

[INSERT SCHOOL DISTRICT NAME]

APPENDIX-4

[INSERT DATE]

## Workplace Violence Prevention Training Outline

Information and training for all employees:

- I. Overview of Requirements of the Workplace Violence Regulations
  - a. **Develop a written policy statement** – employers must develop a written policy statement about the employer’s workplace violence prevention program goals and objectives and provide for full employee participation through an authorized employee representative. The policy statement must be posted where notices to employees are normally posted.
  - b. **Conduct a risk evaluation** – Employers must examine their workplace to determine if existing or potential hazards exist that might place employees at risk of occupational assaults or homicides.
  - c. **Develop a workplace violence prevention program** - employers must develop a program, with input from employees or an authorized employee representative, that, among other things, includes the following: risk factors identified through the risk evaluation; how the identified risks will be addressed; the methods that will be used to try to prevent workplace violence incidents; a system to report and record any workplace violence incidents that occur in the workplace; a written outline or lesson plan for employee program trainings; and a plan to review and update the program at least once a year.
  - d. **Provide training and information for employees** - employers must provide each employee with information and training on the risks of workplace violence in their workplace(s) at least once a year and any time significant changes are made to the workplace violence prevention program.
- II. Other policies in place that may be relevant
  - a. Domestic Violence
  - b. Firearms
- III. Risk factors specific to the workplace that were identified in the risk evaluation
  - a. [INSERT FINDINGS]
  - b. Measures that employees can take to protect themselves from the identified risks including specific procedures that the employer has implemented such as:
    - i. Incident alert and notification procedures
    - ii. Appropriate work practices
    - iii. Emergency procedures
    - iv. Use of security alarms and other devices

- c. Procedures to report incidents of workplace violence
- d. Location of the written workplace violence prevention program and how to obtain a copy (only employers with 20 or more full-time employees are required to maintain a program in writing.)

IV. Privacy Concerns

- a. How will sensitive information be handled?

**Note:** Information otherwise kept confidential for security reasons does not have to be disclosed to all employees. Examples of confidential information include but are not limited to information that would interfere with law enforcement investigations or judicial proceedings, would deprive a person of a right to a fair trial, would identify a confidential source or disclose confidential information relating to a criminal investigation, would reveal criminal investigative techniques or procedures except routine techniques and procedures, or would endanger the life or safety of any person.