

UC Berkeley Workplace Violence Prevention Plan

The UC Berkeley Workplace Violence Prevention Plan (WPVP Plan) addresses the hazards associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#). This Plan is available to all employees on the Environment, Health and Safety website: ehs.berkeley.edu/wpvp and applies to, and is in effect, at all times in every unit, service, and operation, including UC Berkeley’s main campus and all affiliated off-site locations in California except:

- UC Police Department
- Employees who telework from a location of their choosing that is outside UC Berkeley’s control
- Locations closed to the public where fewer than 10 employees work at a given time

Link to Relevant UC Policies(s):

- UC Berkeley Workplace Violence Policy
hr.berkeley.edu/hr-network/central-guide-managing-hr/managing-hr/appendix/workplace-violence
- UC Workplace Violence Policy
ucop.edu/local-human-resources/policies-guidance/workplace-violence-prevention-policy.html

Date of Last Revision*	Date of Approval
June 26, 2024	June 28, 2024

*At minimum, the plan will be reviewed annually, or on an ad-hoc basis when a deficiency is observed or becomes apparent, and after a workplace violence incident.

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 Labor Code Section 6401.9.

Plan - The workplace violence prevention plan required by Labor Code 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.

There are four types of workplace violence identified by this plan:

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, students, 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 used to effectively reduce workplace violence hazards.

Responsibility

The Office of Environment, Health & Safety (EH&S) is the responsible office for the WPVP Plan. The Plan Administrator is Patrick Kaulback, Assistant Manager, Health & Safety. He may be reached at 510-642-3073 or WPVP@berkeley.edu. The WPVP Plan Administrator has the authority and responsibility for implementing the provisions of this plan for UC Berkeley. This includes:

- Maintaining the Workplace Violence Prevention Plan
- Serving as the local point of contact for Workplace Violence Prevention questions, concerns, and training updates
- Reviewing, routing, and finalizing all workplace violence incidents
- Providing updates to workplace violence prevention training
- Maintaining the Violent Incident Log, including the removal of any personally identifiable information from the Log
- Providing copies of the Violent Incident Log upon request
- Serving as liaison to CalOSHA for any complaints, investigations or inquiries
- Conducting and documenting the annual review of the WPVP Plan
- Tracking and trending of incident data
- Confirming that workplace violence hazard assessments are completed, and that employees comply with the workplace violence prevention plan

The UC Berkeley Workplace Violence Prevention Advisory Committee supports the overall implementation and maintenance of the Workplace Violence Prevention Plan. Members include representatives from the following departments: UC Berkeley Police Department (UCPD), Environment, Health & Safety, People and Culture, Campus Counsel, Risk Management, The Office for the Prevention of Harassment and Discrimination (OPHD), Clery Compliance, Office of Emergency Management and Business Continuity. When appropriate, other University personnel may be invited to participate to expedite the resolution of a particular situation.

The Workplace Violence Prevention Advisory Committee responsibilities include, but are not limited to, improving the University's readiness to address workplace violence by:

- Responding with direction to reports of threats or acts of violence. Some incidents such as those falling under the UC Sexual Violence and Sexual Harassment, Anti-Discrimination, or Abusive Conduct policies, will be responded to via existing policies and practices and may not involve the Workplace Violence and Implementation team.
- Assisting the campus Behavioral Risk / Response Team (under UCPD) with threat assessments, when warranted, to assess the risk of future violence from a potential aggressor and determine an appropriate organizational response.
- Reviewing and discussing incidents involving workplace violence, hazard assessments and corrective actions.
- Assessing the vulnerability to workplace violence at UC Berkeley and determining preventive actions to be taken.
- Establishing and maintaining policies for dealing with issues of workplace violence.
- Developing an expertise among team members and members of management regarding issues of workplace violence and establishing a threat management strategy.

More specific descriptions of department responsibilities are listed in the [UC Berkeley Workplace Violence Prevention Policy](#).

