

WORKPLACE VIOLENCE PREVENTION PROGRAM for New Song Community Church

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 \(LC\) section 6401.9](#).

Date of Last Review: June 30, 2024

Date of Last Revision(s): June 30, 2024

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 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.

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.
- The following four workplace violence types:

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, patients, students, inmates, 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 which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrator, Debbie Waller, HR Director, has the authority and responsibility for implementing the provisions of this plan for New Song Community Church. If multiple persons are responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibilities)	Phone #	Email
Mark Kuhn	Campus Pastor	Employee Committee member. Mark okays the final plan and any major changes.	760-560-5000 x138	mark@newsongchurch.com
Debbie Waller	HR Manager	<i>Debbie organizes safety meetings, okays final plan or any changes, updates training materials and handles any reports of workplace violence.</i>	760-309-5902	debbie@newsongchurch.com
Nancy Prato	Front Desk Manager	Employee Committee member. Nancy okays the final plan and any major changes.	760-560-5000	nancy@newsongchurch.com

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

EMPLOYEE ACTIVE INVOLVEMENT

New Song Community Church 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. Management will have quarterly safety meetings with employees to discuss the identification of workplace violence-related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures. For those employees that are in the building less often they can put their concerns in the metal box outside HR's office in the upstairs office area.
 - Designing and implementing training
 - Reporting and investigating workplace violence incidents. Fill out the Workplace Violence Protection Form located at the end of this policy. The form can also be found on insidenevangelical.com or in the files outside of the Finance Directors Office (upstairs office area)
- 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. Every employee will receive this policy via email as well as on insidenevangelical.com or in the files outside of the Finance Directors Office (upstairs office area)

- 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 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 New Song Church/Play Kingdom/Preschool Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
- Provide retraining to employees whose safety performance is deficient with the WVPP.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employees 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 onboarding includes workplace violence prevention policies and procedures.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
- 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, of other violence concerns. There is a metal box outside the HR Director's office in the upstairs office area.
- 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.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

New Song will implement the following effective procedures 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. This will be accomplished by email, phone call, or direct contact. If that's not possible, employees will report incidents directly to the WVPP administrator, Debbie Waller, HR Director (760) 309-5902

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively.

EMERGENCY RESPONSE PROCEDURES

New Song/Play Kingdom/Preschool 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 by the following pressing the EMERGENCY button on all phones located throughout the building. In doing so, every phone will then ring at the same time. Answer and the initiator will let you

know what is going on to be informed to know how to protect themselves. If they are unable to relay what's going on, please shelter and place for your protection.

- New Song will have evacuation or sheltering plans included in this document that show all exit doors located in Oceanside Campus and Carlsbad Campus.

In the event of an emergency, including a Workplace Violence Emergency, contact the following: DIAL 911, notify your supervisor and/or let the WVPP administrator know.

- **AGGRESSIVE or THREATENING BEHAVIOR**

1. Remain calm.
2. Call the WVPP Administrator, notify your supervisor, or if needed dial 911.
3. Ensure that everyone remains a safe distance away.

What to do while waiting for help to arrive (only if you can safely do so)

1. LISTEN. Avoid any physical contact and allow the person to talk.
2. ASSIST. Provide a quiet environment; minimize external stimulation. Give the person space. Ask the person what or who may be helpful.
3. RECOGNIZE. Know your limitations and, if necessary, consider leaving the situation if you can safely do so.

- **ARMED PERSON or ACTIVE SHOOTER:**

1. RUN – if you can. Quickly get yourself and those for whom you are responsible safely away from the danger.
2. HIDE – If you are unable to escape, hide if you can do so without drawing attention. Shelter in-place and barricade yourself:
 - i. Close and lock all doors to the outside.
 - ii. Turn off the lights and silence any TVs, radios, or other audio devices.
 - iii. Shelter out-of-sight and away from doors and windows.
 - iv. Stay as low to the floor as possible.
 - v. Remain silent and still; do not draw attention to yourself.
 - vi. Do not answer or open the door.
 - vii. Stay where you are until authorities advise that it is safe to move.
 - viii. If you can quietly and safely do so without revealing yourself to the assailant(s), call 9-1-1 to advise them of your specific location as well as how many others are hiding with you.
 - ix. Stop talking to the 9-1-1 operator if necessary to maintain your concealment and do not hang up until the 9-1-1 operator tells you it is okay to hang up.
3. FIGHT – If you are confronted with direct contact of an immediate life-threatening nature, do whatever you must to protect yourself and/or others by disabling the perpetrator(s). Be aggressive and, if necessary, improvise weapons.

- **SUSPICIOUS PERSON or BEHAVIOR**

SEE SOMETHING – SAY SOMETHING

CALL 9-1-1 or press the EMERGENCY button on any phones in the building.

