



WORKPLACE VIOLENCE PREVENTION POLICY (WVPP)

South Bay Grading

Last Reviewed/Revised: Aug 31,, 2025

South Bay Grading's WVPP addresses workplace violence hazards as required by Labor Code 6401.9, covering the four types of workplace violence: Type 1 (criminal intent), Type 2 (customer/client), Type 3 (worker-on-worker), and Type 4 (personal relationship). This plan ensures a safe work environment through clear policies and practical measures.

DEFINITIONS

- **Workplace Violence:** Any act or threat of violence at the worksite, including physical force, use of weapons, or behavior causing fear of harm, excluding lawful self-defense.
 - **Serious Injury:** Injury requiring hospitalization beyond observation, or resulting in amputation, loss of an eye, or permanent disfigurement.
 - **Threat:** Any statement or conduct conveying intent to harm, with no legitimate purpose.
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RESPONSIBILITY

Shawn Dean, President, oversees the WVPP with authority to implement its provisions. Key roles:

- **Shawn Dean, President:** Approves the plan (408-691-6766) shawn.dean@southbaygrading.com.
- **Aaron Hosmer:** Manages employee involvement and incident reporting (831-774-1416) aaron@southbaygrading.com.

Supervisors enforce the plan in their areas and address employee questions.



EMPLOYEE INVOLVEMENT

Employees participate in:

- Identifying and addressing violence hazards during monthly safety meetings.
- Reporting incidents via supervisors or directly to Shawn Dean using an on-site form.
- Following all WVPP rules to maintain a safe workplace.

Management ensures clear communication of policies, applied fairly across all crews.

EMPLOYEE COMPLIANCE

To ensure compliance:

- Employees receive initial WVPP training at onboarding and annual refreshers.
 - Supervisors monitor adherence weekly, addressing violations with verbal warnings or retraining.
 - Non-compliance (e.g., unreported threats) may lead to discipline per company policy, up to termination.
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COMMUNICATION

Open communication is maintained via:

- Monthly safety meetings to discuss concerns.
 - Reporting options: Supervisors, hotline (831-774-1416), or online form (www.southbaygrading.com/wvpp-report).
 - Employees can use cell phones for emergency calls (9-1-1) without restriction. Concerns are investigated within 48 hours, and results are shared with company personnel promptly.
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COORDINATION WITH OTHER EMPLOYERS

At multi-employer sites, South Bay Grading:

- Trains all SBG employees on the WVPP.



- Reports and logs incidents, sharing details with the controlling employer.
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INCIDENT REPORTING

- Report all threats or violence to supervisors or Shawn Dean (408-691-6766) immediately
 - Report and complete documentation for all threats or violence to supervisors or Shawn Dean (408-691-6766) within 24 hours using an incident form.
 - Anonymous reporting is available via hotline or online.
 - A strict no-retaliation policy protects reporters, with violations addressed through discipline up to termination.
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EMERGENCY RESPONSE

- **Alerts:** Use texts to notify employees of threats, specifying location and action (e.g., “Evacuate north zone”).
 - **Help:** Call 9-1-1 for emergencies, then notify Shawn Dean. Contact local police.
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HAZARD IDENTIFICATION

- **Inspections:** Conducted after safety meetings by site Foreman/Superintendent, post-incident, or when new risks arise, checking site access, lighting, and other jobsite hazards.
 - **Employee Input:** Submit concerns anonymously via online form, reviewed weekly.
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HAZARD CORRECTION

- Imminent threats (e.g., armed intruder) prompt evacuation of all staff.
 - Corrective actions (e.g., added lights) are corrected and logged. Items shall be verified by Shawn Dean.
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POST-INCIDENT RESPONSE

- Shawn Dean investigates incidents, interviewing witnesses, personnel involved in the violence incident and reviewing footage and other information, then logs findings without personal identifiers.
 - Corrective actions (e.g., fencing) are taken promptly to address the issue and corrective measures are put in place.
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TRAINING

- Provided at onboarding and annually, covering:
 - WVPP basics and reporting procedures.
 - Job-specific hazards (e.g., trespassers) and de-escalation tips. Section added to JHA form.
 - How to access logs and ask questions.
 - Additional training occurs only for new hazards or changes to the WVPP.
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ACCESS TO WVPP

- Available in writing at no cost:
 - Printed copies will be available to employees or representative on request within 24 hours.
 - Online at www.southbaygrading.com/wvpp.
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RECORDKEEPING

- Training, hazards related to WVPP and incident records are kept for 5 years (training: 1 year), excluding medical data.
- Accessible to employees within 5 days upon request.



- Accessible to Cal/OSHA within 4 hours upon request.
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REVIEW

- The WVPP is reviewed annually, post-incident, or as needed, with employee input from safety meetings. Updates are communicated to all and changes are made to the plan based on annual review and workplace violence events to continue to improve the plan and business operations.
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REPORTING TO CAL/OSHA

- Serious injuries or deaths are reported to Cal/OSHA immediately per Title 8, Section 342(a).
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Authorized by:

Shawn Dean, President

Signature: _____

Date: September xx, 2025

South Bay Grading Workplace Violence Reporting Form



Confidential – For Reporting Incidents, Threats, or Concerns

Submission Options: Submit to Supervisor, HR, or Anonymously via Hotline (831-774-1416) or Online (Scan QR Code)

Date of Submission: _____

Anonymous Submission: ☐ Yes ☐ No *(If No, provide name below)*

Employee Name (Optional): _____

Incident Details

1. **Incident #:** _____

2. **Date of Incident:** _____

3. **Time of Incident:** _____

4. **Location (e.g., Job Site, Office):** _____

5. **Type of Incident (Check all that apply):**

☐ Threat (Verbal/Written) ☐ Physical Violence ☐ Harassment ☐ Other:

6. **Description of Incident:** *(Briefly describe what happened, who was involved, and any witnesses)*

Individuals Involved

6. **Person(s) Involved (If Known):** _____

7. **Witness(es) (If Any):** _____

Actions Taken

8. **Was this reported to a Supervisor?** ☐ Yes ☐ No

○ If Yes, Supervisor Name: _____

9. **Was law enforcement contacted?** ☐ Yes ☐ No *(If Yes, provide details)*



Additional Information

10. Suggestions for Prevention (Optional): _____

For Anonymous Submissions: Drop in secure box, call 831-774-1416, or submit online at www.southbaygrading.com/wvpp-report.

For Non-Anonymous Submissions: Submit to your supervisor or HR (shawn.dean@southbaygrading.com).

All reports are reviewed by WVPP Administrator Shawn Dean within 24 hours. Non-retaliation is guaranteed.

South Bay Grading Violent Incident Log

<u>Incident #</u>	<u>Incident Description</u>


