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**SB 553 Compliance: WVPP Inventory Checklist**

V1 1061924

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# WORKPLACE VIOLENCE PREVENTION PROGRAM: IT BEGINS WITH TAKING INVENTORY!

Many organizations and institutions are in the process of working towards California law SB 553 compliance, which goes into effect on July 1, 2024, and will be enforced via the California Division of Occupational Safety and Health.

Firestorm designed this tool to assist organizations in becoming compliant with SB 553. First, let’s understand some of the laws and regulations we are working with:

##  LAWS & REGULATIONS

* **California Senate Bill 553 (SB 553)** was signed into law on September 30, 2023.
* Through the addition of **Section 527.8 of the Code of Civil Procedure**, commencing January 1, 2025, **SB 553 expands the rights of employers and employee representatives to obtain restraining orders on behalf of an employee** who has suffered harassment, unlawful violence or a credible threat of violence from any individual, that can reasonably be construed to be carried out, or have been carried out, at the workplace. Through this amendment, the legislature has expanded the roles and responsibilities of employee representatives related to employee safety.
* Through the amendment of **Labor Code Section 6401.7**, now requiring employers to have a Workplace Violence Prevention Plan, and the codification of a **new Labor Code Section 6401.9** which sets forth the requirements of that plan, **employers are required to establish, implement and maintain an effective Workplace Violence Prevention Plan.**
* **California Labor Code 6401.7 (a)** already required employers to take steps to protect workers from workplace hazards, and SB 553 strengthened those protections by providing specific guidelines for what employers must do to protect workers from acts or threats of violence at work.
* **California Labor Code 6401.9** sets forth the requirements for the Workplace Violence Prevention Plan required by 6401.7. The WVPP must be customized for your location(s), and it must be specific to the hazards and corrective measures for each work area and operation. In summary, the Labor Code requires most employers to have a WVPP that addresses:
* Prohibiting employee retaliation.
* Accepting and responding to reports of workplace violence.
* Employee workplace violence training and communication.
* Emergency response.
* Workplace violence hazard assessments.
* Other requirements, such as maintaining a Violent Incident Log.
* The **California Occupational Safety and Health Act of 1973** imposes safety responsibilities on employers and employees, including the requirement that an employer establish, implement, and maintain an effective injury prevention program, and makes specified violations of these provisions a crime. The act is enforced by the Division of Occupational Safety and Health within the Department of Industrial Relations (‘Cal/OSHA’). The new laws described above will also be enforced by Cal/OSHA, which has the ability to issue citations and notices of civil penalty.
* **California Code of Regulations – Title 8, Section 3203 (a)** already requires a California employer to have a written **Injury and Illness Prevention Program.** That plan is required to be specific to the hazards and corrective measures for each work area and operation. An employer may choose to incorporate the new Workplace Violence Prevention Plan within their existing **Injury and Illness Prevention Program (IIPP)** document or create a stand-alone document. 3203(a)(2) includes a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices. It also requires procedures to correct workplace violence hazards in a timely manner.
* **Cal/OSHA MODEL WRITTEN WORKPLACE VIOLENCE PREVENTION PLAN for GENERAL INDUSTRY (NON-HEALTHCARE SETTINGS)**. The Cal/OSHA Division recently published a Model Workplace Violence Prevention Plan (WVPP). Per the Division, “*employers are not required to use this model WVPP. They may create their own, use another WVPP template, or incorporate workplace violence prevention into their existing IIPP as a separate section. Cal/OSHA requires employers to engage with employees in developing and implementing their WVPP. This model plan is intended to help employers develop a separate, stand-alone WVPP. It was written for a broad spectrum of employers, and it may not match your establishment's exact needs. However, it provides the essential framework to identify, evaluate, and control workplace violence hazards.”*

## INVENTORY CHECKLIST

This **Inventory Checklist** will help you identify current policies, plans, procedures, and training that you already have in place related to what SB 553 requires.

Firestorm recommends appointing a **multi-disciplinary working group** to complete this Inventory. The functional areas to consider including are security, facilities, human resources, safety, employee training, emergency response, legal, risk.

