



Workplace Violence Prevention Plan

DO IT YOURSELF PACKAGE



California
Employers
Association™

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WVPP Do It Yourself Package

For your convenience, we have assembled a variety of forms to use to create, implement, and maintain your Workplace Violence Prevention Plan (WVPP). Under California's [SB 553](#), high-level requirements include:

- Creating your written plan;
- Employee (and union, if applicable) involvement in the plan;
- Scheduling periodic inspections and hazard correction;
- Scheduling periodic employee safety meetings;
- Investigating workplace violence incidents;
- Conducting annual (or more frequent) employee training; and
- Recordkeeping requirements, including a violent incident log.

WVPP requirements went into effect on **July 1, 2024**, and employers are required to maintain their WVPP going forward, including by satisfying annual requirements. Please review our [WVPP Fact Sheet](#) for a more detailed outline of these requirements.

In this packet, we have included sample forms, resources, and recommendations to help facilitate the process.

IMPORTANT! Please note that CEA is not a law firm and this packet does not constitute legal advice. Employers are encouraged to consult their own legal counsel and/or a safety expert for circumstances specific to your business.

WVPP Administrator Checklist

(Workplace Violence Prevention Plan Guide)

Document & Key Requirements	Page	Date Last Completed/Provided
<p>Cal/OSHA's Model Written WVPP for General Industry Employers</p> <p>Written Plan: Create a written Workplace Violence Prevention Plan. The WVPP Administrator should:</p> <ul style="list-style-type: none">• Review the full requirements of Labor Code sections 6401.7 and 6401.9 (i.e., SB 553).• Review each of the requirements in the model WVPP and fill in the red portions accordingly; check for applicability to your business.• You may access additional DIR guidance here.• Review and update at least annually.	<p>Download link available here.</p>	
<p>Sample Employee Survey Questions</p> <p>Employee Involvement: Obtain the active involvement of employees and their authorized employee representatives in developing and maintaining the plan. There are a variety of ways to accomplish this (e.g., emails, holding meetings, sending employee surveys). Just need to solicit – no requirement to force participation. Keep proof. Solicit feedback at least annually.</p>	<p>Page 9-10</p>	

<p>Sample Workplace Violence Prevention Policy</p> <p>Develop Policies: Establish reporting procedures, including for emergencies, procedures to ensure supervisor and employee compliance with the WVPP, and other safety procedures, as applicable to your business. Have employees (and new hires during onboarding) acknowledge/sign your policies and any amendments/revisions.</p>	<p>Page 11-14</p>	
<p>Sample Procedures & Engineering Controls Checklist</p> <p>Develop Procedures & Engineering Controls: Consider ways to mitigate workplace violence risks at your worksite, including but <i>not limited to</i>: security, surveillance systems, alarms and employee notification systems, building access, lighting, posted notices, etc. Consult a safety expert for circumstances specific to your business.</p>	<p>Page 15-16</p>	
<p>Sample Employee Reporting Form</p> <p>Reporting Mechanism: Ensure employees have adequate means to report workplace violence incidents and/or related concerns (e.g., standard reporting form, online form, anonymous hotline, etc.).</p> <ul style="list-style-type: none"> • Additional Service Item: CEA offers an Anonymous Employee Action Hotline service. Learn More Here. 	<p>Page 17</p>	

<p>Plan Accessibility: Upon completion, make the WVPP available and accessible to all employees, their authorized representatives (e.g., union), as well as Cal/OSHA representatives. For example, post the WVPP on a shared drive where employees regularly have access, your website, and/or print and post in employee common areas. Upon request, provide employees and representatives a copy at no charge.</p>	<p>N/A</p>	
<p>Training Checklist and Training Sign-in Sheet</p> <p>Employee Training: Employee training must be provided when the WVPP is first established, upon identification of new hazards/plan changes, and on an <u>annual</u> basis. The trainer must be someone that is knowledgeable in the employer's WVPP, must be customized to the specific workplace/ job duties, and must be interactive and allow for employee questions and answers. The training must also cover specific topics and definitions. Employers must keep training records, as specified below.</p> <p>Additional Service Item:</p> <p><i>CEA offers an easy-to-use and customizable PowerPoint template for the WVPP employee training, available on CEA Store.</i></p>	<p>Page 18 - 21</p>	

