DESIGN BUILD
LIC# 812448

Workplace Violence Prevention Program

Purpose
To create a safer work environment by making sure that everyone understands what constitutes violence and how to deal with violence when it occurs.

WVPP Administrator: Chief Administrative Officer
Field Implementation: Project Manager, Superintendent, and/or Foreman responsible for each project

This Workplace Violence Prevention Plan ("WVPP") applies to Wyatt Trapp, Inc. employees at company offices, construction projects, temporary work locations, employer-controlled areas, and other locations where employees perform work.

This Plan is intended to comply with California Labor Code §6401.9 and may be maintained as a separate document or as part of Wyatt Trapp, Inc.'s Injury and Illness Prevention Program.

1. POLICY AND RESPONSIBILITY

Wyatt Trapp, Inc. is committed to providing a workplace free from violence, threats of violence, intimidation, and other workplace violence hazards.

Employees are encouraged and expected to promptly report actual or threatened workplace violence and workplace conditions that may create a risk of violence. Retaliation against an employee for making a good-faith report or participating in an investigation is prohibited.

The Chief Administrative Officer is responsible for overall administration of this Plan.

Project Managers, Superintendents, and Foremen are responsible for implementing the Plan at their respective worksites, including:

- receiving and responding to employee concerns;
- identifying and correcting workplace violence hazards;

- responding to emergencies;
- coordinating with owners, general contractors, subcontractors, and other employers;
- ensuring required training is provided; and
- reporting incidents to the WVPP Administrator.

All employees are responsible for following this Plan, reporting workplace violence hazards and incidents, and participating in required training.

2. WHAT CONSTITUTES WORKPLACE VIOLENCE

Workplace violence includes an act or threat of violence occurring at a place of employment, including a threat or use of physical force that causes or is reasonably likely to cause injury, psychological trauma, or stress.

It also includes incidents involving the threatened or actual use of firearms, weapons, or other objects as weapons.

Workplace violence is generally classified as:

Type 1 – Criminal Intent: Violence committed by a person who has no legitimate business at the worksite, such as a trespasser or person committing a crime.

Type 2 – Customer, Client, Visitor or Other Third Party: Violence directed toward an employee by a customer, client, owner, visitor, member of the public, vendor, delivery person, inspector, or similar individual.

Type 3 – Employee or Former Employee: Violence against an employee by a current or former employee, supervisor, or manager.

Type 4 – Personal Relationship: Violence committed at the workplace by someone who does not work for the company but has or previously had a personal relationship with an employee.

Lawful self-defense or defense of another person is not considered workplace violence under this Plan.

3. EMPLOYEE PARTICIPATION

Wyatt Trapp, Inc. will actively involve employees in developing, implementing, and reviewing this Plan.

Employees may participate by:

- reporting workplace violence hazards and concerns;
- identifying unsafe conditions during inspections, meetings, or normal work;
- recommending corrective measures;
- participating in workplace violence training;
- reporting incidents and providing information during investigations; and
- suggesting changes to this Plan.

Workplace violence concerns may also be discussed during safety meetings, tailgate meetings, project meetings, or individual discussions with supervisors.

Employee input will be considered when the Plan is reviewed and when workplace violence hazards or corrective measures are evaluated.

4. REPORTING AND COMMUNICATION

Employees shall immediately report workplace violence, threats, suspicious behavior, or other workplace violence concerns to any of the following:

- their Foreman or Superintendent;
- the Project Manager;
- the Chief Administrative Officer; or
- law enforcement when immediate assistance is required.

Reports may be made verbally or in writing.

An employee who reasonably believes an emergency or immediate threat exists should first move to a safe location and call 911 when appropriate.

Employees may report concerns without fear of retaliation. Wyatt Trapp, Inc. will investigate reported concerns and, to the extent reasonably possible, inform affected employees of the results and corrective measures taken.

Employees are not expected to physically intervene in a violent confrontation unless necessary for lawful self-defense or defense of another person.

5. EMERGENCY RESPONSE

When actual or potential workplace violence creates an emergency, employees shall use reasonable judgment to protect themselves and others.

Depending upon the circumstances, employees may be instructed to:

- leave the immediate danger area;
- evacuate the worksite;
- shelter in a secure location;
- avoid or deny access to the threatening individual;
- warn nearby employees;
- contact a supervisor, site security, or the controlling employer; and/or
- call 911.

Supervisors shall communicate the location and nature of the threat to affected employees as quickly as reasonably possible.

Methods of notification may include verbal warnings, telephone calls, text messages, radios, alarms, or instructions from site management.

Each project shall consider its particular layout, access points, exits, assembly locations, areas where employees may shelter, and the procedures established by the project owner or controlling employer.

Employees shall not reenter an evacuated or restricted area until authorized by law enforcement or responsible site management.

6. IDENTIFICATION AND CORRECTION OF HAZARDS

Wyatt Trapp, Inc. will identify and evaluate workplace violence hazards:

- when this Plan is initially implemented;
- periodically during workplace inspections;
- when employees report a concern;

- when a new or previously unrecognized hazard is identified; and
- after a workplace violence incident.