All managers and supervisors are responsible for implementing and maintaining the WPVP Plan in their work areas and for answering employee questions about the WPVP Plan.

Employee Active Involvement

UC Berkeley ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- UC Berkeley, faculty and staff are asked to provide input on this plan at any time. Comments, suggestions, or concerns about this plan can be directed to WPVP@berkeley.edu, or EH&S at 510-642-3073.
- Management will work with and allow employees and authorized employee representatives to participate in identifying, evaluating, and determining hazard controls to prevent workplace violence, subject to limitations in applicable UC policies.
- Designing and implementing training.
- Reporting and investigating workplace violence incidents.
- 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.
- 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 ensures 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, including at a minimum:

- Training employees, supervisors, and managers in the provisions of UC Berkeley Workplace Violence Prevention (WPVP) Plan.
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WPVP Plan.
- Provide retraining to employees whose safety performance is deficient with the WPVP Plan.
- Discipline employees for failure to comply with the WPVP Plan.
- Recognizing employees who demonstrate safe work practices that promote WPVP in the workplace.

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.
- 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 can anonymously report a violent incident, threat, or other violence concerns using the [UC Workplace Violence Incident Reporting Tool](#) or by calling UCPD.
 - Reports of violence received via the Workplace Violence Online Reporting Tool that constitute Clery crimes will be reported to the campus Clery Officer by the WPVP Plan Administrator.
 - Reports of violence that involve harassment and discrimination will be reported to OPHD by the Plan Administrator.
 - 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. Investigations conducted pursuant to other UC policies will follow those established procedures.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention using the employees' first language.
- Supervisors and employees will be provided appropriate new workplace violence prevention information when received.
- The campus will send emergency communications to employees when there are conditions consistent with the campus crisis communication plan. Such communications may be via Calmessages and/or WarnMe.

Coordination With Other Employers (Contractors)

UC Berkeley will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and their employees understand their respective roles, as provided in the plan:

- All contract employees will be trained on workplace violence prevention when they have access to training as UC Berkeley employees do.
- Construction project contractors will be provided a copy of the WPVP Plan for their awareness.

- Workplace violence incidents involving any contract employee or contractor who perpetrates violence that threatens a UC Berkeley employee will be reported in the [Workplace Violence Incident Reporting Tool](#) with subsequent investigation.
- The WPVP Plan Administrator shall omit any element of personal identifying information sufficient to allow 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.

Workplace Violence Incident Reporting Procedure

UC Berkeley will implement the following effective procedures to ensure that all threats or acts of workplace violence are reported.

Imminent acts or threats of physical violence should be immediately reported to UCPD at 510-642-3333 or by calling 911. Employees working in remote locations, such as field stations or other off-campus locations, should call local law enforcement or 911.

Other acts or threats of physical violence that are not an emergency or urgent in nature should be reported through the [Workplace Violence Incident Reporting Tool](#) at <https://ucb.riskandsafety.com/u/wpvp/incident>, or by emailing wpvp@berkeley.edu.

The WPVP Plan Administrator reviews and investigates workplace violence incidents reported through the online tool, and incidents for which UCPD or other law enforcement was directly notified. Investigations will seek to identify corrective actions required by the worksite to prevent further incidents.

Acts of discrimination or harassment, including sexual harassment or sexual violence are reported through established channels to the Office for the Prevention of Harassment and Discrimination (OPHD) by dialing (510) 643-7985 or using their reporting tool at ophd.berkeley.edu. Sexual assault in the workplace is included as workplace violence; incidents of this type require subsequent reporting via the [Workplace Violence Online Reporting Tool](#).

If an employee injury has resulted from a workplace violence incident, it should also be reported in the campus [Injury/Illness Reporting Tool](#) through [UC Berkeley Disability Management](#).