<p>Record of Safety Meetings</p> <p>Periodic Safety Meetings: Schedule periodic safety meetings to ensure effective employee communication and compliance with your WVPP. For example, this may be done weekly, monthly, quarterly, etc. These meetings could involve brainstorming sessions, discussions of recent incidents, and refreshers on your WVPP/safety procedures. Keep records.</p>	<p>Page 22</p>	
<p>Record of Inspections</p> <p>Periodic Inspections: Inspections must be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard. As such, you should schedule periodic inspections (and may even do so in conjunction with your scheduled safety meetings). For example, this may be done weekly, monthly, quarterly, etc. Keep records of areas inspected, hazard correction, and the effective date(s) of the correction.</p>	<p>Page 23</p>	

<p>Sample Investigation Report Template</p> <p>Investigation Requirements: Every time there is a workplace violence incident/allegation, the employer must investigate it, engage in hazard correction/update the WVPP as appropriate, record the investigation's findings and any corrective action taken. This includes interviewing employees who experienced the incident, obtaining witness statements, and reviewing other relevant evidence. Employers should prepare a <i>confidential</i> investigation report of their findings.</p> <ul style="list-style-type: none"> • Additional Service Item: CEA offers assistance with workplace investigations. Learn More Here. 	<p>Page 24-29</p>	
<p>Sample Violent Incident Log</p> <p>Violent Incident Log: After investigating a workplace violence incident, employers must record certain information on a required violent incident log. Importantly, this log should <u>not</u> include any personally identifying information. The log must be made available to employees and their representatives, upon request and without cost, for examination and copying, within 15 calendar days of a request.</p> <p>Don't forget that should any injuries occur, satisfy Cal/OSHA reporting requirements as well.</p>	<p>Download link available here.</p>	

<p>Record Retention: Keep in mind the following record retention requirements.</p> <p>For 5 years, employers must retain records of:</p> <ul style="list-style-type: none"> • Hazard identification, evaluation, and correction. • Violent incident logs. • Records of workplace violence incident investigation (should not include medical information per subdivision (j) of section 56.05 of the Civil Code). <p>For 1 year, employers must retain:</p> <ul style="list-style-type: none"> • Employee training records, including: <ul style="list-style-type: none"> • Training dates and content or a summary of topics covered; • Names and qualifications of persons conducting the training; • Names and job titles of all persons attending the training sessions. 	<p><u>N/A</u> (see sample forms above)</p>	
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WVPP Employee Survey Questions

(Anonymous)

1. Do you have any suggestions for how we may improve our safety policies/procedures to minimize threats of workplace violence? ☐ Yes ☐ No

2. Do you have any suggestions for how we may alter our worksite to minimize threats of workplace violence? ☐ Yes ☐ No

3. Are there specific training topics you would like us to incorporate for our staff? ☐ Yes ☐ No

Please specify:

4. Are there specific training scenarios you would like us to incorporate for our staff? ☐ Yes ☐ No

Please provide specific examples/details:

5. Have you ever experienced workplace violence or a threat of workplace violence while working here?
☐ Yes ☐ No

6. If yes, and if you feel comfortable, please share details to help inform considerations for our Workplace Violence Prevention Plan (WVPP).

7. Have you ever experienced workplace violence or a threat of violence while working for another employer that you would like to share? ☐ Yes ☐ NO

If yes, please detail:

8. Would you be comfortable reporting a workplace violence incident to your supervisor or management? If no or unsure, is there anything we can do to make you more comfortable in reporting these incidents, should they occur? ☐ Yes ☐ NO

9. Anything else you want to share regarding our workplace violence prevention plan? ☐ Yes ☐ NO

Workplace Violence Prevention Policy

Zero Tolerance for Workplace Violence

_____ (Company) has a zero-tolerance policy for workplace violence, threats of violence, bullying, and/or intimidating conduct that results in, or has a high likelihood of resulting in injury, psychological trauma, or stress. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting, including but not limited to, business trips and social events.

“Workplace Violence” includes:

- 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.

In accordance with our **Workplace Violence Prevention Plan (WVPP)**, _____ (Company) will take steps to mitigate and respond to all types of workplace violence. Employees (and authorized representatives, if applicable) may access our **WVPP** at any time. The plan will be located _____ (e.g. *shared drive, website, copy in the break room*). You may obtain a copy of the **WVPP** at no cost by submitting a request to _____ (e.g., *Name/Job Title, phone number, email*).

