

PEACE OF MIND DOG RESCUE

WORKPLACE VIOLENCE PREVENTION PLAN

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

Date of Last Review: [March 2024]

Date of Last Revision(s): [September 2024]

I. PEACE OF MIND DOG RESCUE ZERO TOLERANCE POLICY

Peace of Mind Dog Rescue ("POMDR") is committed to providing a safe, violence-free workplace and strictly prohibits employees, visitors, or anyone else on Company premises or engaging in Company related activities from behaving in a violent or threatening manner. POMDR's employee safety and security is of vital importance. Acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect POMDR, or which occur on company property, will not be tolerated. As part of this policy, POMDR seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring. POMDR's has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

POMDR's policy provides "zero tolerance" for actual or threatened violence against co-workers, clients, visitors, or any other persons on Company premises or attending Company business-related activities. Employees are required to immediately report to their manager or supervisor any incident involving a threat of violence or act of violence, or any violation of this policy.

II. RESPONSIBILITY

POMDR's Workplace Violence Prevention Plan ("WVPP") is designed to protect employees and other personnel from aggressive and violent behavior. Our WVPP addresses the hazards known to be associated with the four major types of workplace violence described below.

The WVPP administrator, Carie Broecker, has the authority and responsibility for implementing and maintaining POMDR's WVPP.

All managers and supervisors are responsible for implementing and maintaining this WVPP in their work areas and for answering employee questions about the WVPP. A free copy of the violent incident log is available to all employees at any time 615 Forest Ave, Pacific Grove, CA 93950 and/or from the WVPP administrator at [(831)601-4253 or carie@pomdr.org.

III. DEFINITIONS - WHAT IS WORKPLACE VIOLENCE?

Workplace violence means any act of violence or threat of violence that occurs in a place of employment. The term “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 other 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. This includes statements meant to be “humorous” or a “joke.” Work practice controls means the procedures and rules which are used to effectively reduce workplace violence hazards.

The term 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 the 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 workplace violence types:

- (1) Type 1 violence – workplace violence committed by a person who has no legitimate business at the work site and includes violent acts by anyone who enters the workplace with the intent to commit a crime.
- (2) Type 2 violence – workplace violence directed at employees by clients, visitors, or other individuals accompanying a client.
- (3) Type 3 violence – workplace violence against an employee by a present or former employee, supervisor, or manager.
- (4) Type 4 violence – workplace violence committed in the workplace by someone who does not work there, but has or is known to have had a personal relationship with an employee.

Further relevant definitions include:

- Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
- Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

- Log - The violent incident log required by LC section 6401.9.
- Plan - The workplace violence prevention plan required by LC section 6401.9.
- Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

IV. EMPLOYEE ACTIVE INVOLVEMENT

POMDR's recognizes that an effective WVPP includes a commitment by POMDR to provide for and encourage employee involvement in the safety and security program and in the decisions that affect worker safety and health as well as client well-being. POMDR's ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. POMDR's may do this through an employee suggestion/complaint procedure which allows workers to bring their concerns to a supervisor and receive feedback without fear of reprisal.
 - Designing and implementing training. Employees participate in meetings, and present client information and problems which may help employees to identify potentially violent consumers and discuss safe methods of managing difficult consumers. Following trainings, employees will be given a Hazard Assessment Form, which will allow employees to communicate suggestions for improving the WVPP, potential hazards in the workplace, and what further actions POMDR can take for workplace safety. Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials.
 - 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, as described in this WVPP and POMDR's Employee Handbook. 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.

V. EMPLOYEE COMPLIANCE

POMDR's has established the following policy to ensure compliance with our rules on workplace safety and security. POMDR's is committed to ensuring that all policies and procedures involving workplace safety and security are clearly communicated and understood by all employees. Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of POMDR's WVPP.
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
- Provide retraining to employees, including supervisory and nonsupervisory, whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace.
- Discipline employees for failure to comply with the WVPP, which may include discipline up to and including termination of employment.

