

WORKPLACE VIOLENCE PREVENTION PLAN

[Company / Entity Name] Workplace Violence Prevention Plan (WVPP) addresses the threat of violence and its related hazards as required under Labor Code § 6401.9. The plan is reviewed annually and updated as needed, including after any incident of workplace violence, and is always available to employees for review. All employees are encouraged to identify workplace violence hazards and suggesting ways to evaluate and correct such hazards.

Most recent review: _____

Current version: _____

DEFINITIONS

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

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, as required by Labor code § 6401.9.

Plan - The workplace violence prevention plan (WVPP), as required by Labor code § 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 of any kind (including, but not limited to, texts, electronic messages, social media messages, or 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 employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees 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 WVPP administrator is responsible for implementing the provisions of this plan.

[Note: this individual should be someone able to take on the responsibilities and duties noted below. An individual that is currently managing the IIPP may be appropriate, or an office manager or HR leader

Depending on the size of the company, there may be more than one person responsible for implementing various functions of the plan, such as training or hazard inspection]

Employees with concerns related to any workplace violence issues or the plan may contact _____ at ____*[phone and email]*.

As workplace violence issues are a serious concern, employees may also report issues to any manager or partner as well. All managers and supervisors should implement and maintain the WVPP in their work areas and consult with the administrator if they have any questions or issues.

COMMUNICATION

Employees may report a violent incident, threat, or other workplace violence concern to the Plan administrator or to a manager or partner at any point. Any manager who is unsure how best to proceed should promptly contact the Plan administrator or a partner.

Emergency issues should be communicated by phone or in person to ensure prompt attention.

If an employee raises a concern, the Company will conduct a prompt and impartial investigation into the matter and provide a summary of the results of the investigation to the employee, and will discuss corrective actions, if any.

NO RETALIATION

_____ *[entity name]* has a strong policy against retaliation, and no retaliation shall be permitted against any employee who makes use of any reporting procedure under the Plan or who reports any good-faith concerns related to workplace violence.

_____ *[entity name]* will discipline any employee involved in improper retaliation, up to and including termination.

PLAN IMPROVEMENT PROCEDURES

The Company recognizes the Plan is not static and that it will develop updates as needed. The Company encourages the active involvement of employees and authorized employee representatives in developing, implementing, and approving the plan.

- The Company will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and correcting workplace violence hazards by holding a ____ *[yearly or some other reasonable interval, but at least once a year]* safety meeting to review and discuss such issues. The company will also hold a meeting after any serious workplace violence incident.
 - Designing and implementing training, by opening WVPP meetings to such comments and suggestions, and by encouraging feedback and suggestions after training sessions.

- Reporting workplace violence incidents and any suggestions to improve the process to investigate such incidents.
- The Company will ensure that the policies and procedures within this Plan are clearly communicated and understood by all employees.

COMPLIANCE

The Plan is in effect at all times, and all employees, including supervisors and managers, are required to follow the Plan. Employees shall not engage in threats or physical actions which create a security hazard for others in the workplace.

To help ensure compliance, the Plan requires:

- Training of employees in the provisions of the Plan
- Review by the Plan Administrator to confirm compliance with the Plan.
- Additional training or discipline to employees who whose fail to comply with the Plan.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

All threats or acts of workplace violence must be reported to the Plan administrator; employees may report to the Plan administrator directly or may notify their managers or supervisors. Managers and supervisors shall report any such incidents to the Plan administrator, including a report in writing summarizing the initial incident or employee report.

An employee who is a victim of violence, has been threatened with violence, or witnesses a threat or act of violence towards another may also report it to the authorities by dialing 9-1-1 as noted in the emergency response procedures below, and may also file a complaint with the police department.

EMERGENCY RESPONSE PROCEDURES

In the event of a threat or incident of violence in or around the office, the Company will provide prompt notice to potentially impacted employees. The Company will alert employees of the presence, location, and nature of workplace violence emergencies as appropriate.

Evacuation or Sheltering Plan:

[Employers may note options for evacuation or sheltering from violence; this will depend on the circumstances of each workplace]

If there is an emergency incident that appears to pose a significant or imminent threat to the safety of anyone, the employee observing the incident should promptly call 9-1-1 to notify the police, and also notify *[any special local security, if applicable]*

After notifying security personnel or authorities, the reporting employee should also notify the Plan Administrator as soon as practical to report the details of the claim and the response.

