



The District'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](#).

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DEFINITIONS

District – Mojave Air and Space Port at Rutan Field

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to staff 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.

Log - The violent incident log required by Labor Code ("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 staff with the intent to commit a crime.

Type 2 violence - Workplace violence directed at staff 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 following WVPP administrators have the authority and responsibility for implementing the provisions of this plan for the District.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
David Smith	CEO/General Manager	Plan Approval; the Board of Directors approve the final plan and any major changes.	(661) 749-4620	
Chris Spandorf	Director of Public Safety and Security	Responsible for employee involvement and training; the DPSS organizes safety meetings, updates training materials, and handles any reports of workplace violence.	(661) 824-2433 ext. 227	chris@mojaveairport.com
Chris Spandorf	Director of Public Safety and Security	Responsible for emergency response, hazard identification, and coordination with other employers; conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.	(661) 824-2433 ext. 227	chris@mojaveairport.com

All department heads 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

The District ensures the following policies and procedures to obtain the active involvement of staff in developing and implementing the plan:

- Directors will work with and allow staff to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence.

Directors will have monthly safety meetings with staff to discuss 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.

- General workplace violence and security training and instruction includes, but is not limited to, the following:
 - Explanation of the Workplace Violence Prevention Program including measures for reporting any violent acts or threats of violence.
 - Recognition of workplace security hazards including the risk factors associated with the four types of violence.
 - Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.
 - Ways to defuse hostile or threatening situations.
 - Measures to summon others for assistance.

- Employee routes of escape.
 - Notification of law enforcement authorities when a criminal act may have occurred.
 - Emergency medical care provided in the event of any violent act upon an employee.
 - Post-event trauma counseling for those staff desiring such assistance.
- Our procedures for investigating incidents of workplace violence, threats and physical injury include:
 - Reviewing all previous incidents.
 - Visiting the scene of an incident as soon as possible.
 - Interviewing threatened or injured staff and witnesses.
 - Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by a perpetrator.
 - Determining the cause of the incident.
 - Taking corrective action to prevent the incident from recurring.
 - Recording the findings and corrective actions taken.
- Directors will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all staff. Managers and supervisors will enforce the rules fairly and uniformly.
 - All staff will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
 - 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 staff 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 staff, supervisors, and directors in the provisions of "The Mojave Air & Space Port at Rutan Field Workplace Violence Prevention Plan" (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory staff comply with the WVPP.
- Provide retraining to staff whose safety performance is deficient with the WVPP.
- Recognizing staff who demonstrate safe work practices that promote the WVPP in the workplace by recognition from directors in a form of that director's choosing while conforming with any applicable policy or regulations.
- Discipline staff for failure to comply with the WVPP. Refer to the current District employee discipline outline in the Employee Handbook.

COMMUNICATION WITH STAFF

We recognize that open, two-way communication between management, staff, and other employers, 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 department heads and staff in a form that is readily understandable by all staff, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between staff and supervisors about workplace violence prevention and violence

concerns during monthly meetings.

- Posted or distributed workplace violence prevention information.
- Staff can anonymously report a violent incident, threat, or other violence concerns by contacting local law enforcement.
- Staff 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. Staff 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.
- Updates on the status of investigations and corrective actions are provided to staff through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.
- Sharing training materials and incident reports with other employers to ensure a coordinated response to any incidents. This could involve sending copies of training materials and incident reports to other employers.

COORDINATION WITH OTHER EMPLOYERS

The District will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and staff understand their respective roles, as provided in the plan.

- All staff will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multi-employer worksite, The District will ensure that if its staff experience a workplace violence incident that The District will record the information in a violent incident log.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

The District 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 e-mail or phone. If that's not possible, staff will report incidents directly to the WVPP administrator, or the Director of Administration.

Staff can report incidents to their supervisor, Director of Administration, General Manager, or the Director of Public Safety and Security.

A strict non-retaliation policy is in place, and any instances of retaliation will be dealt with swiftly and decisively. An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.

EMERGENCY RESPONSE PROCEDURES

The District has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert staff of the presence, location, and nature of workplace violence emergencies by the following:
 - Notification on FM Radio Channel 1
 - Submission of Mass Notification Alerts via Email, SMS, Phone, TTY, Mobile App, etc.
 - Calling the airport operations center at 661-824-2434

- Calling your supervisor.
- The District will have evacuation or sheltering plans. These plans are available during initial training of new staff, by request from the Director of Public Safety and Security, and in the Mojave Air & Space Port "Red Book."
- How to obtain help from staff, operations personnel, or law enforcement.
 - Call the airport operations department at 661-824-2434.
 - Call your supervisor.
 - Call 911.