VI. COMMUNICATION WITH EMPLOYEES

POMDR's recognizes that open, two-way communication between management and staff on workplace safety issues, in a language understood by all parties, is required in order to achieve a safe and secure workplace. This includes ensuring employees feel comfortable notifying their supervisors of hazards they have identified or safety concerns they have and reporting security hazards without fear of retaliation. 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, including workplace violence prevention policies and procedures and a discussion of site-specific safety and security policies and procedures;
- Reviewing the effectiveness of our WVPP at least annually;
- Workplace violence training programs designed to address specific aspects of workplace violence in our workplace;
- Addressing security issues, or potential security issues, at our workplace team meetings;

- Effective communication between employees and supervisors about workplace violence prevention and violence concerns. For example, ensuring that supervisors and employees can communicate effectively and in the employees' first language;
- Regularly scheduled safety meetings that address security issues and potential workplace violence hazards;
- Posted or distributed safety information on workplace violence prevention, including language translation when appropriate;
- How employees can report a violence incident, threat, or other workplace violence concern to POMDR or law enforcement, without fear of reprisal or adverse action. Employees can anonymously report a violent incident, threat, or other violence concerns by contacting local law enforcement and/or emergency responders. Contact information, including how to contact 911, is posted in the workplace.
- 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

When a potential or actual violent incident occurs, follow these do's and don'ts:

DO

- Your best to stay calm;
- Evacuate the area, if possible;
- Try to take cover, such as under a desk, if it is not possible to evacuate the area;
- Notify your manager/supervisor when it is safe to do so;
- If there is immediate danger, call for emergency assistance by dialing 911, and then notify your manager/supervisor;
- If you are a supervisor/manager and your employee has reported a violent act, report it to the proper authorities, then to the WVPP Administrator;

DO NOT

- Confront the perpetrator;
- Make any aggressive moves toward the perpetrator;
- Argue with the perpetrator;
- Use defensive sprays or weapons;
- Fight with the perpetrator;
- Chase the perpetrator;
- Try to break up or intervene in a violent act. Do not risk getting hurt yourself.

VII. POMDR'S PROCESS FOR RESPONDING TO A VIOLENT INCIDENT

Employees are required to abide by the following policies and procedures if or when a threat or act of workplace violence occurs at POMDR:

ACTIVE SHOOTER:

Please review and follow the [U.S. Department of Homeland Security Active Shooter protocol](#) (if possible evacuate, if necessary hide, as a last resort take action against shooter). Please do not attempt to evacuate dogs.

ROBBERY/INTRUDER:

If possible, notify authorities immediately by calling 9-1-1. Evacuate the property immediately using the exit opposite the intruder (Bauer: toward back alley or toward Forest Avenue, Clinic: door near suites, exit through play yard to 9th Street if necessary). Do not attempt to evacuate dogs. If you are not able to evacuate, hide and lock/barricade doors with furniture. If you are in imminent danger, you have the option to fight back. This will require decisive and aggressive action, ideally from multiple people. Everyday objects such as hot coffee, fire extinguishers, chairs, scissors and trash cans can be used as improvised weapons.

When law enforcement arrives, keep both hands visible at all times and follow their instructions quickly.

DISGRUNTLED CLIENT:

If a situation with a disgruntled client is escalating (increasingly agitated, abusive language, threatening violence), try to remain calm. Let the person talk and listen without interrupting in case letting them feel heard deescalates the situation. Walk them toward the front door so it's easier to get them outside if needed.

If you are a staff member in the back of office listening to someone become threatening, do not hesitate to call 9-1-1.

If you are the only person still on the property (clinic or office), please lock the front doors. If you were to encounter a disgruntled person while you are alone, exit the building toward Forest Avenue so you are visible to passerby and call 9-1-1 if you feel threatened.

VIII. WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

POMDR's has the following effective procedures in place to ensure that all threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. If it's not possible to report to the employee's supervisor or manager, the employee can report incidents directly to the WVPP administrator. To make a report, the employee can use the Violence Incident Log, the Hazard Assessment form, or any other means the employee deems appropriate to communicate with their manager/supervisor or the WVPP administrator. Both forms are found at the end of this WVPP.

Employees are immediately required to report to their manager/supervisor any incident involving a threat of violence or act of violence, or any violation of this policy. Further, an employee should notify the WVPP administrator if any restraining order is in effect, or if a potentially violent non-work-related situation exists which could result in violence in the workplace. POMDR's will not tolerate retaliation against any employee who reports workplace violence.

POMDR's has effective procedures for obtaining assistance from the appropriate law enforcement agency during all work shifts. If any employee observes or becomes aware of such actions or behavior by an employee, client, visitor, or anyone else, they are required to notify their supervisor immediately, and/or call the Police or 911 as appropriate. Emergency telephone numbers for law enforcement are posted where employees have access to a telephone with an outside line. After dialing 911, the employee should inform their manager/supervisor or the WVPP administrator.

POMDR's will not prohibit or prevent an employee from or take punitive or retaliatory action against an employee for seeking assistance and/or intervention from local emergency services or law enforcement when a violent incident occurs.

POMDR's strictly prohibits retaliation against any person by another employee or by POMDR for reporting incidents of workplace violence or participating in any manner in any investigation relating to workplace violence. Anyone found to be engaging in any type of retaliation will be subject to corrective action, up to and including termination of employment.

IX. EMERGENCY RESPONSE PROCEDURES

POMDR's has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Providing immediate first aid to persons who have been injured in the incident;
- Identifying all employees involved in the incident;
- Alerting employees of the presence, location, and nature of workplace violence emergencies;
- Conducting a post-incident debriefing as soon as possible after the incident with employees, supervisors, and security involved in the incident;
- Reviewing any consumer-specific risk factors and any risk reduction measures specific to that consumer;
- Reviewing whether appropriate corrective measures developed under our WVPP – such as adequate staffing, provision and use of alarms or other means of summoning assistance, and response by staff or law enforcement – were effectively implemented; and
- In the case of injury to one or more employees, soliciting from the injured employee(s) and other personnel involved in the incident their opinions regarding

the cause of the incident, and whether any measure would have prevented the injury.

- Communicating to employees Company evacuation or sheltering plans. Maps of POMDR evacuation routes are posted in the workplace.

If there is immediate danger, call for emergency assistance by dialing (9) 9-1-1. Otherwise, employees can contact their immediate supervisor or the WVPP administrator. Contact information for local law enforcement is posted in POMDR workplace. Bauer: Operation's Manager office, Boand: ED's office, Clinic: Front Desk.

If POMDR determines that workplace violence has occurred, POMDR will take appropriate corrective action. The appropriate corrective action will depend on the particular facts but may include written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, POMDR will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

The following are examples of workplace emergencies that may take place and POMDR's policies and procedures to deal with such emergencies:

Internal Threats

Threats from an employee must be immediately reported to your supervisor, a manager or person in charge, or the WVPP administrator. All reports will be kept as confidential as possible. No threat is too small or insignificant. Every situation will be reviewed on its own merit.

External Threats

All external threats, either against POMDR or an employee, must also be reported to the employee's supervisor, a manager or person in charge, or the WVPP administrator. All threats against POMDR or an employee acting as an agent of POMDR will be handled by the WVPP administrator. If a threat is found to be domestic (coming from someone close to the employee or a family member) or spousal in nature, POMDR will advise the employee of the employee's options.

Suicidal Threats

If an employee is overheard threatening to commit suicide, please inform your supervisor, a manager or person in charge, or the WVPP administrator. If an employee tells you directly that the employee is contemplating suicide, immediately tell your supervisor, a manager or person in charge, or the WVPP administrator. There are professionals who specialize in suicide intervention whom POMDR's can contact to help in these extreme situations.