UC Berkeley or affiliated individuals can report workplace violence incidents, or concerns, using the above methods, without fear of reprisal. Employees will not be retaliated against, given punitive responses, discharged, or discriminated against for reporting workplace violence incidents or concerns. No personal identifying information can be included in the

Incident Log. Such reports will be investigated per established procedures (see also the [UC Office of President](#) and [UC Berkeley policy for Workplace Violence](#)). Upon completion of the investigation, employees will be informed of the results of the investigation and any corrective actions required.

Important Note: Submitting a report via the [Workplace Violence Incident Reporting Tool](#) DOES NOT initiate a law enforcement report. Employees who want to submit a report to law enforcement should call 9-1-1 (emergency) or UC Berkeley Police Department 510-642-3333 (emergency) or 510-642-6760 (non-emergency). If the violent incident to be reported could be an ongoing threat, it should be reported immediately to the UC Berkeley Police Department for a potential campus-wide notification.

Incidents reported in the online tool may require the Plan Administrator to notify other campus units such as Clery, OPHD, People & Culture, UCPD. The campus WPVP Policy provides further information about responsibilities of associated campus units.

Post-Incident Response And Investigation Procedures

Whether reported through the [Workplace Violence Incident Reporting Tool](#), or through law enforcement, the WPVP Plan Administrator will initiate the Post-Incident Response and Investigation process. This process includes the following elements:

- Members of the campus community facing personal situations that involve violence or the potential for violence are encouraged to seek confidential professional help through University Health Services' Employee Assistance Program (EAP) at 643-7754. EAP is a confidential resource which does not disclose any information without permission from the client except as required by law.
- University Health Services will respond to requests for assistance from victims of violence or threats of violence by providing counseling, advocacy, safety planning, and other support as appropriate. Their program called, "Path to Care" can be sought out at 510-643-2005 or going to care.berkeley.edu.
- The Plan Administrator will gather information and help ensure the workplace violence incident is accurately reported in the Workplace Violence Incident Reporting Tool. This tool includes the following components:
 1. Date, time, and location of the incident.
 2. Workplace violence type.
 3. Detailed description of the incident.
 4. Classification of the perpetrator, such as a stranger, customer, co-worker, supervisor, relative, friend, client, customer, family, friend, etc.
 5. Description of the circumstances leading up to the incident, such as the employee finishing up job duties or working in a poorly lit area.
 6. Classification of where at the workplace the incident occurred, e.g.,

classroom, laboratory, entertainment venue, community event, field station, shop, office, parking lot, and so forth.

7. The act of violence, e.g. physical force or threat of physical force, use of a weapon, animal attack, sexual assault or threat of sexual assault, etc.
 8. Consequences of the incident, such as whether security or law enforcement was contacted and their response, and any actions taken to protect the employees from a continuing threat or other identified hazards.
 9. Name and job title of the person who made the log entry, as well as the date completed. Identifying all employees, including name and title, involved in the incident.
- Reviewing whether appropriate workplace violence hazards were identified and corrective measures developed under the Plan.
 - Soliciting from employees and other personnel involved in the incident their opinions regarding the cause of the incident, and what measures may have prevented the injury.

The Post-Incident Response and Investigation process may involve the Workplace Violence Prevention Advisory Committee, who will:

- Review reported incidents of workplace violence.
- Follow up with involved employees and supervisory personnel to obtain any additional information required for investigative or documentation purposes.
- Review investigations and track corrective actions from the investigation to ensure they are properly implemented and results are communicated to appropriate units and teams.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. At UC Berkeley, anyone who engages in a protected activity such as filing a workplace violence incident report is protected from retaliation. They are protected not only from adverse action taken against them personally, but also adverse action against someone closely associated with them, such as a partner or sibling.

Emergency Response Procedures

UC Berkeley 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. The campus will send emergency communications to employees when there are conditions consistent with the campus crisis communication plan. Such communications may be via Calmessages and/or WarnMe.