While you may not yet have a plan that will meet the SB 553 requirements, **you undoubtedly have some policies, procedures, documentation and training that satisfies some portion of the requirements.** By following this Inventory Checklist, you can begin identifying what you already have in place and pulling the documentation and information together.

We recommend you establish a repository where you will place the information (SharePoint, Dropbox, etc.) so when the time comes to build your plan, you won’t have to go hunting for it again.

**You will note there are 5 columns in the Checklist:**

| **Questions** | **Source** | **Yes/No/ Part of Another Policy or Procedure /NA** | **Document Name** | **Document Location/Owner/ Department** |
| --- | --- | --- | --- | --- |

1. **Inventory Questions.** Address the planning components required by SB 553 and more.
2. **Source.** Each question on the list comes from a source. The sources are: **Labor Code Section 6401.9** (e.g., (c)1(A))**, the Cal/OSHA Model Plan Template** (hereinafter ‘Model’) and **Firestorm** recommendations (policies, procedures, training that are part of a best-practices Workplace Violence Prevention Program, beyond what SB 553 requires). It should be noted that the Model template created by Cal/OSHA includes ‘examples’ and ‘sample’ content that may not be required by statute but is included in their Model template. Those examples/samples are also included in the Inventory Checklist.
	* + **Black bold font – required by statute (Labor Code)**
		+ Black un-bolded font – referenced by the Cal/OSHA Model WVPP template
		+ Blue font – recommended by Firestorm for a best-practices program
3. **Yes/No/Part of Another Policy or Procedure/NA**
	* **YES** answers are correlated with already being compliant.
	* **NO** answers should be reviewed to determine what actions need to be taken to ensure compliance.
	* **Part of Another Policy or Procedure** means you have something in place, but you aren’t there all the way yet.
	* **NA** means you don’t think it is applicable or you answered ‘NO’ to a question and the follow up questions are therefore NA.
4. **Document Name** refers to an existing document you already have that contains some or all of the information. List the name of the document.
5. **Document Location/Owner/Department.** In this field, list where the document can be found and who/department that owns it.

Regardless of how complete the information is, find the documentation and put it in the repository. We recommend numbering the document to correspond with the # on the Inventory Checklist below. You will then be able to match it up later with the plan template Firestorm will provide to you. To assist you in later matching up the documentation you have found during your inventory process, you will note that the Checklist is broken into subject areas, separated by a dark blue bar. Within that bar is a heading as well as a reference to the Firestorm WVPP Template where the documentation will be needed.

