Workplace Violence Prevention Toolkit Instructions

California's workplace violence prevention law requires covered employers to comprehensively address workplace violence risks and incidents through a variety of measures, including developing and implementing a comprehensive Workplace Violence Prevention Plan (WVPP), conducting workplace violence training, identifying and evaluating workplace violence hazards, and taking corrective actions. This toolkit contains the following resources designed to assist employers in meeting the requirements of California law:

- *Workplace Violence Prevention Checklist*
- *Model Workplace Violence Prevention Plan for General Industry**
- *Workplace Violence Prevention Plan Development Form**
- *Workplace Violence Prevention Training Record**
- *Workplace Violence Hazard Inspection Form**
- *Workplace Violence Hazard Identification Form**
- *Workplace Violence Incident Reporting Form**
- *Workplace Violence Incident Log*
- *Workplace Violence Contact Information*

Each toolkit resource is discussed below in more detail below, including general instructions, suggested uses and required document retention periods. *Some of the toolkit's forms contain more detailed instructions and information beyond what is discussed below.

Workplace Violence Prevention Checklist

This checklist contains an itemized list of California's workplace violence prevention requirements; use it to ensure your Workplace Violence Prevention Plan and related procedures cover all the legal requirements.

Model Workplace Violence Prevention Plan for General Industry

California law requires covered employers to establish, implement and maintain an effective, written Workplace Violence Prevention Plan (WVPP) that covers specific topics, all of which have been broadly outlined in this template plan. The template contains fillable fields with suggested language written generally for a broad array of employers. **For compliance with the law, employers must edit this template and customize it for their specific business operations and worksites.**

The *Model Workplace Violence Prevention Plan for General Industry* contains more detailed instructions to assist employers in developing their plan.

Workplace Violence Prevention Plan Development Form

California law requires employers to involve employees in developing and implementing their WVPP, including through their participation in identifying, evaluating and correcting workplace violence hazards; designing and implementing training; and reporting and investigating workplace violence incidents.

Employers may use the *Workplace Violence Prevention Plan Development Form* to solicit WVPP procedure suggestions from employees based on employees' specific work areas, operations or departments. This includes, for example, procedures for identifying and evaluating workplace violence hazards and corrective measures, designing and implementing workplace violence prevention training, and methods of reporting and investigating workplace violence incidents.

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Workplace Violence Prevention Training Record

Use this form to document your workplace violence prevention training information, including 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.

Because law requires that your workplace violence training record contain a summary of your training content, the *Workplace Violence Prevention Training Record* form contains sample language that lists the minimum basic training requirements required by the law. **Customize the sample language to accurately describe the contents or include a summary of your training.**

Training records must be maintained for a minimum of one year.

Workplace Violence Hazard Inspection Form

California law requires employers to conduct periodic inspections to identify and evaluate workplace violence hazards, including when their WVPP is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Use the *Workplace Violence Hazard Inspection Form* to help identify, evaluate and document potential hazards for correction in accordance with the company's WVPP.

Workplace Violence Hazard Identification Form

The law requires employers to include employees in developing and implementing their WVPP, including by identifying, evaluating and correcting workplace violence hazards.

Employers can provide the *Workplace Violence Hazard Identification Form* to employees to report a potential workplace violence hazard. The form has two sections:

- Section 1 asks the employee to identify the potential hazard and suggestions they have for corrective measures.
- Section 2 is for the employer to evaluate the hazard and document any corrective measures that were taken.

Employers must maintain records of workplace violence hazard identification, evaluation and correction for a minimum of five years.

Workplace Violence Incident Reporting Form

Employers can make this form available to employees as one method for employees to report a workplace violence incident.

Additionally, following a workplace violence incident, as part of the employer's investigation and response, the employer may provide the *Workplace Violence Incident Reporting Form* to employees and other witnesses who may have information about the incident. The form prompts the individual to provide information concerning the date, time and location of the incident, classify the type of person that committed the violence (e.g., customer, coworker, etc.), list additional witnesses and provide a detailed description of the event.

This form will help employers gather all relevant information for responding to the incident, taking corrective measures, and creating the required *Workplace Violence Incident Log*.

Records of workplace violence incident investigations must be maintained for a minimum of five years.

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Workplace Violence Incident Log

Employers must document every workplace violence incident in an incident log. Use the included *Workplace Violence Incident Log* form to document all required information related to a workplace violence incident. Employers must omit personal identifying information in their incident logs and must make the logs available for inspection by the California Division of Occupational Safety and Health (Cal/OSHA). Please refer to the *Model Workplace Violence Prevention Plan* for more information about procedures for post-incident response and investigation, as well as recordkeeping obligations.

Every completed *Workplace Violence Incident Log* must be maintained for a minimum of five years.

Workplace Violence Contact Information

Post in common areas the *Workplace Violence Contact Information* form to share with staff the contact information for WVPP administrators, security personnel (if any) and emergency services to facilitate employees' ability to:

- Report a workplace violence hazard or concern;
- Obtain more information about the company's WVPP; and/or
- Otherwise communicate regarding workplace violence issues.

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