work, restricted work activity or job transfer, or medical treatment beyond first aid to DOSH.

G. Responding to Workplace Violence Emergencies

The County of Siskiyou will use an emergency alerting system to alert employees of the presence, location, and nature of Workplace Violence Emergencies.



Following a Workplace Violence Emergency, a notification through the alerting system will include information regarding the following:

- 1) The existence/presence of a Workplace Violence Emergency.
- 2) The location of a Workplace Violence Emergency.
- 3) The nature of the Workplace Violence Emergency,
- 4) The appropriate response procedures for employees.

The County of Siskiyou has developed the following evacuation plan for each County of Siskiyou's workplaces:

1) **Evacuation Protocols:**

806 South Main St. Yreka, Ca 96097

- Community Development
- Planning
- Code Enforcement
- Building
- Environmental Health

The primary evacuation assembly site is located at 810 South Main St. Yreka, CA (South Lawn).

810 South Main St. Yreka, CA 96097

- Public Health

The primary evacuation assembly site is located at 910 South Main St. Yreka, CA (in front of the Siskiyou County Museum).

818 South Main St. Yreka, CA 96097

- Health and Human Services

The primary evacuation assembly site is located at 910 South Main St. Yreka, CA (in front of the Siskiyou County Museum).

910 South Main St. Yreka, CA 96097

- Museum

The primary evacuation assembly site is located at 818 South Main St. Yreka, CA (in front of the Human Services building).

805 Juvenile Lane Yreka, CA 96097

- Probation

The primary evacuation assembly site is located at the northwest corner of the parking area.



719 4th St. Yreka, CA 96097

- Siskiyou County Library

The primary evacuation assembly site is located at 701 4th St Yreka, CA (Front lawn of Yreka City Hall).

520 South Main St. Yreka, CA 96097

- Child Support Services

The primary evacuation assembly site is located at the southwest side of the parking area.

311 4th St. Yreka, CA 96097 (Government Center)

- Tax Collector
- Clerk / Elections
- District Attorney
- Victim Witness
- Assessor / Recorder
- Auditor
- Information Technology
- Board of Supervisors

The primary evacuation assembly site is located at 402 4th St. Yreka, CA (Siskiyou County Superior Court north parking area).

320 S. Oregon St. Yreka, CA 96097

- Public Defender

The primary evacuation assembly site is located at the Siskiyou County Jail parking lot.

1312 Fairlane Rd. Yreka, CA 96097

- Siskiyou County Administration
- Office of Emergency Services
- Public Works
- County Counsel
- Facilities Management
- Grand Jury
- Other

The primary evacuation assembly site is located at the far East parking lot.

279 Sharps Rd. Yreka, CA 96097

- Public Works D1
- Automotive Services
- Fueling Station
- Building Maintenance
- Janitorial

The primary evacuation assembly site is located at the northwest corner of the lot.



2060 Campus Drive Yreka, CA 96097

- Health & Human Services - Behavioral Health Division
- Health & Human Services - Social Services Division

The primary evacuation assembly site is located at the southern lot (Grassy field, most southern point).

525 South Foothill Dr. Yreka, CA 96097

- Department of Agriculture
 - Ag Buildings
 - 524 S. Foothill Dr. Yreka, CA
 - 527 S. Foothill Dr. Yreka, CA
 - 530 S. Foothill Dr. Yreka, CA

The primary evacuation assembly site is located at 480 South Foothill Dr. Yreka, CA (In front of Hope House).

1655 South Main St. Yreka, CA 96097

- Farm Advisor

The primary evacuation assembly site is located at the west lot (Empty lot near the parking area).

190 Greenhorn Rd. Yreka, CA 96097

- General Services
- STAGE
- Communications

The primary evacuation assembly site is located at the northeast corner of the back parking area.

550 South Foothill Dr. Yreka, CA 96097

- Siskiyou County Animal Control

The primary evacuation assembly site is located at 216 South Foothill Dr. Yreka, CA (Empty lot across from building).

