

# Compliance Guideline

## Workplace Violence Prevention

### SB 553 Requirements

The following tool is designed to assist schools in developing and updating workplace violence prevention plans. Use of this tool is optional. Each school, school district, and county office of education is responsible for compliance and familiarity with all sections of the workplace violence SB 553 requirements.

SB 553 Occupational safety: workplace violence: restraining orders and workplace violence prevention plan (SB 553) was signed into law on September 30. It addresses two workplace violence prevention components for employers:

- Restraining orders and
- Workplace violence prevention

Agencies have been responsible for identifying hazards and keeping employees safe for some time. In addition, this law outlines in very specific language how an agency must go about doing so with respect to workplace violence.

The **three main components** of the legislation are a workplace violence prevention plan, an incident log, and training. Each is described below.

#### (1) WORKPLACE VIOLENCE PLAN

An agency must have an effective written workplace violence prevention **PLAN**. The plan can be included as part of the injury and illness prevention plan (IIPP) or as a separate document.

##### The plan must include the following:

- Names or job titles of the persons responsible with clearly defined roles.
- Procedures to involve employees and unions in plan development and implementation.
- Methods the employer will use to ensure effectiveness.
- Procedures to accept and respond to reports, including prohibiting retaliation against reporting employees.
- How an agency will communicate with employees regarding how to report, how reports will be investigated, and how results and corrective actions will be shared.
- Procedures to respond to actual or potential workplace violence emergencies.
- Procedures to develop and provide required training.
- Procedures to identify, evaluate, and correct workplace violence hazards.
- Procedures for post-incident response and investigation.
- Procedures to review the effectiveness of the plan and revise (at least annually).

## (2) INCIDENT LOG

An agency must keep a violent incident **LOG**. Employers are required to track every incident of violence as defined in the regulation, which includes specific data points that must be captured in the log. Violent incident logs shall be maintained by the employer for a minimum of 5 years. Note, some incidents may also need to be logged in the OSHA 300 form as applicable.

## (3) TRAINING

An agency must **TRAIN** employees when the plan is first established, when there are changes to the plan, new hazards, and annually.

### The training must include:

- How to obtain a copy of the plan and how to participate in its development and implementation.
- The definitions and requirements of the regulation.
- 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 required records.
- An opportunity for interactive questions and answers with a person knowledgeable about the employer's plan.

It should be noted that certain government employers/employees are exempt from the SB 553 requirements including healthcare facilities subject to Section 3342, POST participating law enforcement agencies, employees working remotely, and places of employment with less than 10 employees and no public access.

## Recommendations

The above requirements **must be agency specific**; members are advised to be cautious of general solutions that are not tailored to an agency's specific practices and procedures. Occupational Safety and Health Standards Board (OSHSB) is currently seeking input on a revised discussion draft standard for workplace violence prevention in general industry. Recently, the California Department of Industrial Relations (DIR) published several documents to help agencies with these requirements.

This includes the following fact sheets, and most importantly a model written plan:

- [Workplace Violence Prevention for General Industry for Employers Fact Sheet](#)
- [Workplace Violence Prevention for General Industry for Workers Fact Sheet](#)
- [Model Written Workplace Violence Prevention Plan for General Industry](#)

Members are encouraged to prepare for the **July 1, 2024**, compliance date. The following steps are recommended:

- Develop/update workplace violence prevention **PLAN** to meet the requirements of SB 553.
- Develop a violent incident **LOG**. An excel spreadsheet Workplace Violence Incident Log is included for this purpose.
- TRAIN** employees on the district specific Workplace Violence Prevention Plan