

# CA SB 553 Compliance Checklist

## Plan Components

The written plan must include and address:

- Easily accessible to employees and employee's authorized representatives at all times.
- Contain procedures to accept reports of WPV.
- Include how an employee can report WPV, how those reports are investigated, and the results of the investigation and any corrective action taken.
- Procedures to obtain the active involvement of employees to plan, respond, and revise the plan for workplace violence hazards and what methods will be used to implement the plan including training, reporting, and investigating incidents of WPV.
- The names and roles of those responsible for implementing the plan.
- A policy statement that prohibits retaliation against employees who report WPV.
- Procedures to respond to actual or potential WPV events including a means to alert employees to WPV and evacuation or sheltering plans.
- Procedures on how to contact appropriate staff to respond to WPV (i.e. security or law enforcement).
- Process for evaluations of workplace hazards. Evaluation should occur at minimum when the plan is established, after a WPV event, and after a newly recognized hazard.
- Procedures for post-incident response and investigation.
- Procedures detailing the creation and management of a WPV incident log with details from witness statements and investigation findings.

## Reporting Components

Reporting components must include and address:

- The establishment and maintenance of a log of all WPV incidents.
- The log must be reviewed during the WPV plan's periodic reviews and kept for five years.
- The log must be shared with any controlling employer of a multiemployer worksite.
- The log will include the following regarding violent incidents:
  - Basic information: Date, time, location, the type of violent event, description, classification of the suspected perpetrator.
  - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
  - Type of violent event: physical attack without a weapon, attack with a weapon, sexual assault or threat, animal attack, other
  - Consequences of the incident: security or law enforcement involved, actions taken to protect

employees.

- Name of employee who completed the log including name, job title, and date completed.
- ☐ The log SHOULD NOT include: Personal Identifying Information and Personal Health Information for any person involved in a violent event.

## Training Components

- ☐ Training on WPV must be at the employee's education level, literacy, and language.
- ☐ Training shall occur when the plan is established and annually thereafter.
- ☐ Training must include:
  - The employer's plan, how to obtain a copy of the employer's plan, 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.
- ☐ Training records must be maintained for five years including date, contents, names, and qualifications of those conducting the training, and names and job titles of attendees.
- ☐ Training records and logs must be made available to the regulatory auditors or an employee and their representative upon their request for examination and copying.