

WORKPLACE VIOLENCE PREVENTION PLAN TEMPLATE

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On July 1st, most employers in California will have to comply with the new Senate Bill 553. This law aims to protect employees and organizations by reducing incidents of workplace violence. One of the Bill's requirements is to implement a workplace violence prevention plan that explains how the organization will address and prevent violent incidents.

Each section contains the information that should be included in that part of your plan in italics, as well as sample text you can edit to meet your organization's needs.

Important: This resource is for informational and educational purposes only. This template should not be taken as legal advice or used as a substitute for such. You should always speak to your own lawyer.

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(replace with your company's logo)

[Company Name] Workplace Violence Prevention Plan

Workplace Violence Prevention Responsibilities

(The names of the people responsible for the plan's implementation; effective procedures for employee involvement in developing and implementing the plan; procedures to ensure compliance from employees, including supervisors)

At [Company Name], preventing workplace violence is the responsibility of all employees. Specific duties for each group include:

- **Working level employees:** report violent incidents to [department/name] ASAP; take part in our Workplace Violence Working Group to develop and update the plan; participate in all required workplace violence training (see Workplace Violence Training for Employees)
- **Managers/supervisors:** report red flags or incidents of violence in your employees to [department/name]; utilize conflict resolution methods for disputes amongst employees to prevent violence; log violent incidents according to [Company Name] procedures (see Responding to Violent Incidents)
- **Health & safety team [or compliance team]:** keep this document up to date with best practices; conduct yearly audit of violence prevention measures and protocols; maintain workplace violence documentation (e.g., incident logs, hazard documents, training records, investigation documents) for a minimum of five years

For any questions regarding our new workplace violence prevention plan, please contact [name] at [contact info].

Responding to Violent Incidents

(Procedures for employers to handle and respond to reports of workplace violence, while ensuring no retaliation against the reporting employee; Procedures for post-incident response and investigation)

Upon receiving report of a violent incident, the [relevant team or department] will triage the incident based on severity and risk to the alleged victim(s) and the company. The case will then be assigned to the next available team member to begin investigation as soon as possible.

Both the reporter and the accused person will receive communications at the beginning of each investigative stage. We will do our best to protect the reporter's identity, though it may be necessary to reveal this during interviews in order to collect information from witnesses and/or the accused.

[Team] will collect relevant evidence and documentation, conduct interviews, and determine next steps when a conclusion is drawn for the case. The reporter and the accused will both be informed of the decision and will have the opportunity to appeal it with [team].

[Company Name] has a zero-tolerance policy regarding retaliation against reporters. If you are a reporter, please make [department or contact] aware of any potentially retaliatory behavior against you, and we will begin an investigation.

Per the requirements of Senate Bill 553, all violent incidents will be recorded in [Company Name]'s violent incident log. Each log entry will redact personally identifying information about those involved, but will contain details of the incident including:

- Incident date, time, and location
- Workplace violence type (1 - Criminal Intent, 2 - Customer/Client, 3 - Worker-on-worker, 4 - Personal relationship)
- Classification of who committed the violence (e.g., employee, customer, client, employee's significant other, unaffiliated individual)
- The circumstances at the time of the incident
- Detailed description of the incident, including specific incident characteristics (e.g., physical attack, weapon involvement, threats, sexual assault, animal incident, or other events)
- Consequences of the incident, including involvement of law enforcement
- Steps taken to protect employees from further threat or hazards
- Name and job title of the person who filled in the log and the date it was completed

Communicating About Violent Incidents

(Procedures to communicate with employees regarding workplace violence matters)

All employees will be informed annually about workplace violence reporting procedures. We will also send out company-wide communication should changes be made to our whistleblower policy or this workplace violence prevention plan.

Following an incidence of workplace violence, an anonymized account of the incident will be communicated to all employees. This is for the safety of potential victims. In the case of an emergency, please see below.

If you are involved with a workplace violence investigation, [team] will communicate with you via email by default. If you would prefer a different communication method for your safety or any other reason, please contact [team/contact] to make alternate arrangements.

Emergency Response Protocols

(Emergency response protocols)

In the event of a workplace violence emergency, employees should prioritize their own safety. Follow the procedures below for each threat level:

Immediate Threat of Violence

- Call 911 and advise them of the situation. Provide specific details including the location of the threat and identities of the threat, if known. Give them guidance for reaching the location (i.e. a door is blocked).
- Notify others in the building about the threat by sounding an alarm, calling, or using [Company Name]'s workplace violence code word: [word]
- If it is safe to do so, evacuate the premises; if this would put you in harm's way, barricade yourself in a room with a door or under your desk until emergency responders give you the all-clear.

Violent Act Committed

- Call 911 immediately if a person commits an act of violence against an employee, customer, or client. Provide the information outlined above, as well as the identities of the victims and details on their condition.
- Follow the same notification procedures outlined above.
- Follow the same evacuation procedures outlined above.

Intimidating Person

- Call 911 if a person has communicated a direct or indirect threat of physical or mental harm against an employee, customer, or client in any form (e.g. oral or written, gestures, expressions).
- Notify your supervisor and the [health and safety or other] team of the event.

Workplace Violence Training for Employees

(Training provisions)

New employees will participate in workplace violence training during the onboarding process. All employees will be required to complete workplace violence training annually. Managers will complete a training module with the content below, as well as extra focus on recognizing red flags and preventing violence amongst their employees.

At [Company Name], our workplace violence training module will contain information including:

- What workplace violence looks like (example scenarios) and the four types of workplace violence
- How to recognize risk factors and red flags of violence in others
- What types of behavior/incidents to report and how to do so
- Alternative conflict resolution methods to violence
- Violent incident emergency protocols
- Details of [Company Name]'s investigative process

Identifying, Correcting, and Preventing Workplace Hazards

(Procedures to identify and evaluate workplace violence hazards that include inspections with the following frequency: when the plan is first set up, periodically scheduled, after violent incidents, whenever a new hazard becomes known; procedures to timely correct workplace violence hazards identified and evaluated)

At [Company Name], we know that identifying hazards is key to preventing workplace violence. For this reason, we will conduct a hazard analysis at the following times:

- At the implementation of this plan and any additional versions of this plan
- Each year in September
- After a violent incident occurs
- After a new hazard of violence is identified
- The [Health & Safety or other] team will work with the Workplace Violence Working Group to analyze [Company Name]'s policies, procedures, protocols, and anonymized incident details to identify potential new hazards.

When a new hazard is identified, the [Health & Safety or other] team will create an action plan to correct this hazard in a timely manner. All executives, whether they are part of the Workplace Violence Working Group or not, will be consulted before corrective actions are finalized. If multiple new hazards are identified, they will be evaluated and prioritized for correction based on severity and risk level.

Reviewing This Plan

(Procedures that allow for plan review: annually, when a deficiency is observed or becomes apparent, after a workplace violence incident)

Each year in [month], [Company Name] will conduct its annual review of this Workplace Violence Prevention Plan. In the event of a workplace violence incident or the discovery of a new hazard, an additional review will be conducted.

Our Workplace Violence Working Group will convene to discuss the details of [Company Name]'s workplace violence investigation and prevention policies and protocols to determine areas of risk and areas of strength. [Team] will then update this document as necessary and distribute it to all employees.