Acts of Violence

Violent behavior can include fighting, extreme verbal abuse, vandalism, bodily injury, destruction of property, etc. All violent behavior, whether verbal or physical, is prohibited and will be confronted immediately. All acts of violence must be reported to the WVPP Administrator or the Executive Director. All reports will be kept as confidential as possible.

We expect each employee to support this policy and understand how the employee's behavior may impact the safety of the workplace. In addition, each manager and person in charge is required to enforce all safety-related policies in an attempt to avoid potential hazards. All employees share in the responsibility of assuring that misunderstandings and other problems are resolved in a timely and respectful manner so that a productive work environment is maintained.

X. WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by POMDR to ensure that workplace violence hazards are identified and evaluated. Periodic inspections to identify and evaluate environmental and consumer-specific risk factors for workplace violence, including community-based risk factors and assessments of visitors and other non-employees, are performed through a worksite evaluation according to the following schedule:

- An initial evaluation when POMDR establishes its WVPP;
- Whenever workplace violence incidents occur;
- Whenever POMDR is made aware of a new or previously unrecognized hazard; and
- At least annually.

POMDR's will review all submitted/reported concerns of potential hazards. Employees with suggestions or feedback on workplace violence hazards or threats of violence are always encouraged to be and can be submitted to the WVPP Administrator or any member of management without fear of reprisal.

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices and will consist of identification and evaluation of risk factors for workplace violence, including a review of all workplace violence incidents that occurred in the facility within the previous year, whether or not an injury occurred. Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the WVPP Administrator.

POMDR's inspections and evaluations of workplace violence hazards are conducted in accordance with the active involvement of POMDR employees. Such employee involvement is necessary to obtain valuable input based on the employees' experience and observations. Employees will be provided a Hazard Assessment Form by which employees may identify locations and situations where violent incidents are more likely to occur according to the following schedule:

- Upon the occurrence of any workplace violence incident in the facility;
- To identify situations in which consumer-specific Type 2 violence is more likely to occur;

- To assess visitors or other persons who display disruptive behavior or otherwise demonstrate a risk of committing workplace violence;
- To provide feedback and input regarding POMDR's investigation and evaluation of workplace violence hazards; and
- To respond to POMDR's proposed corrective actions prior to their implementation.

When conducting periodic assessments for workplace violence hazards, POMDR will consider environmental risk factors include, but are not limited to, the following:

- Employees working in locations isolated from other employees because of being assigned to work alone or in remote locations, during night or early morning hours, or where an assailant could prevent entry into the work area by responders or other employees;
- Poor illumination or blocked visibility of areas where possible assailants may be present;
- Lack of physical barriers between employees and persons at risk of committing workplace violence;
- Lack of effective escape routes;
- Obstacles and impediments to accessing alarm systems;
- Locations within the facility where alarm systems are not operational;
- Entryways where unauthorized entrance may occur, such as doors designated for staff entrance or emergency exits;
- Presence of furnishings or any objects that can be used as weapons in the areas where consumer contact activities are performed; and
- Storage of high-value items, currency, or pharmaceuticals.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act. Employees who are not employed in security positions are prohibited from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.

- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

Periodic inspections for workplace violence hazards will also include assessing consumer-specific risk factors include, but are not limited to, the following:

- A consumer's mental status and conditions that may cause the consumer to be non-responsive to instruction or to behave unpredictably, disruptively, uncooperatively, or aggressively;
- A consumer's treatment and medication status, type, and dosage, if applicable and as is known to POMDR and employees;
- A consumer's history of violence, as is known to POMDR and employees; and
- Any disruptive or threatening behavior displayed by a consumer.

