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

**Company Name:** [Insert Company Name]

**Effective Date:** [Insert Date]

**Policy Statement:** [Insert Company Name] is committed to providing a safe work environment for all employees. Our goal is to prevent workplace violence and to respond effectively and compassionately to any incidents that may occur. We have a zero-tolerance policy for workplace violence and will not tolerate any threats or acts of violence. This plan is established, implemented, and maintained in accordance with California Labor Code §6401.9 (SB 553) and is a component of our Injury and Illness Prevention Program (IIPP).

**1. Persons Responsible for the Plan**

The following individuals or positions are responsible for implementing and maintaining this WVPP. They have the authority and resources to do so.

**Plan Administrator:**

* **Name:** [Insert Name]
* **Job Title:** [Insert Title, e.g., HR Manager, Safety Coordinator]
* **Contact Information:** [Insert Phone and Email]

**Additional Responsible Parties:**

* [List other individuals or departments, e.g., Department Heads, Security Personnel]

**2. Employee Involvement**

Employee participation is essential to the success of this plan. We will ensure active employee involvement in the following ways:

* Employees and their authorized representatives are encouraged to participate in identifying, evaluating, and correcting workplace violence hazards.
* Employees can report concerns, suggestions, or incidents without fear of retaliation.
* Employees will be involved in the annual review and any revisions of this plan.
* Employees will be informed of how to access a copy of this plan at any time.

**3. Coordination with Other Employers**

When our employees work on a multi-employer worksite, we will coordinate with other employers to ensure all employees are protected. This includes:

* [Describe how you will coordinate, e.g., shared safety meetings, designated point of contact, informing subcontractors of the WVPP].

**4. Workplace Violence Definitions and Types**

Workplace violence is defined as any act of violence or threat of violence that occurs in a place of employment. This includes:

* 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.
* Any incident involving a threat or use of a firearm or other dangerous weapon.
* **Type 1:** Violence committed by an external party with no legitimate business relationship to the workplace. (e.g., robbery).
* **Type 2:** Violence directed at an employee by a customer, client, or patient.
* **Type 3:** Violence against a co-worker by a current or former employee.
* **Type 4:** Violence committed by an external party who has a personal relationship with an employee. (e.g., domestic violence that spills into the workplace).

**5. Hazard Identification and Evaluation**

We will identify and evaluate workplace violence hazards using the following procedures:

* **Scheduled Periodic Inspections:** Inspections will be conducted [annually, quarterly, etc.] to identify unsafe conditions and work practices.
* **Inspections will also occur:**
  + After each workplace violence incident.
  + Whenever we are made aware of a new or previously unrecognized hazard.
  + [Insert other triggers, e.g., when a new process or piece of equipment is introduced].
* **Reviewing Records:** We will review incident logs, investigation reports, and employee feedback to identify patterns and trends.

**6. Hazard Correction Procedures**

All identified workplace violence hazards will be corrected in a timely manner.

* Minor hazards will be corrected immediately.
* For more complex hazards, a plan of action with a timeline will be developed and communicated to the employees who reported the hazard.
* [Describe specific corrective measures you will take, e.g., "Installing security cameras," "Improving lighting," "Implementing a sign-in/out procedure"].

**7. Post-Incident Response and Investigation**

Following an incident of workplace violence, we will take the following steps:

* **Emergency Response:** Ensure the immediate safety of all employees, including calling 911 if there is an imminent threat.
* **Incident Investigation:** The designated Plan Administrator will conduct a thorough investigation to identify the root cause, determine if the plan was followed, and identify necessary corrective actions.
* **Employee Support:** Provide support and resources to affected employees, such as Employee Assistance Program (EAP) information.

**8. Violent Incident Log**

We will maintain a Violent Incident Log for all incidents. This log will exclude personal identifying information and will include:

* Date, time, and location of the incident.
* Detailed description of the incident.
* Type of violence (Type 1, 2, 3, or 4).
* Information on who committed the violence (e.g., co-worker, customer, stranger).
* Circumstances at the time of the incident.
* Consequences of the incident.
* Steps taken to protect employees from further threats.
* Name and title of the person completing the log.

**9. Training and Communication**

All employees will receive initial training and annual refresher training on this WVPP. The training will cover:

* The contents of this plan and how to access it.
* How to report workplace violence concerns and incidents without fear of retaliation.
* Hazards specific to our workplace.
* The company's response procedures, including emergency procedures.
* How to obtain assistance.
* [Add any specific training topics, e.g., de-escalation techniques, active shooter response].

**10. Recordkeeping**

We will maintain the following records:

* **Inspection Records:** Records of hazard identification, evaluation, and correction for at least five years.
* **Training Records:** Records of all training sessions, including dates, attendees, and content, for at least one year.
* **Violent Incident Logs:** Records of all violent incidents for at least five years.
* **Investigation Records:** Records of all post-incident investigations for at least five years.

**I have read and understand the Workplace Violence Prevention Plan.**

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: You may place any additional items detailing your workplace violence prevention plan below but, the above sections represent the minimum required items by the state of California – via SB 553* [*https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\_id=202320240SB553*](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240SB553)