- UC Berkeley has evacuation or sheltering plans in place as described in campus Building Emergency Plans and as described at the [UC Berkeley Office of Emergency Management](#).
- Berkeley employees or affiliated individuals may obtain help from UC Berkeley Police Department (UCPD) by dialing (510) 642-3333 or by calling 911. Affiliated off-site locations dial 911 for local police assistance.
- In the event of an emergency, including a workplace violence emergency, contact the following:
 - o UC Police Department or Local Law Enforcement 510-642-3333 or by calling 911.

Workplace Violence Hazard Identification and Evaluation

The following policies and procedures are established and required to be conducted by UC Berkeley to ensure that workplace violence hazards are identified and evaluated:

Departments, Department Safety Coordinators, Building Managers/Coordinators and other employees with oversight of workplace safety are responsible for ensuring workplace violence hazard inspections and assessments are done for each building, department, laboratory, unit, service, or operation. They will ensure that their employees in the worksite are involved in the process of identifying, evaluating and correcting workplace violence hazards for their respective worksites.

Inspections for workplace violence hazards include assessing:

1. **The Physical Environment**

- a. The exterior and interior of the workplace for its attractiveness to criminal or violent activity.
- b. Illumination in work areas or around buildings.
- c. Hiding places and sight lines to reduce criminal intent.
- d. Effective location and functioning of emergency buttons, alarms and call boxes.
- e. Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- f. Surveillance measures, such as mirrors and cameras.
- g. Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- h. Access to a telephone with an outside line.
- i. Whether employees have effective escape routes from the workplace.

- j. Whether employees have a designated safe area where they can go in an emergency, including means to shelter-in-place.
- k. 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.

2. Work Procedures

- a. 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.
- b. Storage of high-value items, currency, high hazard chemicals, biological material, radioactive materials, or pharmaceuticals.
- c. Employee training in managing threatening or hostile service recipients.
- d. Effective systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g. alarms or panic buttons.
- e. Employees who work remotely (except for work-from-home options), or alone, or at night
- f. Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of the facility or department.

3. Past and Present Experience

- a. Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, other employees, or non-affiliated persons.
- b. Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- c. Recent employee separation events, or conduct issues.
- d. Student conduct issues.

Hazard Assessments based on location and operation:

Fixed Workplaces

Workplace hazard assessments will be conducted for every facility, unit, service, or operation as necessary based on environmental factors. Assessments will be conducted using the Workplace Violence Hazard Assessment Tool (in development), or by other means, and must be conducted in every unit and area, including outdoor areas like parking lots and grounds.

Buildings

Assessments will include considerations of building security, public access, emergency egress, shelter-in-place, alarms, physical layout, exterior lighting and landscape, and nature of work in the building. Building managers will work with departments located in the building to coordinate hazard assessments and corrections.

Offices

Assessments will include considerations of the physical layout, public accessibility, emergency egress and shelter-in-place options, alarms, nature of work, potential weapons, and high-value items.

Classrooms

Assessments will include considerations of physical layout, public accessibility, emergency egress or shelter-in-place options, alarms, nature of class, potential weapons, and high-value items.

Labs

Assessments will include considerations of the physical layout, public accessibility, emergency egress and shelter-in-place options, alarms, nature of work, potential weapons (including those that pose exposure risks such as chemicals and biohazardous materials) and high-value items.

Shops

Assessments will include considerations of the physical layout, public accessibility, emergency egress and shelter-in-place options, alarms, nature of work, potential weapons, and high-value items.

Public Venues & Entertainment Venues

Assessments will include considerations of physical layout, crowd control, facility access, emergency egress and shelter-in-place, alarms, nature of event, potential weapons, high-value items, and communication strategies.

Dining and Residence Halls

Assessments will include considerations of the physical layout, public accessibility, emergency egress and shelter-in-place options, alarms, nature of work, potential weapons, and high-value items.

Parking & Transportation

Assessment of parking lots and parking structures will include consideration for emergency call boxes, lighting, signage, etc. Assessment of campus shuttle buses will include vehicle storage and service locations, and procedures for responding to incidents during bus route operation.

Field Operations

Employees engaged in field operations such as field stations, field research, remote locations, diving and boating, and certain trades work, etc. must assess potential environmental hazards for their operations. The assessment will include communication procedures, including dispatching law enforcement and contacting a supervisor or manager while in the field. All field work warrants a pre-trip discussion regarding foreseen hazards, appropriate precautions, communication options, and emergency procedures. See the [UC field operations safety manual](#) for more details.

University Health Services (UHS)

Employees at UHS must follow all established policies and procedures for workplace violence and response. Assessments should include evaluating effectiveness of each policy and procedure. Policies and procedures include:

- Restricted Access Lockdown Procedure Policy
- 911 and Panic Buttons
- Targeted Violence
- Personal Safety Procedures
- Civil Disturbance
- Violent Behaviors
- Bomb Threat

Assessments will include assessing that doors appropriately lock in the event that a lockdown procedure is activated; panic buttons function correctly and employees are trained on their use; employees have read and understand response procedures for targeted violence, personal safety, civil disturbance, violent behaviors and a bomb threat. In addition, drugs are inaccessible, communication devices are functioning, lighting is adequate, high-value items are secured appropriately.

EH&S will review submitted/reported concerns of potential workplace violence hazards received via email, phone, text, or through the [Workplace Violence Incident Reporting Tool](#). EH&S or UCPD is available to assist with workplace violence hazard assessments upon request. Additionally, Risk & Safety Solutions (RSS) provides an online hazard assessment tool that will be made available to campus when the tool is ready.

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 at least annually with assistance from Department managers, Department Safety Coordinators, Building Managers, and EH&S. Inspections shall also be conducted after each workplace violence incident, and whenever a new or previously unrecognized hazard is identified.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Designated Personnel	Area/Department/Specific location
Environment, Health and Safety	Main Campus
Local field station management	Field Stations
Building Managers/Coordinators	Building and associated departments
Dept. Safety Coordinators or Managers	Department-specific operations

Workplace Violence Hazard Correction

Workplace violence hazards will be evaluated and corrected in a timely manner. UC Berkeley 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 necessary to correct the hazardous condition will be provided with the necessary protection. These employees are essential to the continued campus operations. They may be emergency responders, food service workers, receiving dock personnel, child care workers, energy management staff, and other workers.
- All corrective actions taken will be documented and dated on the appropriate forms/applications. The information will be retained according to the requirements provided in the UC Berkeley Workplace Safety Program, this Plan, and any other applicable policies or regulations.
- Corrective measures for workplace violence hazards will be specific to a given work area.

Examples of corrective measures include:

- Lighting improvements.
- Landscape improvements to removing hiding spots.
- Posting signs notifying the public that limited cash is kept on the premises, and that cameras are monitoring the facility.
- Providing additional security systems such door locks and card readers.
- Requiring employees in the workplace to wear an identification badge.
- Install openable-window actuator limitations that prevent persons from climbing through windows. bollards, physical barriers, emergency alarms
- Posting emergency telephone numbers for law enforcement, fire, and medical services.
- Installing effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.
- Ensuring employees have access to a telephone with an outside line.
- Establishing procedures for reporting suspicious persons, activities, and packages.
- Providing/reviewing training on emergency action procedures.
- Ensuring that employee disciplinary and discharge procedures address the potential for workplace violence.

Questions, comments, or concerns regarding this Workplace Violence Prevention Plan are welcome at any time via email to WPVP@berkeley.edu, or by calling EH&S at 510-642-3073.

Revision History

REVISION DATE	SECTIONS REVISED	SUMMARY OF CHANGES	CHANGE WRITTEN BY /AUTHORIZED BY
6/28/2024	All sections	All sections were reviewed to satisfy Labor Code (LC) section 6401.9 requirements.	Patrick Kaulback, EH&S