| **Questions** | **Source** | **Yes/No/ Part of Another Policy or Procedure /NA** | **Document Name/ Location** | **Owner/Department** |
| --- | --- | --- | --- | --- |
| If you have a Workplace Violence Prevention Plan (WVPP), answer the questions below related to that plan document. If you don’t yet have a WVPP but do have some of the items listed below, either in stand-alone documents or embedded within another document, list the name and owner of that document. Put everything you find into a repository. You will need it later. The questions are color coded:* **Black bold font – required by statute (Labor Code)**
* Black, unbolded font – referenced by the Cal/OSHA Model WVPP template
* Blue font – recommended by Firestorm for a best-practices program
 |
| WVPP ROLES/RESPONSIBILITIES REQUIREMENTS (WVPP SECTION 7,8) |
|  | **Do you currently have a documented Injury and Illness Prevention Plan (IIPP)?** | **California Code of Regulations – Title 8, Section 3203 (a)** |  |  |  |
|  | **Do you currently have a documented Workplace Violence Prevention Plan?** | **6401.9(c)1(A)** |  |  |  |
|  | **Is the plan easily accessible to employees, authorized employee representatives, and regulators at all times?** | **6401.9 (c)1(B)** |  |  |  |
|  | **Have you designated individuals or Job Titles of persons responsible for workplace violence prevention?** | **6401.9 (c)2(A)** |  |  |  |
|  | **Have you defined the Roles & Responsibilities of stakeholders related to workplace violence prevention?** | **6401.9 (c)2(A)** |  |  |  |
|  | **Have you set forth the role of employees and authorized employee representatives in:** | **6401.9 (c)2(B)** |  |
|  | * **Identifying workplace violence hazards**
 | **6401.9 (c)2(B)** |  |  |  |
|  | * **Evaluating workplace violence hazards**
 | **6401.9 (c)2(B)** |  |  |  |
|  | * **Correcting workplace violence hazards**
 | **6401.9 (c)2(B)** |  |  |  |
|  | * **Designing and implementing training about workplace violence**
 | **6401.9 (c)2(B); 6401.9 (c)2(H)** |  |  |  |
|  | * **Reporting workplace violence incidents**
 | **6401.9 (c)2(B)** |  |  |  |
|  | * **Accepting and responding to reports of workplace violence**
 | **6401.9 (c)2(D)** |  |  |  |
|  | * **Investigating workplace violence incidents**
 | **6401.9 (c)2(B)** |  |  |  |
| COORDINATION WITH OTHER EMPLOYERS (WVPP SECTION 11) |
|  | **Do you have methods to coordinate implementation of your plan with other employers, where applicable, to ensure those employers and your employees understand their respective roles, as provided in your plan?** | **6401.9 (c)2(C)** |  |  |  |
|  | **If you do coordinate with other employers, do your methods ensure that all employees working at the site of another employer are provided with training annually on all of the following:** | **6401.9 (c)2(C)** |  |  |  |
|  | * **Your plan, how to obtain a copy of your plan at no cost, and how to participate in development and implementation of your plan.**
 | **6401.9 (e)(1)(A)** |  |  |  |
|  | * **How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.**
 | **6401.9(c)1(F)(i)** |  |  |  |
|  | **Do you give off-site employees an opportunity for interactive questions and answers with a person knowledgeable about your WVPP?** | **6401.9 (c)2(c)** |  |  |  |
|  | **Do you have procedures for accepting reports of workplace violence from other employers where your employes are working?** | **6401.9 (c)2(c)** |  |  |  |
|  | **Do you have procedures for responding to reports of workplace violence that occur at another employer’s worksite involving your employee?** | **6401.9 (c)2(c)** |  |  |  |
|  | **If yes, do those procedures prohibit retaliation against an employee who makes such a report?** | **6401.9 (c)2(c)** |  |  |  |
| COMMUNICATIONS WITH EMPLOYEES ABOUT VIOLENCE (WVPP SECTION 10) |
|  | **Do you have procedures to communicate with employees regarding:**  | **6401.9 (c)2(F)** |  |
|  | * **How an employee can report a violent incident, threat, or other workplace violence concern to the employer without fear of reprisal.**
 | **6401.9 (c)2(F)(i)** |  |  |  |
|  | * **How an employee can report a violent incident, threat, or other workplace violence concern to law enforcement without fear of reprisal.**
 | **6401.9 (c)2(F)(i)** |  |  |  |