XI. WORKPLACE VIOLENCE HAZARD CORRECTION

POMDR evaluates and corrects workplace violence hazards in a timely manner. POMDR involves employees in identifying and evaluating potential hazards by utilizing the Hazard Assessment Form. POMDR's implements work practice controls to eliminate or minimize

employee exposure to identified hazards to the extent feasible, according to the following schedule:

- Immediately to protect employees from imminent hazards. 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.
- All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.
- As soon as possible (e.g., within seven (7) days) within the discovery of a serious hazard where there is a realistic possibility that death or serious physical harm could result from the hazard.
- When an identified, permanent corrective measure cannot be implemented quickly (e.g., within seven (7) days), POMDR's shall take interim measures to abate the imminent or serious nature of the hazard while completing permanent corrective control measures.

Corrective measures for workplace violence hazards will be specific to the given work area, but may include, but are not limited to, the following:

- Ensuring that sufficient numbers of staff are trained and available to prevent and immediately respond to workplace violence incidents during each shift.
- Providing line of sight or other immediate communication in all areas where consumers or members of the public may be present.
- Maintaining sufficient staffing who can maintain order and respond to workplace violence incidents in a timely manner.
- Installing, implementing, and maintaining the use of an alarm system or other effective means by which employees can summon security and other aid to defuse or respond to an actual or potential workplace violence emergency.
- Creating an effective means by which employees can be alerted to the presence, location, and nature of a security threat.
- Establishing an effective response plan for actual or potential workplace violence emergencies that includes obtaining help from law enforcement agencies as appropriate.
- Assigning or placing sufficient numbers of staff, to reduce consumer-specific Type 2 workplace violence hazards.
- Posting emergency telephone numbers for law enforcement, fire, and medical services

- Controlling access to and freedom of movement within the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
- Ensuring employees have access to a telephone with an outside line.
- Providing employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - Ensuring that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
 - Improving how well our establishment's management and employees communicate with each other.
 - Implementing procedures for reporting suspicious persons, activities, and packages.
 - Providing and reviewing employee, supervisor, and management training on emergency action procedures.
- Ensuring adequate employee escape routes.
- Increasing awareness by employees, supervisors, and managers of the warning signs of potential workplace violence.
- Ensuring that employee disciplinary and discharge procedures address the potential for workplace violence.
- Establishing a policy for prohibited practices.
- Limit the amount of cash on hand and use time access safes for large bills.
- Provide procedures for a "buddy" system for specified emergency events.

XII. PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

A. Post Incident Procedures

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

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.

- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator, if applicable.
- Determine the cause of the incident and take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- Reviewing all previous incidents.

B. VIOLENT INCIDENT LOG

POMDR's maintains a Violent Incident Log in which information about every incident, post-incident response, and workplace violence injury investigation performed is recorded. Information about each incident is based on information solicited from the employee(s) who experienced the workplace violence. All personal identifying information sufficient to allow identification of any person involved in a violent incident, such as the person's name, address, email address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity, will be omitted. The Violent Incident Log is reviewed during the annual review of the WVPP.

The information recorded in the Violent Incident Log includes, but is not limited to, the following:

- The date, time, and specific location of the incident;
- The workplace violence type or types involved in the incident;
- A detailed description of the incident;
- A classification of who committed the violence, including whether the perpetrator was a client, family/friend of a client, stranger with criminal intent, co-worker, supervisor/manager, partner/spouse, parent/relative, or other perpetrator;
- A classification of circumstances at the time of the incident, including whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, in a high crime area, isolated or alone, unable to get help or assistance, working in a community setting, working in an unfamiliar or new location, or other potentially relevant circumstances;
- A classification of where the incident occurred, including whether it was in the workplace, parking lot or other area outside the workplace, or other area;
- The type of incident, including whether it involved:

- 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 other 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; or
- Other.
- Consequences of the incident, including but not limited to:
 - Whether medical treatment was provided to the employee(s);
 - Who, if anyone, provided necessary assistance to conclude the incident;
 - Whether security was contacted and whether law enforcement was contacted and their response;
 - Amount of lost time from work, if any; and
 - Actions taken to protect employees from a continuing threat, if any;
- Information about the person completing the Violent Incident Log, including the person's name, job title, phone number, email address, and the date completed.