If you can safely do so, observe the person and their behavior. Note and report the following to the police:

1. Race or skin color/tono
2. Gender (Male or Female)
3. Height
4. Weight
5. Hair length/style
6. Hair Color
7. Eye Color
8. Clothing: from top to bottom
9. Other: Weapons, facial hair, tattoo, scar, accent/speech, other physical descriptions.
10. Vehicle (color, year, make, body style, license, unique identifying marks)

- **BOMB THREAT**

STAY OFF CELL PHONES AND RADIOS!!!!

CALL 9-1-1, or press the EMERGENCY button on any phone in the building.

1. Do not automatically evacuate the building unless an explosive device has, in fact, been found.

- Otherwise, evacuate only as directed by authorities.
2. Be prepared to give the following information:
 - a. State: "This is an emergency. We have received a bomb threat."
 - b. Provide your location on campus and the phone number from which you are calling.
 - c. Stay on the phone until the 9-1-1 operator tells you it is okay to hang up.
 3. What to do in the event of receiving a bomb threat via telephone:
 - a. Ask the caller to provide the following information:
 - i. Time of the planned explosion
 - ii. Type of bomb
 - iii. Description of bomb
 - iv. Reason for doing this
 - b. Immediately write down the following information while the information is fresh in your mind.
 - i. Time of call
 - ii. Exact words used by the caller
 - iii. Behavior of caller and any speed characteristics (rapid, slurred, accent, lisp)
 4. What to do in the event of identifying a suspicious object, letter, package, or device:
 - a. Do NOT touch or move any suspicious envelope, package, or object, and especially do not bring it from outside into the building.
 - b. STAY OFF OF CELL PHONES AND RADIOS!
 - c. Evacuate all persons to the farthest point in the parking lot so that you will be safe. This should be a minimum of 300 feet away from the threat.
 - d. Prevent others from entering the danger zone.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. New Song will implement the following effective procedures to correct workplace violence hazards that are identified.

1. Corrective measures for workplace violence hazards will be specific to a given work area.
 - a. Keeping access doors locked when possible, during business hours to minimize entrance.
 - b. Posting signs at all entrances stating our premises have cameras and are monitoring the facility.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will be provided this document and have discussions about how to handle and respond to any workplace violence or threat they might encounter. Training and instruction will be provided as follows:

- 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.
- Opportunities New Song has for interactive questions and answers with a person knowledgeable about the New Song plan.
- Employee routes of escape.

Note: *Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

EMPLOYEE ACCESS TO THE WRITTEN WVPP

New Song 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 having it available to employees through insidenewsongchurch.com as well as a copy in the HR Director's office.

RECORDKEEPING

New Song will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Dates employees received original WVPP and all revised versions after.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

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.

REVIEW AND REVISION OF THE WVPP

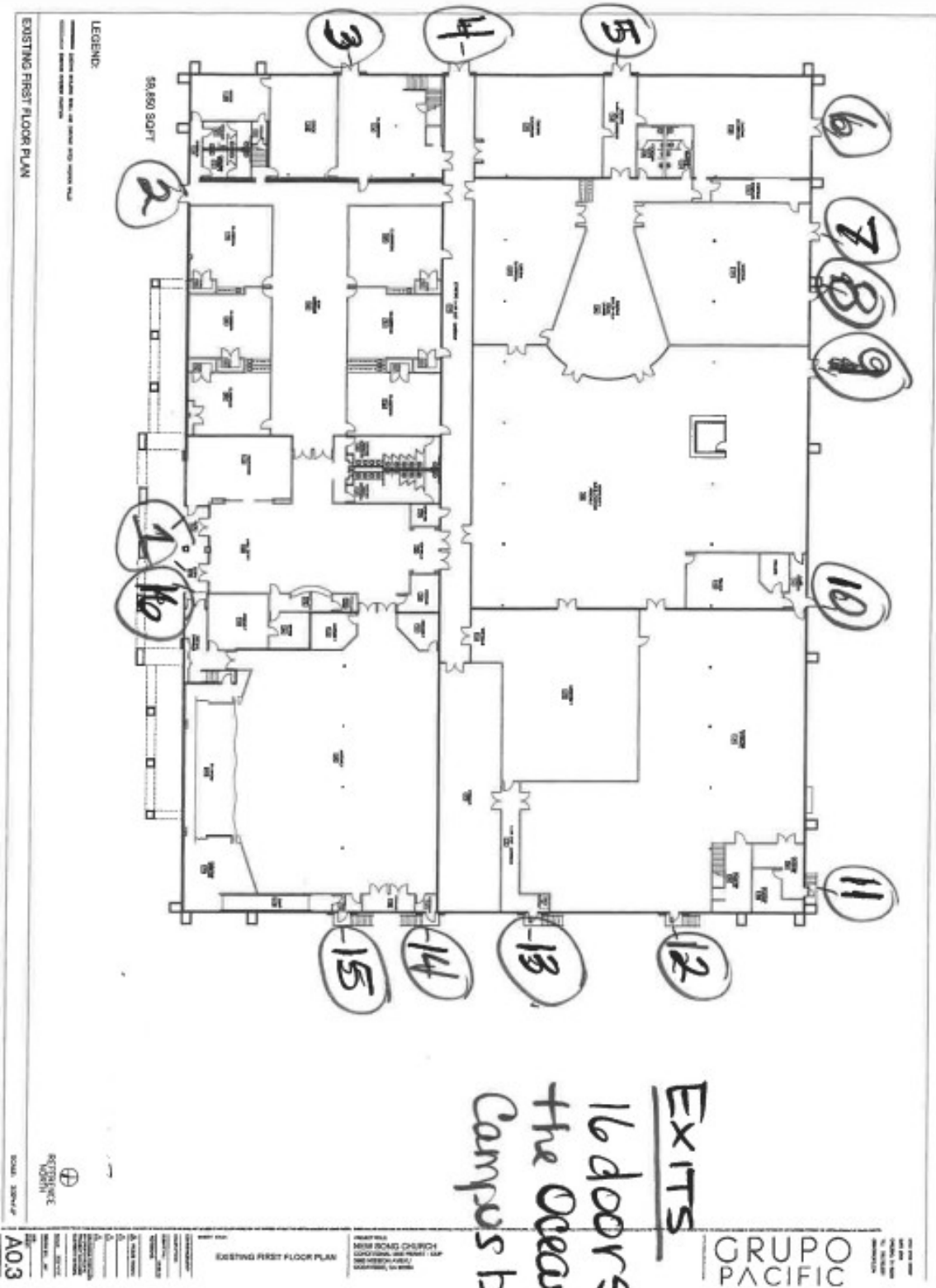
The New Song WVPP will be reviewed for effectiveness:

- 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 New Song WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems.
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees.

EMERGENCY EXIT MAP OF CAMPUSES Oceanside



EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), New Song 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, Debbie Waller, HR Director of New Song Community Church, 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 believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention."

"I, Mark Kuhn, Campus Pastor of New Song Community Church, 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."

"I, Nancy Prato, Front Desk Manager of New Song Community Church, 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 promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal."

Debra S. Waller

Debra S Waller

Signature

June 29, 2024

Date

Workplace Violence Protection Form

New Song Church / Play Kingdom / Preschool

Report Submitted by: _____ Date: _____

Date of Incident: _____ Time: _____

Address/Location of Incident (be specific): _____

Individuals involved in the incident (use additional sheet(s) if necessary)

Name: _____

Name: _____

Victim or Assailant

Victim or Assailant

Immediate Supervisor: _____

Immediate Supervisor: _____

Workplace Violence Type (check one)

- Type 1 Violence – 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 the workers with the intent to commit a crime..
- Type 2 Violence – workplace violence directed at employees by customers, clients, patients, 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.

Assailant Relationship to Employee

- | | | | |
|------------------------------------|-----------------------------------|--|--|
| <input type="checkbox"/> Co-worker | <input type="checkbox"/> Parent | <input type="checkbox"/> Vendor/Contractor | <input type="checkbox"/> Relative: _____ |
| <input type="checkbox"/> Student | <input type="checkbox"/> Stranger | <input type="checkbox"/> Animal | <input type="checkbox"/> Other: _____ |

Type of Incident (check all that apply)

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Grabbed | <input type="checkbox"/> Pushed | <input type="checkbox"/> Slapped | <input type="checkbox"/> Kicked |
| <input type="checkbox"/> Scratched | <input type="checkbox"/> Hit with fist | <input type="checkbox"/> Hit with Object | <input type="checkbox"/> Bitten |
| <input type="checkbox"/> Animal Attack | <input type="checkbox"/> Sexual Assault | <input type="checkbox"/> Verbally harassed | <input type="checkbox"/> Verbally Threatened |
| <input type="checkbox"/> Vandalism | <input type="checkbox"/> Robbery | <input type="checkbox"/> Threatened w/weapon | <input type="checkbox"/> Attacked with a weapon |
| <input type="checkbox"/> Destruction of Property: (what) _____ | | | <input type="checkbox"/> Other: _____ |

Describe the Incident: (be as detailed as possible i.e. what type of weapon, what started the incident, etc.)

Were there Injuries

Victim

- None Yes, minor
 Yes, major Yes, required medical attention

Assailant

- None Yes, minor
 Yes, major Yes, required medical attention

Describe injuries of each person involved _____

Witness/Witnesses: (list all names of witnesses) _____

Additional Incident Information

- YES NO Was medical attention needed as a result of the incident?
 YES NO Was the incident reported to a supervisor or manager?
 YES NO Were the police contacted?

What actions can be taken to minimize this from occurring again? _____

For Internal Office Use Only

Employees Supervisor print _____ signature _____

Executive Pastor print _____ signature _____

HR Director print _____ signature _____

Documented in Incident Log YES NO Date: _____