|  | * How an employee can report a violent incident, threat, or other workplace violence concern anonymously through a trusted method.
 | Cal/OSHA Model |  |  |  |
|  | * **How employee concerns will be investigated and how employees will be informed of the results of the investigation and any corrective actions to be taken.**
 | **6401.9 (c)2(F)(ii)****Model** |  |  |  |
|  | Do you include workplace violence prevention policies and procedures in new employee orientation? | Cal/OSHA Model |  |  |  |
|  | Do you currently hold regularly scheduled meetings that address security issues and potential workplace violence hazards? | Cal/OSHA Model |  |  |  |
|  | Do you have employees who do not speak English as a first language? | Cal/OSHA Model |  |  |  |
|  | Do you provide employees with information in their first language? | Cal/OSHA Model |  |  |  |
|  | Do you currently post any workplace violence prevention information? | Cal/OSHA Model |  |  |  |
|  | Are any employees prohibited from carrying their mobile device into the workplace? | Cal/OSHA Model |  |  |  |
|  | As a matter of practice, do you provide updated information to an employee who files a report related to workplace violence? | Cal/OSHA Model |  |  |  |
|  | Are employees recognized for demonstrating safe work practices that promote workplace violence prevention? | Cal/OSHA Model |  |  |  |
|  | Are employees disciplined for failure to comply with the workplace violence prevention plan/strategies? | Cal/OSHA Model |  |  |  |
| RESPONSE TO VIOLENCE AND POTENTIAL VIOLENCE (WVPP SECTION 16) |
|  | **Do you have procedures on how you, as the employer, will respond to actual violence?** | **6401.9 (c)1(A)** |  |  |  |
|  | **Do those procedures prohibit retaliation against employees making reports?** | **6401.9 (c)1(A)** |  |  |  |
|  | **Do you have procedures for post-incident response and investigation which include:** | **6401.9 (c)2(K)****Model**  |  |  |  |
|  | * **How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement.**
 | **6401.9(c)2(G)(iii)** |  |  |  |
|  | * Visiting the scene of an incident as soon as safe and practicable
 | Cal/OSHA Model |  |  |  |
|  | * Interviews with involved parties
 | Cal/OSHA Model |  |  |  |
|  | * Review of security footage
 | Cal/OSHA Model |  |  |  |
|  | * Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator
 | Cal/OSHA Model |  |  |  |
|  | * Determining the cause of the incident
 | Cal/OSHA Model |  |  |  |
|  | * Taking corrective action to prevent similar incidents from occurring
 | Cal/OSHA Model |  |  |  |
|  | * Recording the findings (indicate where recorded)
 | Cal/OSHA Model |  |  |  |
|  | * Obtaining reports from law enforcement
 | Cal/OSHA Model |  |  |  |
|  | **Do you have procedures to respond to *potential* violence?** | **6401.9 (c)2(G)** |  |  |  |
|  | Do you have procedures to provide immediate medical care to injured employees? | Cal/OSHA Model |  |  |  |
|  | Do you provide internally or have contracted services that provide:  | Cal/OSHA Model |  |
|  | * Counseling
 | Cal/OSHA Model |  |  |  |
|  | * Anger management services
 | Firestorm |  |  |  |
|  | * Conflict resolution services
 | Firestorm |  |  |  |
|  | * De-escalation training
 | Firestorm |  |  |  |
|  | * Substance abuse, domestic violence
 | Firestorm |  |  |  |
|  | * Threat assessment when employee is exhibiting warning signs or threatening behavior
 | Firestorm |  |  |  |
|  | Do you have a designated threat assessment team? | Firestorm |  |  |  |
|  | Do you have employees designated to review anonymous reports that are made | Firestorm |  |  |  |
|  | Do you have employees responsible for (or know where to get help) assessing the threat level of the behavior/concern reported? | Firestorm |  |  |  |
| HAZARD IDENTIFICATION & CORRECTION (WVPP SECTION 14) |
|  | **Do you have procedures to identify workplace violence hazards?** | **6401.9 (c)2(I)** |  |  |  |
|  | **Do those procedures include:** |  |  |
|  | * **Periodic inspections to identify unsafe conditions where all employees are working**
 | **6401.9 (c)2(I)** |  |  |  |
|  | * **An annual review, at a minimum, of all employee reports and concerns made that year**
 | **6401.9 (c)2(I)** |  |  |  |
