

### Injury and Illness Prevention Program (IIPP)

Responsible Administrator: Safety and Injury Prevention Division

Revised: November 2025

**Summary:** This section outlines the policy and procedures related to the Injury and Illness Prevention Program (IIPP) that is administered through the Environmental Health and Safety (EHS) Department.

1. Program Description .....	1
2. Scope .....	1
3. Responsibilities .....	3
4. Program Components .....	4
5. Reporting Requirements .....	6
6. References & Appendices .....	6

#### [Appendix A - UC Workplace Violence Prevention Plan](#)

### 1. Program Description

Per the California Code of Regulations, Title 8, Section 3203, UC Irvine has adopted an Injury and Illness Prevention Program (IIPP), which describes specific requirements for program responsibility, compliance, communications, hazard assessment, accident/exposure investigations, hazard correction, training, and recordkeeping. The University of California, Irvine (UC Irvine) complies with Title 8 of the California Code of Regulations, Section 3203 strives to maintain a safe and healthful working environment and has implemented this Injury and Illness Prevention Program (IIPP) for this purpose.

UCI's IIPP is posted on the Environmental Health and Safety website at [www.ehs.uci.edu](http://www.ehs.uci.edu), under "Safety and Injury Prevention" and under the "How Do I" drop down page. This document is posted for all UCI employees to access at any time.

### 2. Scope

The University of California, Irvine:

- Provides procedures for identifying and evaluating hazards and unsafe conditions;
- Develops procedures for correcting hazards and unsafe conditions;
- Communicates with employees regarding health and safety matters and how to report hazards;
- Provides employee training programs;
- Develops compliance strategies;
- Maintains documentation for health and safety programs; and identifies a person or persons with authority and responsibility for implementing the program

### **3. Responsibilities**

#### **3.1 Program Administrator**

The ultimate responsibility for providing resources towards the goal of effective policies regarding environmental health and safety issues rests with the Chancellor. General policies, which govern the activities and responsibilities of the Environmental Health and Safety program, are established under the authority of the Chancellor. As designated by the Chancellor, the individual with responsibility for implementing the IIPP is the Executive Director of Environmental Health and Safety (EHS), hereafter referred to as the Program Administrator. The Program Administrator has the authority to implement all provisions of this program. All University employees are responsible for supporting the program and for working safely and maintaining a safe and healthful work environment.

#### **3.2 Environmental Health and Safety (EHS)**

- Provides consultation to all levels of UC Irvine staff and faculty regarding program compliance.
- Develops templates to assist Schools, Departments, and Work Units in implementing effective injury and illness prevention programs.
- Consults on issues of hazard identification and evaluation, procedures for correcting unsafe conditions, systems for communicating with employees, regularly scheduled safety meetings, employee training programs, compliance strategies, and recordkeeping.
- Provides centralized monitoring of campus-wide activities in the areas of environmental compliance, biological safety, chemical hygiene, emergency preparedness, fire safety, hazard communication, hazard identification, hazardous materials management, industrial hygiene, occupational safety, sanitation, and safety education and training.
- Maintains centralized environmental and employee exposure monitoring records, allowing employee access to records as directed by law.

**3.3 Schools and Business Units** - Associate Vice Chancellors, Deans, Directors, Department Chairs, and other managers are responsible for ensuring that:

- Individuals under their management have the authority to implement appropriate health and safety procedures, practices, and programs.
- Areas under their management have adequate funding for health and safety programs, practices, and equipment.
- Areas under their management are in compliance with UC Irvine health and safety practices, policies, and programs.
- A responsible person (Safety Representative), within each work unit under their management is designated to partner with EHS to implement the work unit specific component of the IIPP.

**3.3.1 Work Unit** - lowest level group of individuals that:

- Includes at least one of the following:
  - Principal Investigator
  - Academic Business Officer

- Director
- Manager/Supervisor
- Unit/Department Head
- Holds periodic meetings where safety is discussed.
- Includes people who work closely and perform similar work activities on a regular basis
- Has unique training needs in order to successfully implement unit specific procedures.