Our plan protects against all types of workplace violence, including acts or threats from strangers with no connection to our workplace, as well as coworkers, former employees, customers, partners/vendors, and friends and family members of our employees. Unless acting in self-defense or the defense of others, employees are prohibited from confronting violent persons or persons committing a criminal act.

Violation of this policy will result in disciplinary action, up to and including termination.

Workplace Violence Prevention Policy

Reporting Procedures

Employees are encouraged to participate in the [WVPP](#), including by identifying and correcting workplace violence hazards and concerns. Below are just some examples of the types of concerns you should promptly raise to your supervisor, or any member of management, without the fear of retaliation. Remember, if you see *something*, say *something*.

(List examples applicable to your business: [e.g., You notice that a door is not closing or locking properly, you see a suspicious person loitering in our building or parking lot, etc.])

If you ever believe you may be in immediate danger, **call 911 immediately if possible!**

All employees are responsible for creating and maintaining a safe work environment. If you believe you have been a victim of workplace violence or if you have witnessed workplace violence that violates our policy, it is important that you take steps to address it immediately so _____ (Company) can promptly respond to and correct the issue or hazard.

Employees should report all threats and/or acts of workplace violence and related concerns promptly to _____ (e.g., supervisor, office manager, HR) or any member of management, without the fear of retaliation. If you believe you are in immediate danger, always put your safety first and call **911 if possible**. Supervisors have an *obligation to report* any incidents or complaints of workplace violence that are brought to their attention or that they know about to the WVPP Administrators.

When the situation/threat is **urgent or an emergency**, and if feasible, please contact the 1st person on the contact list. If there is no answer, please leave a voicemail and, if feasible, please contact the 2nd person on the contact list.

When reporting, please provide as many details of the incident as practicable. Management will follow up with next steps via phone and/or email, as appropriate.

1st Contact:

Name: _____ Phone Number: _____

2nd Contact

Name: _____ Phone Number: _____

(Company's Name)

Workplace Violence Prevention Policy

Emergency Response Procedures

We have the following emergency response procedures:

[List your emergency response procedures, including evacuation plans, employee alerts/alarms, designated safe areas, etc. Use additional sheets as needed.]

Investigation and Corrective Action

Every time _____ (Company) is made aware of a workplace violence incident, we will promptly investigate it and engage in hazard correction. The investigation will include collecting statements from employee(s) who experienced the incident, obtaining witness statements, and reviewing other relevant evidence and documentation. Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation. Upon completion of the investigation, and where warranted, _____ (Company) will take appropriate corrective action.

After removing identifiable information, _____ (Company) will record the incident on a violent incident log. Upon request and without cost, we will make the violent incident log available to employees and their representatives, for examination and copying, within 15 calendar days of a request.

Employees who report complaints and/or participate in the investigation process are protected from retaliation. Nothing in this complaint procedure is intended to interfere with your right to communicate or work with others toward altering the terms and conditions of your employment, including discussion of your working conditions or any other right protected under the National Labor Relations Act (NLRA).

(Company's Name)

Workplace Violence Prevention Policy

Acknowledgment of Workplace Violence Prevention Policy

I have reviewed the Workplace Violence Prevention Policy with my supervisor and understand its contents. I understand that _____ (Company) has a zero-tolerance policy for workplace violence, including threats of violence. I understand that I am protected from retaliation for reporting workplace violence incidents and related concerns.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Procedures and Engineering Controls

Checklist

Check all that apply and incorporate into WVPP

- ☐ All exterior doors have locks
 - ☐ There are specific procedures to lock up at the end of shifts
 - ☐ We have a gate/fencing around our property
 - ☐ We have increased lighting in certain areas
 - ☐ Only a limited number of employees are given keys/access cards to our building/worksite and/or certain areas (*Describe*)
-

- ☐ All employees are required to carry security badges
 - ☐ All employees wear name tags
 - ☐ We have processes for removing access to our worksite for discharged employees
(*List details*)
-

- ☐ We do not allow employees' friends/family members on our worksite without advance approval (*How is approval obtained?*)
-

- ☐ We have security personnel
 - ☐ We have a No Weapons Policy
 - ☐ We have surveillance/cameras (*Areas surveilled?*)
 - ☐ We have a buddy system, for example when leaving at night or in emergencies (*Describe*):
-
-

- ☐ We post signs notifying the public there is limited cash on hand
- ☐ We have violence windows
- ☐ We have an alarm system
- ☐ We have a speaker system for employee announcements
- ☐ We have posted emergency telephone numbers for law enforcement, fire department, medical personnel, etc. in employee common area(s)
- ☐ Other systems (*Describe*)

WORKPLACE VIOLENCE INCIDENT REPORT FORM

To be used in reporting workplace violence, threats of violence, or related concerns/hazards.