A free copy of the violent incident log is available to all employees at any time at 615 Forest Ave, Pacific Grove, CA 93950 and/or from the WVPP administrator.

XIII. TRAINING AND INSTRUCTION

POMDR's provides interactive training to all employees, including managers and supervisors, that addresses the workplace violence risks that employees are reasonably anticipated to encounter in their jobs. The development of training curricula and materials and the review and revision of the training program is done in conjunction with and participation of Company employees. All training and instruction materials developed are appropriate in content and vocabulary to the educational level, literacy, and language of the employees.

These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- Initial training when the WVPP is first established,
- Annually to ensure all employees understand and comply with the plan.

- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Initial training for employees and supervisors addresses the workplace violence hazards identified at POMDR, and the corrective measures POMDR has implemented. The initial training includes, but is not limited to, the following:

- POMDR's WVPP, how to obtain a copy of the WVPP at no cost, and how to participate in development and implementation of the WVPP.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures POMDR has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities POMDR has for interactive questions and answers with a person knowledgeable about the WVPP, like the WVPP Administrator or their designee.
- An explanation of POMDR's hazard identification and evaluation procedures, general and personal safety measures, how the employee may communicate concerns about workplace violence without fear of reprisal, how POMDR addresses workplace violence incidents, and how the employee can participate in reviewing and revising the WVPP;
- How to recognize the potential for violence, factors contributing to the escalation of violence and how to counteract them, and when and how to seek assistance to prevent or respond to violence;
- Strategies to avoid/prevent workplace violence and physical harm, such as how to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence or ways to diffuse hostile threatening situations;
- How to recognize alerts, alarms, or other warnings about emergency conditions such as mass casualty threats and how to use identified escape routes or locations for sheltering, as applicable;
- Employee route of escape
- The role of private security personnel, if any;
- How to report violence incidents to law enforcement;
- Post-event trauma counseling for employees desiring such assistance;
- Any resources available to employees for coping with incidents of violence, including, but not limited to, critical incident stress debriefing or employee assistance programs; and

- An opportunity for interactive questions and answers with a person knowledgeable about POMDR's WVPP. If training is not given in-person, employees will have an opportunity to submit interactive questions which will be answered as soon as feasible.

Employees performing consumer-contact activities and those employees' supervisors receive refresher training at least annually, applicable to those employees, to review the topics included in the initial training and the results of the WVPP reviews. Refresher training includes an opportunity for interactive questions and answers with a person knowledgeable about POMDR WVPP. If training is not given in-person, employees will have an opportunity to submit interactive questions which will be answered as soon as feasible.

XIV. EMPLOYEE ACCESS TO THE WRITTEN WVPP

POMDR ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by the following:

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

XV. RECORDKEEPING

All records of the steps taken to implement and maintain this WVPP, including identification, evaluation, and correction of workplace violence hazards are created and maintained in accordance with applicable law.

Records of workplace violence hazard identification, evaluation, and correction are maintained for a minimum of five (5) years. Training records are created and maintained for a minimum of one (1) year and include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, names and job titles of all persons attending the training sessions. Records of violent incidents, including but not limited to, violent incident logs, reports, and workplace violence injury investigations are maintained for a minimum of five (5) years. These records do not contain medical information.

All records are available to the Chief of the Division of Occupational Safety and Health of the Department of Industrial Relations, or the Chief's designated representative, on request, for examination and copying.

All incident logs, training records, and records related to workplace violence hazard identification, evaluation, and correction are available to employees, at no cost, for examination and copying. These records shall be made available to employees within fifteen (15) days of a request.

XVI. EMPLOYEE ACCESS TO RECORDS

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

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

XVII. REVIEW AND REVISION OF THE WVPP

POMDR's WVPP will be reviewed for effectiveness:

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

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of POMDR's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

XVIII. EMPLOYER REPORTING RESPONSIBILITIES

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, POMDR will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

I, Carie Broecker, Executive Director of Peace of Mind Dog Rescue, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to ensuring the safety and well-being of our employees and believe that these policies and procedures will help us achieve that goal.

