



## **Workplace Violence Prevention Plan (WVPP)**

### **1. Introduction**

Pacific Coast Tree Experts (PCTE) is committed to providing a safe and secure work environment for all employees. PCTE Workplace Violence Prevention Plan (WVPP) outlines the measures the company will take to prevent and address workplace violence, ensuring compliance with Cal/OSHA regulations and Labor Code Section 6401.9, codified from Senate Bill (SB) 553. PCTE has a zero-tolerance policy towards workplace violence, and all incidents will be taken seriously and addressed promptly.

### **2. Responsibilities**

- **Responsible Person(s):** The following individuals are responsible for the WVPP:
  - Javier Pinedo – Safety Director – WVPP Coordinator
  - Angie Bernal – Human Resources Manager
- **Managers:** Responsible for communicating and teaching the WVPP to field employees
- **Safety Supervisors:** Responsible for investigating incidents.

### **3. Employee Involvement**

- **Procedures for Active Involvement:** Employees will be actively involved in developing and implementing the WVPP through:
  - Quarterly safety meetings and training.
  - Having an email where employees are able to submit anonymously any concerns or incidents, [info@pac-coast.co](mailto:info@pac-coast.co) which is available on the company's website.
  - Monthly participation in field talks where employees are encouraged to share past experiences and how the situation was handled. Allow for feedback.

### **4. Coordination with Other Employers** (when applicable)

- **Methods for Coordination:** PCTE will coordinate the implementation of the WVPP with other employers on shared worksites by:

- Sharing WVPP details and coordinating safety efforts.
- Conducting joint training sessions and emergency drills.
- Establishing clear communication channels for reporting and addressing incidents.

## 5. Compliance Procedures

- **Ensuring Compliance:** To ensure all employees comply with the WVPP, PCTE will:
  - Include WVPP knowledge in performance evaluations.
  - Follow disciplinary actions for non-compliance.
  - Recognize and reward employees who actively contribute to workplace safety.
  - Document performance evaluations, disciplinary actions, and rewards related to WVPP compliance.

## 6. Communication and Training

- **Training Procedures:** We will communicate and provide training on workplace violence prevention through:
  - Mandatory orientation sessions for new hires.
  - Annual refresher courses for all employees.
  - Specialized annual training for supervisors and managers.
  - Providing training on specific scenarios, such as dealing with aggressive individuals on job sites or handling disputes with customers.

## 7. Hazard Identification and Evaluation

- **Identification:** PCTE will assist to identify, evaluate, and correct workplace violence hazards by:
  - Conducting regular site inspections and violence risk assessments.
  - Reviewing incident reports and near-miss occurrences.
  - Engaging employees in reporting potential hazards.
  - Report findings in a timely manner

## 8. Response Procedures

- **Responding to Incidents:** Our procedures for responding to actual or potential workplace violence include:
  - Immediate reporting of incidents to supervisors.
  - Providing support and resources to affected employees.
  - Ensuring no retaliation against employees who report violence.

- Employees to call 911 if your life is in imminent danger and they are safe to do so

## **9. Post-Incident Response**

- **Post-Incident Procedures:**
  - Conduct thorough investigations to determine causes and preventive measures.
  - Follow up with those involved and share findings from investigation.
  - Assist in obtaining counseling and support services to affected employees.
  - Review and update the WVPP based on investigation findings.

## **10. Plan Review and Revision**

- **Review Procedures:** PCTE will regularly review the WVPP for effectiveness and make necessary revisions by:
  - Conducting annual audits of the WVPP.
  - Gathering feedback from employees.
  - Updating the plan based on new regulations and best practices.

## **11. Management Commitment**

- **Commitment to Safety:** Pacific Coast Tree Experts is dedicated to preventing workplace violence through strong management commitment and active participation of all employees. PCTE will continually strive to improve our WVPP and foster a safe, supportive work environment.