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Chris Spandorf	Director of Public Safety and Security	Responsible for emergency response, hazard identification, and coordination with other employers; The DPSS <i>conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</i>	(661) 824-2433 ext. 227	chris@mojaveairport.com

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

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

Inspections shall be conducted when the WVPP is first established, after each workplace violence incident, and whenever the district is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards:

- Daily or weekly review of all submitted and reported concerns.
- Workplace Violence Hazards suggestion box
- Online form for reporting workplace violence hazards
- Voicemail/email/text messages

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted at random.

Inspections for Type I workplace hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to criminal acts.
- The need for security surveillance measures, such as mirrors and cameras.
- Posting signs notifying the public that limited cash is kept on the premises.
- Procedures for employee response during a criminal act.
- Procedures for reporting suspicious persons or activities.
- Posting of emergency telephone numbers for law enforcement, fire and medical services where employees have access to a telephone.
- Limiting the amount of cash on hand and using safes for large amounts of cash.
- Building alarm systems and Crime Prevention through environmental design.
- Confirming adequate lighting in both interior and exterior workplaces.

Inspections for Type II workplace hazards include assessing:

- Access to, and freedom of movement within the workplace.
- Adequacy of workplace security systems, such as door locks, windows, and barriers.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employee's skill in safely handling threatening or hostile service recipients.
- Effectiveness of systems and procedures to warn others of a security danger or to summon assistance.
- The use of work practices such as "buddy" systems for specified emergency events.
- The availability of employees' posted escape routes.

Inspection for Type III workplace hazards include assessing:

- How well the District's WVPP has been communicated to staff, supervisors, or managers.
- How well the District's management and staff communicate with each other.
- Our employees', supervisors', and managers' knowledge of the warning signs of potential workplace violence.
- Access to, and freedom of movement within the workplace by non-employees, including former employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of worker reports of incidents of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- Worker progressive disciplinary procedures.

WORKPLACE VIOLENCE HAZARD CORRECTION

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

- 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. Staff necessary to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.
- Make the workplace unattractive to law breakers by:
 - Improve lighting around and at the workplace.
 - Post of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.

- Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
 - Install security surveillance cameras in and around the workplace.
 - Provide workplace violence systems, such as door locks, violence windows, physical barriers, and emergency alarms.
 - Ensure the adequacy of workplace violence systems.
 - Post emergency telephone numbers for law enforcement, fire, and medical services
 - Control, access to, and freedom of movement within, the workplace by non-staff, include recently discharged staff or persons with whom one of our staff is having a dispute.
 - Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.
- Ensure staff have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by department heads and that the person making the report is not subject to retaliation by the person making the threat.
 - Improve how well our establishment's department heads and staff communicate with each other.
 - Procedures for reporting suspicious persons, activities, and packages.
 - Provide/review employee, supervisor, and department heads training on emergency action procedures.
 - Ensure adequate employee escape routes.
 - Increase awareness by staff, supervisors, and managers of the warning signs of potential workplace violence.
 - Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.
 - Limit the amount of cash on hand.
 - Provide procedures for a "buddy" system for specified emergency events.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as staff, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.

The violent incident log will be used for every workplace violence incident and will include information, such as:

- The date, time, and location of the incident.
- The workplace violence type or types involved in the incident.
- A detailed description of the incident.
- A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
- A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area. The type of incident, including, but not limited to, whether it involved any of the following: Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.

Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.

Threat of physical force or threat of the use of a weapon or other object.

Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.

Animal attack.

- Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect staff from a continuing threat or from any other hazards identified as a result of the incident.
- Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.
- Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All staff, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all staff 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.

The District will provide its staff with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the staff jobs, the corrective measures the District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities the District has for interactive questions and answers with a person knowledgeable about the District's WVPP.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.

- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for staff desiring such assistance.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

The District will ensure the WVPP plan shall be in writing and shall be available and easily accessible to staff, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company computer or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with department heads or co-staff.

RECORDKEEPING

The District 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:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- 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 staff 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 District 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 staff and authorized employee representatives in reviewing the plan's effectiveness.

Review of The District's WVPP should include, but is not limited to:

- Review of incident investigations and the violent incident log.
- Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all staff. These revisions could involve changes to procedures, updates to contact information, and additions to training materials.

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\), Reporting Work-Connected Fatalities and Serious Injuries](#), The District 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.

Robert Morgan, President



Signature

Date

7/2/24