



Agenda Item: 14.F
Date of Meeting: June 24, 2024
Department: Administration

STAFF REPORT

To: City Council
From: Robin Picken
Subject: **Approve the City of Bishop Workplace Violence Prevention Program (WVPP)**
Prepared On: June 13, 2024
Attachments: City of Bishop Workplace Violence Prevention Plan - 6/24/2024

Background/History:

Governor Newsom signed SB 553 (Cortese) into law on September 30, 2023. The bill, codified in Labor Code section 6401.9, requires the City of Bishop to establish, implement, and maintain a workplace violence prevention plan (WVPP) no later than July 1, 2024.

More specifically, the City must adhere to the following requirements:

- Establish, implement, and maintain an effective workplace violence prevention plan containing specified information in all work areas at all times.
- Record information in a violent incident log for every workplace violence incident.
- Effectively train employees on the workplace violence prevention plan, including providing additional training when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan.
- Maintain records of workplace violence hazard identification, evaluation, and correction.
- Maintain training records to be created and maintained.
- Maintain violent incident logs and workplace incident investigation records as specified.
- Make available certain records to Cal/OSHA, employees, and employee representatives, as specified.

Analysis/Discussion:

A critical element for making an effective plan is to assess and identify workplace violence hazards at every location where employees are present. City staff members participated in California Joint Powers Insurance Authority's Site Security Assessment training which covered how to conduct and document site security assessments, along with steps that can be taken to mitigate identified exposures. City staff has since completed a current Site Security Assessment dated June 19, 2024. This document is a "living" document and will be updated from time to time based on changes to the City's WVPP or due to requests made by staff members that are responsible for evaluating the Site Security Assessment for the City.

Once the Council approves the City's Workplace Violence Prevention Program, the City will conduct the required training to all employees by July 1, 2024. Pursuant to California Labor Code section 6401.9, components of the mandatory training include: A) The employer's plan, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan; (B) The definitions and requirements of this section; (C) How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal; (D) Workplace violence hazards specific to the employees' jobs, the corrective measures the employer has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm; (E) The violent incident log required by subdivision (d) and how to obtain copies of records required by paragraphs (1) to (3), inclusive, of subdivision (f); and (F) An opportunity for interactive questions and answers with a person knowledgeable about the employer's plan.

The following supplemental trainings have also been made available to employees through the City's membership with California Joint Powers Insurance Authority (CJPIA):

- Workplace Violence: From Threats to Active Shooters
- Workplace Violence Awareness Training
- Active Shooter & Workplace Violence Response: The New Environment for Public Sector Professionals
- Tactical Communication: Tools for Service & Safety in the Field
- Strategic Communication: De-escalation Strategies
- De-escalation Techniques: Communication Strategies for Public Sector Employees

City department heads have reviewed the proposed Workplace Violence Prevention Program and would like Council to consider approving this program as presented.

Economic Impacts:

There are no economic impacts.

Budget Impacts:

There are no budget impacts.

Legal Review:

Deputy City Attorney Boyd-Weatherby has reviewed this item and finds that the recommended action complies with the law.

Recommended Action:

Council consideration to approve and adopt the City of Bishop Workplace Violence Prevention Program as presented.

Approved By: Deston Dishion 6/18/2024

Approved By: Jamaar Boyd-Weatherby 6/20/2024

Approved By:

Approved By: