



AGENDA SUMMARY EUREKA CITY COUNCIL

TITLE: Policy 3.82 - Workplace Violence Prevention Program

DEPARTMENT: Human Resources

PREPARED BY: Will Folger, Director of Human Resources

PRESENTED FOR: Action Information only Discussion

RECOMMENDATION

Approve and adopt Policy 3.82 - Workplace Violence Prevention Program in Compliance with SB 533 and CalOSHA Regulations.

FISCAL IMPACT

No Fiscal Impact Included in Budget Additional Appropriation

COUNCIL GOALS/STRATEGIC VISION

DISCUSSION

In response to the enactment of SB 533 and in alignment with CalOSHA regulations, the City aims to adopt a robust Workplace Violence Prevention Program to enhance workplace safety and ensure regulatory compliance and to create a secure and supportive work environment free from violence and threats of violence.

The program begins with a clear policy statement affirming the city's commitment to a workplace free from violence and threats, adhering to both SB 533 and CalOSHA standards. This foundational commitment is essential for fostering a culture of safety and respect, where employees can be confident that their concerns and experiences around violence in the workplace will be taken seriously and acted upon.

Regular worksite assessments will be conducted to identify potential hazards, ensuring that risk factors associated with workplace violence are promptly recognized and mitigated. Preventive measures will be implemented, incorporating environmental design, administrative controls, and behavioral strategies to address identified risks. Training and education are essential components of the program, requiring all employees to receive mandatory training on recognizing, preventing, and responding to workplace violence, while supervisors and managers will receive specialized training to handle reports and conduct risk assessments effectively, as required by SB 533 and CalOSHA.

The program also establishes clear and confidential reporting mechanisms for employees to report incidents of workplace violence, ensuring that concerns can be raised without fear of retaliation. Immediate and appropriate response protocols will be established to ensure the safety of all involved parties, in compliance with CalOSHA regulations. Additionally, the program includes access to counseling and support services for victims of workplace violence, providing necessary resources and assistance for affected employees to cope and recover.

Regular review and evaluation of the program will be conducted to ensure its effectiveness, with continuous improvement based on employee feedback and evolving needs. The expected outcomes of implementing this program include enhanced workplace safety, increased awareness and prevention of workplace violence, effective and timely response to incidents, and a supportive environment for reporting concerns.

The Workplace Violence Prevention Program (Policy 3.82) is in addition to the City's existing Violence in the Workplace Policy (3.81), and does not replace it or any directives therein.

Attached: Policy 3.82 - Workplace Violence Prevention Program (2024)

REVIEWED AND APPROVED BY:

- City Attorney
- City Clerk/Information Technology
- Community Services
- Development Services
- Finance
- Fire
- Human Resources
- Police
- Public Works