Date	Time <input type="checkbox"/> a.m. <input type="checkbox"/>	Location
Person Reporting	Title	

DESCRIBE INCIDENT/CONDITION:

BASIC CAUSE/CONTRIBUTING FACTORS:

WITNESSES PRESENT:

SUGGESTED PREVENTIVE/CORRECTIVE ACTION:

SIGNATURES

Person Reporting _____ Date _____

Supervisor _____ Date _____

Supervisor: Make a copy and provide original to WVPP Administrators.

WVPP Training Checklist

Employee training must be provided when the WVPP is first established, upon identification on new hazards/plan changes, and on an annual basis.

Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.

REQUIREMENTS

The training must cover:

- The definitions 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 employees' jobs, the corrective measures the employer 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 for interactive questions and answers with a person knowledgeable about the employer's plan.

It may also cover: strategies to avoid/reduce workplace violence, including risk factors and defusing hostile situations, recognizing alerts, alarms and other warnings, escape routes, emergency medical care, and post-event trauma counseling available to employees.

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 required by 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 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 hazard.

Workplace Violence Prevention Training Sign-In

Training Date:

Summary of Training Sessions:
(or indicate content is attached)

Trainer Name/Qualifications:

Employee First, Last Name	Job Title	Signature

***Note:** Employee training must be provided when the WVPP is first established, upon identification on new hazards/plan changes, and on an annual basis. For more information, refer to our [Fact Sheet here](#).

WVPP Staff Safety Meetings

[Name/Job Title of person responsible]

Frequency:

[Monthly, Quarterly, Bi-Annual, etc.]

Date/Location	Employee Hazards/Concerns Raised: (if none = N/A)	Policies/Topics Addressed by Management:	Follow-Up Needed? (If yes, please detail:)

WVPP Hazard Inspections

[Name/Job Title of person responsible]

Frequency:

[Monthly, Quarterly, Bi-Annual, etc.]

Inspection Date	Name/Job Title of Person Conducting Inspection	Area/Locations Inspected	Hazards/Concerns Identified (if none identified = N/A)	Corrective Action Taken/Effective Date (please detail)

Confidential Investigation Report TEMPLATE (WVPP)

Instructions: This is a template employers may use to document investigation of workplace violence incidents/threats. Under SB 553, employers should interview employees who experienced the incident, obtain witness statements, review other relevant evidence, and document investigation findings and corrective action. This form is intended to be **confidential** for the employer/decision-makers. Employers **may also consult legal counsel**, including for matters related to privilege.

Employers may need to attach additional pages as needed.

When transferring the required data to the Violent Incident Log (*which is accessible to all employees*) **remove any element of personal identifying information** sufficient to allow identification of any person involved in a violent incident, such as names, addresses, electronic mail addresses, telephone numbers, social security numbers, or other information that, alone or in combination with other information, reveals the person's identity.

INVESTIGATOR:

DATE:

SUBJECT:

(Employee Name Complaint)

Relevant Background

On or about _____ (*Date*), _____ (*Company Name*) received a
complaint by _____ (*Employee Name, Title*) alleging:

Scope of Investigation/Issues Presented:

Standard of Review

Evidence was reviewed and analyzed to determine whether the issues as presented were with or without merit under a “preponderance of the evidence standard” or, whether the allegations were “more likely than not” founded or not. The investigator’s conclusions are based on all evidence and facts reviewed and, where necessary, credibility determinations.

Investigation Process

This report contains witness interview summaries, relevant documents or other evidence reviewed, and findings related to the issues presented.

Interviewees

Name	Title	Date of Interview	Time of Interview

Documents/Evidence Reviewed

Attachment	Document Title/Description of Evidence

Applicable Policies

Below are the relevant policies contained in the Employee Handbook:

Summary of Findings:

I have summarized the findings based upon the primary issues that arose during the investigation. Based on the information found and evidence reviewed, the investigator made the following findings.

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Corrective Action/Next Steps:

[Note: Employers should document all corrective action(s) taken and the effective date(s) of the action.]

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