### 3.4 Supervisors

In partnership with EHS, Supervisors are responsible for implementing the UC Irvine Injury and Illness Prevention Program. Supervisors implement the IIPP through the following actions:

- Identify a [Safety Representative \(SR\)](#). This person may also be the PI or Supervisor.
- Ensure that work unit health and safety practices are communicated and understood through training and other programs.
- Ensure that health and safety practices are consistent throughout the work unit and that work unit specific training is provided.
- Include compliance with health and safety procedures as part of the annual performance evaluation.
- Encourage employees to report safety concerns without fear of reprisal.
- Report injuries promptly to [Workers' Compensation](#).
- Where appropriate, facilitate the implementation of:
  - [Hazard Identification Checklist](#)
  - Work unit specific staff training beyond the required EHS safety courses offered.

#### Laboratory Principal Investigators (PIs) / Lab Supervisors

Laboratory Principal Investigators and Laboratory Supervisors must satisfy the list of items on the [Principal Investigator's Checklist](#) to implement the IIPP.

### 3.5 Employee Responsibilities

The Safety on Site (SOS) program has been developed by UC Irvine to ensure that employees implement and follow the Injury and Illness Prevention Program (IIPP). Employees are responsible for following the requirements of the IIPP through the following actions:

- Complete all EHS required training identified by the Safety Training Self-Assessment (STSA) in the [UC Learning Center](#) , including Safety Fundamentals, Laboratory Safety Fundamentals, or School of Medicine Annual Training.
- Know who is the designated Safety Representative (SR) for your work unit.
- Participate in all work unit specific training recommended and/or coordinated by your designated SR.
- Ask your SR, supervisor or faculty when concerned about an unknown or hazardous situation or substance.
- [Report all unsafe conditions](#), practices, or equipment to your supervisor, SR, or to campus EHS.

### 3.6 Safety Representative (SR)

Safety Representatives are responsible for following the requirements of the Injury and Illness Prevention Program through the following actions:

- Complete all EHS required training identified by the STSA in the [UC Learning Center](#) every three (3) years and for new employees.
- Complete the work unit specific [Hazard Identification Checklist](#) and ensure that identified hazards are corrected and addressed.
- Develop a [Standard Operating Procedure \(SOP\)](#) as necessary.
- Ensure work unit employees take their Safety Training Self-Assessment and take all EHS required training.

Conduct and/or coordinate work unit specific training for all employees in your work unit.

- Maintain written records for work unit specific training using template.
- Conduct work unit inspections. (Recommended)

Qualifications of a Safety Representative:

- Competency in administrative work activities or area of research.
- Ability to communicate safety procedures.
- For SRs in laboratories, a background in chemical, biological, and/or radiological safety issues, where applicable.

### 3.7 Student Employees

Student employees are responsible for following the requirements of the Injury and Illness Prevention Program through the following actions:

- Ask your supervisor or faculty questions when concerned about an unknown or hazardous situation or substance.
- [Report](#) all unsafe conditions, practices, or equipment either to your supervisor or to EHS.
- Keep informed about conditions that may impact your health and safety.

Participate in EHS [training programs](#), as required.

## 4. Program Components

### Communication

UC Irvine communicates with employees, faculty, and staff in a form readily understandable and accessible to all affected parties on matters pertaining to occupational safety and health, including provisions designed to encourage employees to inform their supervisor or EHS of hazards at the worksite without fear of reprisal. University employees shall not suffer any type of reprimand, discipline, or punishment as a result of reporting a safety hazard or concern. UC Irvine uses various systems and methods to communicate or relay information on these matters, which include:

- [Training Programs](#)
- Regularly scheduled safety committee meetings
- Publications including:
  - [EHS Programs Manual](#)
  - [UCI Emergency Procedures](#)
- Participation in [research compliance panels](#), and [anonymous and confidential hazard reporting](#)

## **Hazard Identification and Evaluation**

UC Irvine has procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. EHS conducts periodic inspections of campus buildings and laboratories, including routine radiation safety and biological safety inspections.

Safety Representatives complete Hazard Assessments for their work unit. The following tools are used to identify hazards and unsafe conditions in the work unit:

- Hazard Identification Checklist
- Workstation Ergonomic Evaluations
- Work Unit Inspection Tools
- Laboratory Safety Inspection Checklist
- Self-Inspections for Labs Checklist
- Title 19 Inspection Program

## **Hazard Correction**

Unsafe or unhealthful work conditions, practices, or procedures are corrected in a timely manner based on the severity of the hazards and available university funds. For serious hazards that are immediately dangerous to life or health, immediate action will be taken to mitigate the hazard. The Supervisor/Principal Investigator, department heads, EHS, and all affected employees will be notified of the hazard. If the hazard cannot be immediately abated, all personnel will be removed from the affected area. Access to the area will be controlled until the safety of personnel can be assured.

## **Training and Instruction**

Training is provided to each employee, including managers and supervisors, with regard to general safety procedures and to any hazards specific to an employee's job.

All employees must complete required safety training as identified by the STSA in the UC Learning Center. The STSA identifies safety training based upon work environment and work activities. Results may include Safety Fundamentals, Laboratory Safety Fundamentals, or School of Medicine Annual Training. Training occurs:

- Upon the hiring of a new employee;
- When an employee is given a new job assignment for which training has not been provided; or
- When new substances, processes, procedures, or equipment that represent a new hazard are introduced.

- When recertification is due.

Training records for all EHS training courses can be found within [UC Learning Center](#).

## **Recordkeeping**

The University has taken the following steps to document and maintain the IIPP:

- All IIPP related documents are maintained a minimum of 10 years.
- Employee exposure records are maintained for at least 30 years.

## **5. Reporting Requirements**

When an injury or illness occurs that is serious enough to require immediate medical treatment, notify University Police by calling 911 on a campus phone or (714) 456-6123 at the UC Irvine Medical Center.

**Reporting.** The [Online Incident Report](#) must be completed for all employee work-related injuries and illnesses within 24 hours of the incident. For additional information, please refer to the [Workers' Compensation](#) website.

**Investigations.** As part of completing the Online Incident Report, the employee and supervisor work together to determine the cause of the incident and to ensure that appropriate follow-up, hazard communication, and hazard correction has occurred. EHS reviews online incident reports. Incident reports and EHS investigations are documented and filed with EHS and Workers' Compensation.

Additional Resources:

- [Report a Safety Concern](#)
- [Report a Work-related Injury or Illness](#)
- [Workers' Compensation](#)
- [UC Irvine Injuries & Medical Treatment](#)

## **6. References & Appendices**

### **UC Irvine:**

[Training Schedule and Registration](#)  
[Report a Safety Concern/Near Miss](#)  
[Report a Work-related Injury or Illness](#)

### **State Agencies:**

[California Division of Occupational Safety and Health \(Cal/OSHA\)](#)  
[California Environmental Protection Agency](#)  
[California Air Resources Board](#)

### **Appendices:**

[Appendix A - UC Workplace Violence Prevention Plan](#)

## Appendix A - UC Workplace Violence Prevention Plan



# Workplace Violence Prevention Plan

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## Table of Contents

<b>INTRODUCTION</b>	<b>3</b>
<b>ROLES AND RESPONSIBILITY</b>	<b>4</b>
<b>EMPLOYEE ACTIVE INVOLVEMENT</b>	<b>6</b>
<b>EMPLOYEE COMPLIANCE</b>	<b>7</b>
<b>COMMUNICATION WITH EMPLOYEES</b>	<b>7</b>
<b>COORDINATION WITH OTHER EMPLOYERS (Contractors)</b>	<b>8</b>
<b>WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURES</b>	<b>9</b>
<b>EMERGENCY RESPONSE PROCEDURES</b>	<b>9</b>
<b>WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION</b>	<b>10</b>
<b>WORKPLACE VIOLENCE HAZARD CORRECTION</b>	<b>11</b>
<b>TRAINING</b>	<b>12</b>
<b>ANNUAL PLAN REVIEW</b>	<b>12</b>
<b>RECORDKEEPING</b>	<b>13</b>
<b>LINKS TO RELEVANT UC POLICIES AND UCI PROCEDURES:</b>	<b>14</b>
<b>REVIEW/APPROVALS:</b>	<b>15</b>

## INTRODUCTION

The University of California, Irvine (UCI) Workplace Violence Prevention Plan (Plan) addresses the hazards associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#). 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.