356 Main Street Tulelake, CA 96134

- Agriculture

The primary evacuation assembly site is located at the north most point of the park near the building.

1107 Ream Ave. Mt. Shasta, CA 96067

- Health and Human Services Behavioral Health Division

Primary Evacuation Assembly Site is located at 1023 Ream Ave. Mt. Shasta, CA 96067 (North Most Parking Area in front of 1023 Ream Ave).



2839 Pine Grove Drive. Mt Shasta, CA 96067

- Public Works Road Department D2

The primary evacuation assembly site is located at the far west parking area near the road.

18232 Old Hwy 99. Gazelle, CA 96034

- Public Works Road Department D3

The primary evacuation assembly site is located at the north lot near the parking area.

133 Scott River Rd. Fort Jones, CA 96032

- Public Works Road Department D4

The primary evacuation assembly site is located at the west lot near the parking area.

14620 Salmon River Rd. Forks of Salmon, CA 96031

- Public Works Road Department D5F

The primary evacuation assembly site is located in the south lot.

51431 N. Hwy 97. Dorris, CA 96023

- Public Works Road Department D6

The primary evacuation assembly site is located at the north lot near the parking area.

64738 Airport Rd. Happy Camp, CA 96039

- Public Works Road Department D4H

The primary evacuation assembly site is located at the west lot near the runway

1005 S. State highway 3, Etna CA 96027

- Public Works Road Department D5

The primary evacuation assembly site is located at the northeast parking area.

In a Workplace Violence Emergency, employees can obtain help from any manager or supervisor, the County Safety Officer, Deputy County Administrator Personnel and Risk Management Officer, or, if applicable, from security or law enforcement. Employees should promptly call 911 in the event of a Workplace Violence Emergency.

H. Training

The County of Siskiyou shall provide training when the Plan is first established and when new employees are hired.

The County of Siskiyou shall ensure annual training thereafter.

The County of Siskiyou shall provide training on all of the following subjects:



- 1) The County of Siskiyou's Plan, how to obtain a copy of the County of Siskiyou's Plan at no cost, and how to participate in the development and implementation of the County of Siskiyou's Plan.
- 2) Definitions and requirements of the Plan.
- 3) How to report Workplace Violence incidents or concerns to the County of Siskiyou or law enforcement without fear of reprisal.
- 4) Workplace Violence hazards specific to the employees' jobs, the corrective measures the County of Siskiyou has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- 5) The County of Siskiyou's Violent Incident Log, and how to obtain copies of records related to Workplace Violence.

The training shall include an opportunity for interactive questions and answers with a person knowledgeable about the County of Siskiyou's Plan.

The County of Siskiyou shall provide additional training when a new or previously unrecognized Workplace Violence hazard has been identified and when changes are made to the Plan.

VI. Recordkeeping

The County of Siskiyou shall maintain the following types of records for the following periods:

Type of Record	Maintenance Period
Records of Workplace Violence hazard identification, evaluation, and correction	Minimum of five (5) years
Training records, including training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions	Minimum of one (1) year
Violent Incident Logs	Minimum of five (5) years
Records of Workplace Violence incident investigations. These records must not contain medical information.	Minimum of five (5) years



The County of Siskiyou shall ensure that records of Workplace Violence Incident Investigations do not contain any medical information including any information in electronic or physical form, in possession of or derived from a provider of health care, health care service plan, pharmaceutical company, or contractor regarding a patient's medical history, mental health application information, reproductive or sexual health application information, mental or physical condition, or treatment that includes or contains any element of personal identifying information sufficient to allow identification of the individual.

The County of Siskiyou shall make all records required by this WVPP available to DOSH upon request for purposes of examination and copying.

The County of Siskiyou shall make the following records available to employees and their Designated Representatives, upon request and without cost, for examination and copying within fifteen (15) calendar days of a request:

- 1) Records of Workplace Violence hazard identification, evaluation, and correction.
- 2) Training records.
- 3) Violent Incident Logs.