IDENTIFICATION AND EVALUATION OF HAZARDS

The Plan Administrator will provide an initial inspection of the office for workplace violence hazards. As part of their regular duties, the Plan Administrator will also make periodic inspections as well.

The Plan Administrator will also conduct an inspection after any incidents or reports, upon receiving the suggestion of any employee about additional measures to mitigate the hazard of workplace violence, or when the Company is made aware of a new or previously unrecognized hazard.

[Note – employers with multiple offices may wish to designate someone responsible for inspections for each office; if so the Plan should note their name and title and area of responsibility should be noted here]

The Plan Administrator or their designated personnel will also assess the following:

- Emergency alarms (location and confirmation of good working condition)
- Workplace security systems
- Procedures to report suspicious activity
- Escape / egress routes
- Ability of unknown persons to access the work environment
- Any recent prior acts of violence or threats (including property damage)

WORKPLACE VIOLENCE HAZARD CORRECTION

The Company will assess and correct hazards in a reasonable and timely manner. The Plan Administrator will implement the following procedures to correct hazards:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employees, the Company will remove all potentially threatened employee from the situation except those necessary to correct or address the existing condition. Employees involved in addressing the condition will receive appropriate support and protection.
- The Plan Administrator will document hazards and corrective action.
- The Plan Administrator will submit a corrective action plan to the appropriate managers or supervisors.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the Plan Administrator or a designated investigator will:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties and witnesses and determine if there is any video footage.
- Review video footage, if any.
- Review employee reports or law enforcement reports.
- Determine if there were any prior indications or reports of concern relating to the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.

Violent Incident Log

For every workplace violence incident, the Plan Administrator will record information in a violent incident log. The primary purpose of the log is to document that an incident occurred to assist in future corrective action and future inspections of hazards. The Plan Administrator shall review the log during the periodic reviews of the Plan.

The log will not contain confidential or sensitive personal information about violence, and so shall not record any

personal identifying information. 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.

The Plan includes a violent incident log attachment that shall be used, with the necessary information the Plan Administrator or their designated investigator shall gather.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees 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 training and instruction will cover:

- The WVPP, how to obtain a copy of the Plan, and how to participate in development and implementation of the Plan.
- How to report workplace violence incidents or concerns to the Company or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log
- How to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- An opportunity to ask questions about the Plan and suggestions for improvement.

RECORDKEEPING

The Plan Administrator will create and maintain the following required records:

- 1) Records of workplace violence hazard identification, evaluation, and correction shall be created and maintained for a minimum of five years.
- (2) Training records shall be created and maintained for a minimum of one year and include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.
- (3) Violent incident logs required by subdivision (d) shall be maintained for a minimum of five years.
- (4) Records of workplace violence incident investigations shall be maintained for a minimum of five years. These records shall not contain "medical information," as defined in subdivision (j) of Section 56.05 of the Civil Code.
- (5) All records required by this section 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 employees 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 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 Plan Improvement Procedures section of this WVPP regarding employee review and suggestion, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of the 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 employees.
- Other procedures as needed or appropriate.

REPORTING REQUIREMENTS

Cal-OSHA regulations require prompt reporting of work-related fatalities and serious injuries, and the Plan administrator will immediately report any serious injury or illness (as defined by Cal-OSHA regulations in [CCR, Title 8, § 330\(h\)](#)), or death of an employee occurring in a place of employment or in connection with any employment.

Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be **omitted** from this log in order to keep those details reasonably confidential, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

Date and Time of Incident: _____

Location(s) of Incident	Workplace Violence Type Designation: Type 1, 2,3,4 (may be more than one)

Check which of the following describes the type(s) of incident, and explain in detail:

- 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.
- Other.

Detailed Description of Incident (use additional sheet if needed for this or any other section):

Source of workplace violence (such as if the perpetrator was a client, customer, family or friend of a client, stranger with criminal intent, etc.):

Circumstances at the time of the incident / potential hazards that may have contributed to incident:

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

- Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
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Were there any injuries? Yes or No. If yes, explain:

Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

[Printed Name]

[Signature]

[Date]