### Purpose

To establish a comprehensive workplace violence prevention plan designed to create a safe and secure work environment for all employees by:

- Implementing strategies to identify, assess, and mitigate potential risks.
- Providing training and resources to help employees recognize and respond to signs of potential violence.
- Fostering a culture of respect, empathy, and open communication.
- Complying with legal and regulatory requirements.

### Scope

This Workplace Violence Prevention Plan (Plan) applies to:

- All departments and facilities on or affiliated with the UC Irvine Campus, excluding the UCI Police Department and UCI Health affiliated units/locations.
- Employees, as well as others working on our behalf who are directed, or directly supervised on the job by university employees (e.g., certain temporary agency personnel, contract personnel, etc.), with the following exception:
  - Employees teleworking from a location of the employee's choice, which is not under the control of the University.
- Issues in which a threat may exist but have not yet escalated to a critical threat level (i.e., active shooter or homicide) within the workplace.

### Definitions

- **Emergency:** Unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other people.
- **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.
- **Inspect:** A Risk & Safety Solutions (RSS Inspection Tool) product utilized to manage workplace violence inspections.
- **IIPP:** Injury and Illness Prevention Plan
- **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. Reportable injuries must be reported to Cal/OSHA within 8 hours of the incident or as soon as reasonably possible.

- **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.
- **Threat Assessment:** A fact-based investigative approach that evaluates whether an individual's behavior poses a risk to their safety or the safety of others. The appraisal of risk in each situation focuses on an individual's actions, communications, and specific circumstances that might suggest that an individual intends to commit a violent act and/or is engaged in planning or preparing for that event.
- **University/UCI:** The University of California, Irvine campus or other owned, operated, or controlled facilities.
- **Violent Incident Log:** The violent incident log required by LC section 6401.9.
- **Workplace Violence:** Any act of violence or threat of violence that occurs in a place of employment. This includes but is not limited to:
  - 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.
  - 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, 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.
- **WVPC:** *Workplace Violence Prevention Committee*
- **WVPP:** *Workplace Violence Prevention Program*
- **WVPP Online Reporting Tool:** UCI Service Now reporting tool located on the workplace violence prevention program page.
- **Work practice controls:** Procedures and rules used to effectively reduce workplace violence hazards.

## ROLES AND RESPONSIBILITY

The WVPP Manager has the authority and responsibility for implementing the provisions of this Plan for UCI. Additional people responsible for the plan and their roles are described in the table below.

<b>Job Title/Position</b>	<b>WVPP Responsibility</b>
Executive Director, Environmental Health and Safety (EHS)	Safety Concerns and implementation of the Injury and Illness Prevention Program
Manager, UCI Health EHS & Emergency Management	Direct oversight of UCI Campus Workplace Violence Prevention Program Manager
Vice Chancellors, Human Resources and Department of Finance and Administration	Administrative oversight of Workplace Violence Prevention Program on the Irvine campus

### **WVPP Manager**

The Workplace Violence Prevention Program Manager shall be responsible for the following:

- Documenting, supporting investigations, and monitoring workplace violence cases.
- Referring violence cases to the appropriate enforcement entities, e.g., Academic Personnel, Human Resources, UCIPD.
- Ensuring this WVPP remains current and is reviewed annually and updated as needed.
- Providing threat assessment consultation and technical assistance.
- Ensuring site hazard assessments are completed by the responsible parties.
- Monitoring employee training compliance.
- Evaluating workplace violence trends.

### **Workplace Violence Prevention Committee**

The WVPC is comprised of key personnel from Environmental Health & Safety, Human Resources, Office of Campus Counsel, Academic Personnel, Office of Academic Integrity and Student Conduct, Staff Assembly, Workforce Relations, Facilities Management, Office of Equal Opportunity and Diversity, Risk Management, Clery Act Compliance and UCI Police Department. The WVPC is coordinated by the WVPP Manager and reports to the Vice Chancellors of Human Resources and Division of Finance & Administration. The WVPC is responsible for:

- Quarterly reviews of key Plan requirements including employee engagement, training, site hazard assessments and reviewing/analyzing the violent incident log metrics.
- Annual review of the efficacy of the WVPP and the Plan.

