



UNIVERSITY OF
SAN FRANCISCO

WVPP Employee Involvement

University of San Francisco promulgates the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan. It is the responsibility of every member of the campus community to take any act of violence or threat of violence seriously and to immediately report workplace violence or threats of violence to the USF Public Safety department at (415) 422-2911.

- The University will work with and allow employees and authorized employee representatives through the Health and Safety Committee to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence.

The Health & Safety Committee will have regular meetings 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.

- Designing and implementing training

Employees are encouraged to participate in suggesting and reviewing training programs, and their suggestions are incorporated into the training materials.

- Reporting workplace violence incidents.
- The University will 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.
- All employees 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.