|  | * **Procedures to correct identified workplace violence hazards in a timely manner consistent with paragraph (6) of subdivision (a) of Section 3203 of Title 8 of the California Code of Regulations**
 | **6401.9 (c)2(J)** |  |  |  |
|  | * **Procedures to review the effectiveness of the plan and revise the plan as needed, (including, but not limited to, procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan.**
 | **6401.9 (c)2(L)** |  |  |  |
|  | **Are hazard inspections conducted after each workplace violence incident?** | **6401.9 (c)2(I)** |  |  |  |
|  | **Are hazard inspections conducted whenever the employer is made aware of a new or previously unrecognized hazard?** | **6401.9 (c)2(I)** |  |  |  |
|  | Do you currently include employees in your risk assessment/hazard identification process? | Cal/OSHA Model |  |  |  |
|  | Are employees re-trained who exhibit behavior that is deficient with the Workplace Violence Prevention Plan | Cal/OSHA Model |  |  |  |
|  | Do you conduct employee surveys to identify the potential for violent incidents and the need for improved security measures? | Firestorm |  |  |  |
|  | Do you conduct management surveys to identify the potential for violent incidents and the need for improved security measures? | Firestorm |  |  |  |
| VIOLENT INCIDENT LOG (WVPP, APPENDIX E) |
|  | **Do you maintain a Violence Incident Log where every incident of workplace violence is documented?** | **6401.9 (d)(1)(A)** |  |  |  |
|  | **Does the log capture information that maintains the privacy of individuals reporting violence, witness statements and/or investigation findings?** | **6401.9 (d)(1)(B)** |  |  |  |
|  | **Does your log capture incidents involving your employees that occur off-site at other employer locations?** | **6401.9 (d)(1)(C)** |  |  |  |
|  | **Does your log capture:** |  |  |
|  | * **The date, time, and location of the incident.**
 | **6401.9 (d)(2)(A)** |  |  |  |
|  | * **The four types of workplace violence.**
 | **6401.9 (d)(2)(B)** |  |  |  |
|  | * **A detailed description of the incident.**
 | **6401.9 (d)(2)(C)** |  |  |  |
|  | * **A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.**
 | **6401.9 (d)(2)(D)** |  |  |  |
|  | * **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 a new location.**
 | **6401.9 (d)(2)(E)** |  |  |  |
|  | * **A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.**
 | **6401.9 (d)(2)(F)** |  |  |  |
|  | * **The type of incident, including, but not limited to, whether it involved any of the following:**
 | **6401.9 (d)(2)(G)** |  |  |  |
|  | * + **Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.**
 | **6401.9 (d)(2)(G)** |  |  |  |
|  | * + **Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.**
 | **6401.9 (d)(2)(G)** |  |  |  |
|  | * + **Threat of physical force or threat of the use of a weapon or other object.**
 | **6401.9 (d)(2)(G)** |  |  |  |
|  | * + - **Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.**
 | **6401.9 (d)(2)(G)** |  |  |  |
|  | * + - **Aimal attack.**
 | **6401.9 (d)(2)(G)** |  |  |  |
|  | * + - **Other**
 | **6401.9 (d)(2)(G)** |  |  |  |
|  | * **Consequences of the incident, including but not limited to:**
 | **6401.9 (d)(2)(H)** |  |
|  | * + **Whether security or law enforcement was contacted and their response.**
 | **6401.9 (d)(2)(H)** |  |  |  |
|  | * + **Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.**
 | **6401.9 (d)(2)(H)** |  |  |  |
|  | * **Information about the person completing the log, including their name, job title, and the date completed.**
 | **6401.9 (d)(2)(I)** |  |  |  |
| RECORDS OF WORKPLACE VIOLENCE HAZARD IDENTIFICATION, EVALUATION AND CORRECTION (WVPP SECTION 20) |
|  | **Do you maintain the following records for a minimum of 5 years?** | **6401.9 (f)(1)** |  |  |  |
|  | * **Training records that include 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.**
 | **6401.9 (f)(1)(2)** |  |  |  |
|  | * **Violent incident logs**
 | **6401.9 (f)(1)(3)** |  |  |  |
|  | * **Records of workplace violence incident investigations**
 | **6401.9 (f)(1)(4)** |  |  |  |
|  | * Records of corrective actions
 | Cal/OSHA Model |  |  |  |
|  | **Are the foregoing records currently available to employees and their representatives, upon request?** | **6401.9 (f)(1)(6)** |  |  |  |
| TRAINING (WVPP SECTION 18) |