Carie Broecker, Executive Director

[Name and title of person authorizing this WVPP]

Carie Broecker

10/9/2024

[Signature of person authorizing this WVPP]

[Date of Signature]

PEACE OF MIND DOG RESCUE

Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

Date/Time of Incident: _____

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

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

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.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

☐ Client
 ☐ Family/Friend of Client
 ☐ Stranger with criminal intent

☐ Employee
 ☐ Supervisor/Manager
 ☐ Employee's Partner/Spouse

☐ Employee's Parent/Relative
 ☐ Other: _____

Was the employee (select all that apply):

- ☐ Engaged in usual job duties ☐ Working in a poorly lit area ☐ Rushed
- ☐ Working during low staff levels ☐ Working in a high crime area ☐ Isolated/alone
- ☐ Unable to get help/assistance ☐ Working in a community setting

☐ Working in unfamiliar settings ☐ Other: _____

Where the incident occurred:

☐ Worksite ☐ Hallway ☐ Bauer Office ☐ Bathroom ☐ Parking Lot
☐ Outdoor area ☐ Board Office ☐ Clinic ☐ Other: _____

Consequence of Incident:

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

Was medical treatment provided to the employee? ☐ Yes ☐ No

Did anyone provide necessary assistance to conclude the violent incident? ☐ Yes ☐ No

If yes, who? _____

Was security or other law enforcement contacted? ☐ Yes ☐ No

If yes, who? _____

What was their response? _____

Was any time lost from work? ☐ Yes ☐ No

If yes, how much time? _____

What actions were taken to protect employees from a continuing threat? _____

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 employer. Indicate when it was provided and to whom.

This violent incident log was completed by

Name: _____

Job Title: _____

Phone Number: _____

Email Address: _____

Date of Report: _____

Signature: _____

HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection:	Person Conducting Inspection:
Unsafe Condition or Work Practice:	
Corrective Action Taken:	

Date of Inspection:	Person Conducting Inspection:
Unsafe Condition or Work Practice:	
Corrective Action Taken:	

Date of Inspection:	Person Conducting Inspection:
Unsafe Condition or Work Practice:	
Corrective Action Taken:	

EMPLOYEE HAZARD ASSESSMENT FORM

Please complete the applicable section(s) of the Employee Hazard Assessment Form and return it to the WVPP Administrator.

Date: _____

Employee Name: _____

Annual Review of Workplace Violence Prevention Program (“WVPP”)
Please identify any deficiencies in POMDR’s WVPP:
Please provide any suggestions you may have for improving POMDR’s WVPP:

Worksite Evaluations and Investigations
Is it your opinion that POMDR’s processes, practices, procedures, and training as they relate to the prevention of workplace violence are adequate? If no, please explain.
Please identify any potential hazards of which you are aware:
Please provide any measures, procedures, or tools that you believe would have prevented the injury:
Is it your opinion that POMDR’s evaluation was adequate? If no, please explain.

<p>Please identify any additional actions POMDR's should take with regards to workplace evaluations and investigations:</p>
<p>Proposed Corrective Actions</p>
<p>Is it your opinion that POMDR's proposed corrective action is adequate? If no, please explain.</p>
<p>Please identify any measures, procedures, or tools that would be more effective:</p>

<p>Other</p>
<p>Please provide any other input below that you believe would assist POMDR's in improving its Workplace Violence Prevention Program:</p>

HAZARD ASSESSMENT PARTICIPATION RECORD

[illegible]

**WORKPLACE VIOLENCE PREVENTION TRAINING AND INSTRUCTION
RECORD**

Date of Training	
Name and Qualifications of Trainer(s)	
Subject and Summary of Training	

NAME/JOB TITLE	SIGNATURE	NAME/JOB TITLE	SIGNATURE