### **Consultation Team**

A Consultation Team has been established to assist with the initial assessment of potential workplace violence incidents.

- The Consultation Team consists of activated members, and core members from the UCI Police Department, the Counseling Center, the Office of Campus Social Work, the Office of Academic Integrity and Student Conduct (OAISC), Dean of Students, the Workplace Violence Prevention Program, the Office of Campus Counsel and is chaired by the Associate Vice Chancellor of Wellness, Health and Counseling Services.
- The Consultation Team:
  - Functions as the campus' Behavioral Intervention Team (BIT) or threat assessment team. The Consultation Team brings together campus partners to review, discuss and manage a broad array of issues of concern to campus safety or well-being, involving students, faculty, staff, and community members.
  - Provides an alternate avenue of reporting and mitigation of potential workplace violence incidents.
  - Is an alternative medium for seeking out additional resources to manage non-imminent threats of violence to the UCI community.

### **Manager / Supervisor**

Managers and Supervisors shall be responsible for the following:

- Being able to recognize security and safety situations and being aware of evolving workplace violence concerns related to the worksite.
- Identifying workplace violence concerns via observation or employee reports and ensuring the incident gets reported through the [WPPV Online Reporting Tool](#).
- Gathering initial workplace violence concerns from employees and taking steps to protect the workplace i.e., addressing immediate concerns, separate impacted parties, engaging HR for code of conduct violations etc.
- Notifying the appropriate parties, HR, UCIPD, WVPP Manager or Consultation Team, of workplace violence occurrences.
- All managers and supervisors are responsible for implementing and maintaining the Plan in their work areas, answering employee questions about the WVPP, and working with the building facility manager to conduct workplace inspections via RSS INSPECT.

### **EMPLOYEE ACTIVE INVOLVEMENT**

UCI will implement the following procedures to obtain the active involvement of employees and authorized employee representatives.

- Developing and implementing the plan
  - Providing employees and their representatives with the opportunity to review and provide feedback on the Plan and training prior to publishing.
- Management will work with and allow employees and authorized employee representatives to participate in:
  - Identifying, evaluating, and determining corrective measures to prevent workplace violence.
  - Designing and implementing training by:
    - Providing feedback on the program at the end of the annual UCLC training.

- Providing feedback forms at the conclusion of any in-person training conducted by the WVPP Manager.
- Providing feedback to the WVPP Manager via a link on the EHS website under the [WVPP page](#).
- Reporting workplace violence incidents.
  - Provide employees with an easy to access reporting process for sharing workplace violence incidents. Provide employees with a means to communicate with the WVPP Manager in the WVPP process.
- Reviewing the plan at least annually or when a deficiency is observed or becomes apparent, and after a workplace violence incident.
  - A ZotMail will be sent out annually with a link to the Plan asking for comments.
  - After a workplace violence incident, the department WVPP Manager will collaborate with the supervisor to ensure all department employees have an opportunity to review the plan and provide feedback. This will be activated through post-incident debrief communication with the affected parties or their direct supervisor.

## EMPLOYEE COMPLIANCE

Our system ensures that employees adhere to the rules and work practices designed to enhance workplace security and avoid engaging in threats or physical actions that create security hazards for others. This includes, at a minimum:

- Training employees, supervisors, and managers in the provisions of UCIs WVPP, specifically the Plan.
- Providing retraining to employees whose safety performance, e.g., engaging in threats or physical violence, is deficient with the Plan.
- Employees are expected to act in accordance with Section 3.5 of the [IIPP](#) and failure to comply may result in corrective action in accordance with UC policies or applicable collective bargaining agreements.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace. Refer to Section 3 of the [Injury and Illness Prevention Program](#).
- Management will help 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.