Potential construction-workplace hazards may include:

- uncontrolled public access to a worksite;
- trespassing;
- confrontations with members of the public;
- disputes between employees or employees of different contractors;
- terminated or disgruntled employees;
- employees working alone or in isolated areas;
- poorly lighted parking or work areas;
- inadequate means of communication;
- uncontrolled entry points;
- threats associated with personal relationships;
- locations with known criminal activity; and
- tools, equipment, or materials that could be used as weapons.

Identified hazards will be corrected in a timely manner based upon the seriousness of the hazard.

Corrective measures may include changes to access control, lighting, staffing, supervision, communication procedures, scheduling, work practices, barriers, security measures, employee separation, coordination with the controlling employer, removal of threatening persons, or involvement of law enforcement.

7. MULTI-EMPLOYER CONSTRUCTION SITES

Because Wyatt Trapp, Inc. frequently works at locations where employees of multiple employers are present, the company will coordinate its workplace violence prevention procedures with the owner, controlling employer, general contractor, subcontractors, and other employers as appropriate.

Before or during work, Wyatt Trapp, Inc. supervision shall determine, as applicable:

- site emergency procedures;
- methods used to notify workers of emergencies;
- evacuation and sheltering procedures;
- emergency contact procedures;

- site security or access-control procedures; and
- procedures for reporting workplace violence incidents involving employees of different employers.

If a Wyatt Trapp, Inc. employee experiences a workplace violence incident on a multi-employer worksite, Wyatt Trapp, Inc. will investigate and document the incident as required.

The violent incident log will also be provided to the controlling employer when required by California law.

8. POST-INCIDENT RESPONSE AND INVESTIGATION

After a workplace violence incident, Wyatt Trapp, Inc. will take appropriate steps based upon the circumstances, which may include:

- providing or obtaining emergency medical assistance;
- contacting law enforcement or emergency services;
- securing or restricting access to the affected area;
- protecting employees from continuing threats;
- interviewing affected employees and witnesses;
- identifying the type, circumstances, and cause of the incident;
- reviewing whether existing procedures were followed and effective;
- identifying additional hazards revealed by the incident;
- implementing corrective action;
- completing the required Violent Incident Log; and
- reviewing and revising this Plan when necessary.

The investigation will focus on determining what occurred and how similar incidents can be prevented.

9. VIOLENT INCIDENT LOG

Wyatt Trapp, Inc. will maintain a Violent Incident Log for every workplace violence incident.

The log will include, as applicable:

- date, time, and location;
- Type 1, 2, 3, or 4 violence classification;
- description of the incident;
- classification of the person committing the violence;
- circumstances under which the incident occurred;
- location or type of work area;
- whether the incident involved physical attack, weapons, threats, sexual assault or threat, animal attack, or another form of violence;
- whether law enforcement or security was contacted;
- actions taken to protect employees and correct hazards; and
- the name and job title of the person completing the log and date completed.

The Violent Incident Log shall not contain personal identifying information about persons involved in the incident.

Information used to complete the log may be obtained from affected employees, witnesses, and investigation findings.

10. TRAINING

Employees will receive workplace violence prevention training when this Plan is first implemented and at least annually thereafter.

Training will include:

- this WVPP and how employees may obtain a copy at no cost;
- how employees can participate in implementation of the Plan;
- the meaning and types of workplace violence;
- how to report incidents, threats, and concerns without fear of retaliation;
- workplace violence hazards relevant to the employee's work;
- corrective measures implemented by the company;
- procedures for obtaining assistance during an emergency;
- strategies for avoiding physical harm;
- the purpose of the Violent Incident Log and how employees may obtain required records; and
- an opportunity for employees to ask questions of a person knowledgeable about the Plan.

Additional training will be provided when new or previously unrecognized workplace violence hazards are identified or material changes are made to this Plan.

Training will be provided in language and vocabulary appropriate for the employees receiving it.

11. PLAN REVIEW

This Plan will be reviewed:

- at least annually;
- after a workplace violence incident;
- whenever a deficiency in the Plan becomes apparent; and
- when changes in working conditions create new workplace violence hazards.

Employees and authorized employee representatives will be given an opportunity to participate in the review.

Changes necessary to improve the effectiveness of the Plan will be implemented promptly.

12. RECORDKEEPING AND ACCESS

Wyatt Trapp, Inc. will maintain:

- Workplace violence hazard identification, evaluation and correction records: minimum 5 years.
- Violent Incident Logs: minimum 5 years.
- Workplace violence incident investigation records: minimum 5 years.
- Training records: minimum 1 year, including the date, training content or summary, trainer name and qualifications, and names and job titles of employees attending.
- Records required by law will be provided to Cal/OSHA upon request.
- Workplace violence hazard records, training records, and Violent Incident Logs will be made available to employees and authorized employee representatives upon request, without cost, within the time required by California law.
- The written WVPP shall be readily accessible to employees, authorized employee representatives, and Cal/OSHA representatives at all times.

No employee will be retaliated against for making a good-faith workplace violence report, participating in an investigation, or raising a workplace safety concern.

PRINT NAME	SIGNATURE