|  | **Do you currently have procedures to develop and provide training (when the plan is established, and annually thereafter) on the following:** | **6401.9 (e)(1) and (2)** |  |
|  | * **How to obtain a copy of the employer’s plan at no cost**
 | **6401.9 (e)(2)(A)** |  |  |  |
|  | * **How to participate in development and implementation of the employer’s plan.**
 | **6401.9 (e)(2)(A)** |  |  |  |
|  | * **The definitions within SB 553**
 | **6401.9 (e)(2)(B)** |  |  |  |
|  | * **How to report workplace violence incidents or concerns to the employer without fear of reprisal.**
 | **6401.9 (e)(2)(C)** |  |  |  |
|  | * **How to report workplace violence incidents to law enforcement without fear of reprisal.**
 | **6401.9 (e)(2)(C)** |  |  |  |
|  | * **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.**
 | **6401.9 (e)(2)(D)** |  |  |  |
|  | * Hazards unique to their work location?
 | Cal/OSHA Model |  |  |  |
|  | * **The violent incident log required by subdivision (d) and how to obtain copies of records required by paragraphs (1) to (3), inclusive, of subdivision (f).**
 | **6401.9 (e)(2)(E)** |  |  |  |
|  | **Does the training give an opportunity for interactive questions and answers with a person knowledgeable about the employer’s plan.** | **6401.9 (e)(2)(F)** |  |  |  |
|  | **Is additional training provided when a new or previously unrecognized violence hazard has been identified or when changes are made to the plan?** | **6401.9 (e)(3)** |  |  |  |
|  | Are employees encouraged to participate in designing and implementing training programs? | Cal/OSHA Model |  |  |  |
|  | Are managers made aware of their responsibility to comply with and enforce safety rules, policies, and federal and state safety regulations and laws? | Cal/OSHA Model |  |  |  |
|  | Is violence prevention information provided as part of orientation or employee development? | Cal/OSHA Model |  |  |  |
|  | Is training provided on behavioral warning signs that may indicate the potential for violence? | Cal/OSHA Model |  |  |  |
|  | Is suicide awareness/prevention training given to employees? | Firestorm |  |  |  |
|  | Are employees trained on how to report a concern involving themselves or others? | Firestorm |  |  |  |
|  | Is training provided on domestic violence and the behaviors a victim may exhibit who is a victim of domestic violence? | Firestorm |  |  |  |
|  | Are employees trained on their role in workplace violence prevention and anonymous reporting? | Firestorm |  |  |  |
| EMEGENCY RESPONSE PLAN (WVPP SECTION 13)  |
|  | Does the organization have an emergency response plan that addresses life safety incidents? | Firestorm |  |  |  |
|  | Does the plan designate an internal team of responders with defined roles and responsibilities? | Firestorm |  |  |  |
|  | Is the plan reviewed annually and after each emergency incident? | Firestorm |  |  |  |
|  | Is the plan tested through table-top exercises and/or simulations? | Firestorm |  |  |  |
|  | **Does the organization have documented protocols for:** |  |  |
|  | * **Evacuation**
 | **6401.9 (c)2(G)(ii)** |  |  |  |
|  | * **Shelter-in-place**
 | **6401.9 (c)2(G)(ii)** |  |  |  |
|  | * Lockdown (assailant in the building)
 | Firestorm |  |  |  |
|  | * Lockout/Secure (threat outside-secure perimeter)
 | Firestorm |  |  |  |
|  | * Bomb Threat
 | Firestorm |  |  |  |
|  | * Suspicious packages/items found on-site
 | Firestorm |  |  |  |
|  | Do you have a list of employees trained in CPR/First Aid/AED? | Firestorm |  |  |  |
|  | Do you have a list of employees trained in Medical emergencies on-site? | Cal/OSHA Model |  |  |  |
|  | Are **Lockdown** (assailant is in the building) drills performed? | Firestorm |  |  |  |
|  | Are **Lockout/Secure** (threat outside of building- secure the perimeter) drills performed? | Firestorm |  |  |  |
|  | Are **Shelter** **in** **Place** (weather, earthquake) drills performed? | Firestorm |  |  |  |
|  | Are **Evacuation** (fire, gas) drills performed? | Firestorm |  |  |  |
|  | Have ‘safe’ rooms been identified and marked, where employees can secure themselves during a **Lockdown**? | Firestorm |  |  |  |
| EMERGENCY COMMUNICATIONS (WVPP SECTION 10, 13) |
|  | **Do you have an Alert System/Method to alert facility occupants of an active threat or workplace violence emergency, and the presence, location and nature of such emergencies, e.g., PA system, annunciator panel, intercom, siren?** | **6401.9 (c)2(G)(i)** |  |  |  |