## 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 and consists of the following:

- New employee orientation includes information about workplace violence prevention policies and procedures.
- Workplace violence prevention training programs and opportunities are available through UCLC.
- Employees can provide feedback on the program's efforts via the WVPP website as well as regularly communicate with the WVPP Manager or the WVPC through email.
- Employees can report a workplace violence incident, threat, or other workplace violence concern to established UCI reporting avenues or through UCI Police Department, as appropriate, without fear of reprisal or adverse action:
  - Using the [WVPP Online Reporting Tool](#).
  - E-mail to the WVPP Manager.
  - Call or text 9-1-1 for life-threatening emergencies.
  - Report incident to your supervisor/manager.
- Employees' concerns will be investigated in a timely manner. They will be notified upon completion of the investigation and provided an opportunity to discuss the findings, including any corrective actions. Notification will be made with autogenerated messages from the WVPP Online Reporting Tool when:
  - Acknowledging the individual submitting the incident report.
  - Notifying the individual when the incident has been closed out.
- The WVPP Manager will be included in regularly scheduled meetings with the Consultation Team (CT) that address security issues and potential workplace violence hazards.
- Posted or distributed workplace violence prevention information.
- Providing briefings/training at different forums across UCI departments.
- WVPP Manager will ensure the supervisor is notified if the workplace violence incident has resulted in an injury.
- Managers/supervisors should share the corrective actions identified in the hazard identification and evaluation process outlined below.

### **COORDINATION WITH OTHER EMPLOYERS (Contractors)**

UCI will implement the following procedures to coordinate implementation of its Plan with other contracted employers to ensure that the contracted employers and their employees understand their respective roles, as provided in the Plan.

- All employees will be trained in workplace violence prevention annually.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, the other contracted employer will ensure that if their employees experience a workplace violence incident, they will notify UCI by contacting the WVPP Manager who will record the information on the violent incident log and shall also provide a copy of that log to the contracted employer upon request.
- The UCI WVPP Manager will communicate with contractors annually to ensure appropriate information sharing.

## WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURES

- Acts or threats of workplace violence, or workplace violence concerns, which are urgent in nature, and which threaten the safety of UCI employees or affiliated individuals must be immediately reported to The UCI Police Department by dialing or texting 9-1-1.
- All acts or threats of workplace violence, or workplace violence concerns, that are non-life threatening are reported by using the [WVPP Online Reporting Tool](#) via the [EHS website](#).
- If an injury has resulted from a workplace violence incident, the supervisor or manager must be notified by the WVPP Manager, if this was not completed during the reporting process, and the incident will be annotated on the workplace violence incident log.
- The University of California's [Whistleblower Protection Policy](#) will be used to manage any instances of retaliation. Information on how to file a retaliation complaint can be located on the [UCI Whistleblower website](#) under the "Protection from Retaliation" section.

## EMERGENCY RESPONSE PROCEDURES

UCI has in place the following specific measures to manage actual or potential workplace violence emergencies:

- Emergency Response Procedures are posted throughout facilities on campus which provide guidance to staff for common emergencies.
- In the event of an emergency, in response to an actual or potential workplace violence incident or concern, UCI affiliated individuals can obtain assistance from UCIPD and/or security personnel by:
  - Dialing or texting 9-1-1.
  - Activating the nearest [Emergency Blue Light Phone](#).
  - Activating a duress/panic alarm, if available in your work area.
- UCI affiliated individuals may be notified of the presence, location, and nature of workplace violence emergencies by one or more of the following:
  - [zotALERT](#) mass warning and notification system will alert the campus community of emergencies (This could be in the form of an IPAWS message, SMS/text message, email notification, computer desktop pop-up and/or Alertus beacons).
  - Certain facilities with internal public announcement systems may also be able to broadcast systems/overhead announcement using paging systems.
- If appropriate for the situation or directed to do so, UCI affiliated individuals can [Evacuate, Shelter in place, Secure in place, or prepare to RUN-HIDE-FIGHT](#).
  - Each facility will have evacuation plans posted near each entrance to the facility, stairwells, and elevators. This evacuation plan signage will indicate accessible exits from the building, surrounding assembly area locations, the evacuation zone identifier for that building, and instructions on how to report a life-threatening incident,

## WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

- Acts or threats of workplace violence, or workplace violence concerns, which are urgent in nature, and which threaten the safety of UCI employees or affiliated individuals must be immediately reported to The UCI Police Department by dialing or texting 9-1-1.
- All acts or threats of workplace violence, or workplace violence concerns, that are non-life threatening are reported by using the [WVPP Online Reporting Tool](#) via the [EHS website](#).
- If an injury has resulted from a workplace violence incident, the supervisor or manager must be notified by the WVPP Manager, if not already completed during the reporting process, and will be annotated on the workplace violence incident log.
- The [Whistleblower Protection Policy](#) will be used to manage any instances of retaliation. Information on how to file a retaliation complaint can be located on the [UCI Whistleblower website](#) under the Protection from Retaliation section.

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

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, whenever the employer is made aware of a new or previously unrecognized hazard and at random at the discretion of the WVPP Manager using the INSPECT application.
  - Existing inspection mechanisms utilized by Facilities Management, Environmental Health & Safety and the UCI Police Department will serve as initial inspection.
  - Building and Facility Managers will be provided with initial survey questions to be returned to WVPP Manager.
  - The WVPP Manager will review the results of the surveys and conduct follow-up where necessary.
  - An inventory of facilities inspected will be maintained in INSPECT.
- Review all submitted/reported concerns of potential hazards submitted via:
  - WVPP [Online Reporting Tool](#)
  - INSPECT Database
  - Feedback link on the [WVPP website](#)
  - Reported from a supervisor/manager.
  - Directly communicated to the WVPP Manager (non-affiliates only)
- Workplace Violence Unit Inspection Checklist in the INSPECT application will be used to assess a location. This checklist includes, but is not limited to the following:
  - Evaluating the exterior and interior of the workplace for its attractiveness to criminal activity.
  - Posting of procedures for reporting suspicious people or activities.
  - Posting of emergency telephone numbers for law enforcement, fire, and medical services.
  - Employees' skill in safely managing threatening or hostile service recipients (example: security guards).

- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or people 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.
- Surveillance measures, such as mirrors and cameras.
- Effective location and functioning of emergency buttons and alarms.
- Whether employees have a designated safe area where they can go in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- 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.

## WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner, as appropriate based on the severity of the hazard.

UCI shall take measures to protect employees from **imminent hazards** immediately and shall take measures to protect employees from identified **serious hazards** within seven days of the discovery of the hazard, where there is a realistic possibility that death or serious physical harm could result from the hazard.

When an identified corrective measure cannot be implemented within this period, UCI shall take interim measures to abate the imminent or serious nature of the hazard while completing the permanent control measures.

- 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 responsible for correcting the hazardous conditions will be provided with the necessary protection. This will be determined in coordination with department supervisor, FM, and the WVPP Manager.
- All corrective actions taken will be documented and dated using INSPECT application.
- Corrective measures for workplace violence hazards will be specific and appropriate for the work area.
- When funding is available for workplace violence hazard corrections, the WVPC will review and approve expense requests to prioritize mitigation efforts.

## TRAINING

Developed and managed by the University of California Office of the President (UCOP), a WVP training is required to be taken annually. The training will cover the recognition and avoidance of workplace violence, how to report incidents or concerns without fear of retaliation, and how to access available support services.

Workplace violence training shall be provided to all employees when the plan is first established and annually thereafter. New employees shall be provided with workplace violence training upon hire.

- Workplace violence training shall include:
  - Information on the Plan.
  - How to obtain a copy of the Plan.
  - How to participate in development and implementation of the Plan.
  - The regulatory requirements and definitions related to workplace violence.
  - How to report workplace violence incidents or concerns without fear of reprisal.
  - Workplace violence awareness training shall be customized to reflect the provisions in this WVPP. Employee input shall be considered when revising the workplace violence awareness training.
- Supplemental training:
  - Retaking UCLC provided courses in workplace violence prevention, abusive conduct, etc.
  - WVPP provided verbal de-escalation training.
  - UCIPD Active Assailant Training
- Additional training shall be provided when a new or previously unrecognized workplace violence hazard is identified and when material changes are made to the WVPP.
  - The additional training may be limited to addressing the new workplace violence hazard or changes to the WVPP.
- Training material appropriate in content and vocabulary to the educational level, literacy, language, and mental health of employees shall be used.
- Initial and refresher training shall be deployed and tracked via the University of California Learning Center (UCLC).
  - Employees shall be provided with an opportunity for interactive questions and answers during the training by contacting the WVPP Manager at [wvpc@uci.edu](mailto:wvpc@uci.edu) where they can connect with a person knowledgeable about the Plan.

## ANNUAL PLAN REVIEW

The WVPP will undergo a comprehensive annual review to ensure its continued effectiveness and relevance. This review will include an evaluation of all incidents logged during the year, an assessment of the effectiveness of implemented corrective actions, and an analysis of any new or emerging workplace violence hazards. The review process will be conducted by the WVPC and incorporate feedback provided by employees. Based on the findings, the WVPP will be updated to incorporate any necessary changes or improvements. This iterative process aims to enhance our strategies for preventing workplace violence, ensuring the safety and well-being of all university community members.

All changes and updates will be communicated to employees, and additional training will be provided as necessary to address any new protocols or procedures.

The WVPP shall be revised as needed based on the results of an annual program review. The review will be conducted by the WVPC and will include:

- A review of the Violent Incident Log including investigations and corrective actions.
- A review of employee engagement activities. Methods to solicit employee involvement may include:
  - Employee surveys.
  - Review of employee submitted feedback or any related suggestions.
- A review of employee training:
  - Training compliance.
  - Available training.
  - Recommendations for updated training.

## RECORDKEEPING

- Records of workplace violence hazard identification, evaluation, and correction shall be created and maintained for a minimum of seven years.
- Training records shall be created and maintained, by UCLC, for a minimum of one year and include training dates, contents or a summary of the training sessions, names and qualifications of people conducting the training, and names and job titles of all people attending the training sessions.
- Violent incident logs shall be maintained for a minimum of seven years.
  - Information about each incident shall be based on information solicited from the employee(s) who experienced workplace violence, witnesses to the incident (where applicable), and investigation findings.
  - If the violent incident was experienced by a temporary employee who is supervised by a University employee, the individual's employer shall record the information in their workplace violent incident log and notify the University Workplace Violence Prevention Program Manager of the incident.
  - The Violent Incident Log shall include at minimum the following:
    - Date, time, and location of the incident.
    - The workplace violence type or types involved in the incident.
    - Detailed description of the incident including but not limited to:
      - Classification of who committed the violence.
      - Circumstances at the time of the incident.
      - Where the incident occurred.
      - Type of Incident.
    - Consequences of the incident, including:
      - Whether security or law enforcement was contacted and their response.
      - Actions taken to protect employees from a continuing threat or from any other hazards identified because of the incident.
    - The name and job title of the person completing the log.

- The date the log was completed.
- The log shall omit any element of personal identifying information, of any person involved in a violent incident, that alone or in combination with other publicly available information, reveals the person's identity.
- Records of workplace violence investigations shall be maintained for a minimum of seven years. These records shall not contain "medical information," as defined in subdivision (j) of Section 56.05 of the Civil Code.
- All records required by sub-section (f) of LC6401.9 (listed above) shall be made available to the division upon request for examination and copying.
- Records of workplace violence hazard identification, evaluation, and correction, training records, and the Violent Incident Log shall be made available to employees and their representatives, upon request and without cost, for examination and copying within fifteen (15) calendar days of a request.
- Requests for the workplace violence incident log can be submitted on the Workplace Violence Prevention website or by emailing the Workplace Violence Prevention Program Manager.

#### **LINKS TO RELEVANT UC POLICIES AND UCI PROCEDURES:**

- [Injury and Illness Prevention Plan \(IIPP\)](#)
- [Emergency Response Procedures](#)
- [UCI CARE](#)
- [UCI PD Resource Guide](#)
- [UC Policy on Sexual Violence and Sexual Harassment](#)
- [UC Anti-Discrimination Policy](#)
- [UCI Clery Act Procedures](#)
- [UC Clery Act Policy](#)
- [Abusive Conduct](#)
- [UCI Whistleblower // Whistleblower // UCI](#)