|  | Does the Alert System/Method incorporate pre-scripted messaging for differing threats? | Firestorm |  |  |  |
|  | Is your alert system audible in all buildings/locations? | Firestorm |  |  |  |
|  | Is the alert system used during drills? | Firestorm |  |  |  |
|  | Are emergency numbers posted on phones/signage for regular and after hour emergencies? | Firestorm |  |  |  |
|  | Is there an automated Mass Notification System in place? | Firestorm |  |  |  |
|  | * Does the Mass Notification System provide voice messages?
 | Firestorm |  |  |  |
|  | * Does the Mass Notification System provide text messages?
 | Firestorm |  |  |  |
|  | * Does the Mass Notification System provide emails?
 | Firestorm |  |  |  |
|  | * Are all employees included in the Mass Notification System?
 | Firestorm |  |  |  |
|  | * Have all employees opted-in to receive notifications?
 | Firestorm |  |  |  |
|  | * Are vendors in the Mass Notification System?
 | Firestorm |  |  |  |
| POLICIES (WVPP APPENDIX D, I) |
|  | Is there a Workplace Violence Prevention Policy in place? | Cal/OSHA Model |  |  |  |
|  | Is there a Weapons Policy in place? | Cal/OSHA Model |  |  |  |
|  | Is an Anonymous Reporting Policy and method in place? | Cal/OSHA Model |  |  |  |
|  | Is there a Cash Policy regarding handling of cash in place? | Cal/OSHA Model |  |  |  |
|  | Does the organization have a documented termination/discharge policy along with documented termination procedures?  | Cal/OSHA Model |  |  |  |
|  | **Does the organization have a documented policy pertaining to restraining orders/protective orders?**  | **SB553; California Civil Code of Procedure Section 527.8** |  |  |  |
|  | * Are employees encouraged to report that they have a restraining order in place?
 | Firestorm |  |  |  |
|  | * Are special security procedures implemented upon receipt of notice of a restraining order, e.g., photo ID of subject, vehicle information, preferred parking given to employee.
 | Firestorm |  |  |  |
|  | Is there a visitor policy in place? | Firestorm |  |  |  |
|  | Is there a sexual harassment policy in place? | Firestorm |  |  |  |
|  | Is bullying recognized as something that won’t be tolerated within your organization? | Firestorm |  |  |  |
|  | Are background checks done of all employees? | Firestorm |  |  |  |
|  | * Do background checks include credit checks?
 | Firestorm |  |  |  |
|  | * Do background checks include finger printing?
 | Firestorm |  |  |  |
|  | Are background checks done, or do you confirm they are done, on all: | Firestorm |  |  |  |
|  | * Vendors
 | Firestorm |  |  |  |
|  | * Contractors
 | Firestorm |  |  |  |
|  | * Volunteers
 | Firestorm |  |  |  |
| LAW ENFORCEMENT AND FIRE DEPARTMENT COLLABORATION (WVPP SECTION 13, APPENDIX F) |
|  | Are positive, active relationships with local law enforcement and fire departments in place? | Firestorm |  |  |  |
|  | Are emergency communications procedures shared with internal and external responders? | Firestorm |  |  |  |
|  | Are joint exercises and drills conducted with Law Enforcement and the Fire Department? | Firestorm |  |  |  |
|  | Is key contact information provided to local law enforcement and the Fire Department? | Firestorm |  |  |  |
|  | Do law enforcement and fire departments have current location maps, floor plans, diagrams showing the location and use of all rooms and critical materials such as chemicals and utility shut-off valves? | Firestorm |  |  |  |
|  | Have police and fire departments had tours of the buildings and opportunities to familiarize themselves with the location? | Firestorm |  |  |  |
| MONITORING (WVPP SECTION 14) |
|  | Is there 24/7 social/digital media monitoring program that takes into account high-risk behavior? | Firestorm |  |  |  |
| **RESTRAINING ORDERS (INCORPORATE IN DOMESTIC VIOLENCE POLICY)** |
|  | Do you currently have a procedure or policy that encourages employees to report when they have a restraining order in place? | Firestorm |  |  |  |
|  | Do you currently have a procedure for how to enhance safety of an employee with a restraining order? | Firestorm |  |  |  |

For questions, reach out to: **SB553@crisisrisk.com**