

Workplace Violence Prevention Program (WVPP) Requirements Checklist

This checklist does not constitute legal advice. It is offered for informational purposes only and may not include all required elements. The description information for each required element is intended to provide more insight to the requirement. Please also refer to the Cal/OSHA Web site at the link below for additional information on the required elements.

<https://www.dir.ca.gov/dosh/Workplace-Violence.html>

WVPP Required Element	Description	Include in WVPP	Include in training
Responsibility	Name/title of the WVPP administrator and names/titles of persons responsible for implementing and maintaining the WVPP. If there are multiple persons responsible for the plan, their roles shall be clearly described.	✓	✓
Employee Involvement	Effective procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan. You may choose to use all or none of the following examples: 1) We shall conduct an annual employee survey to solicit feedback from our employees regarding their suggestions relative to the WVPP. 2) We shall place dropboxes with feedback forms through our facility for the sole purpose of soliciting feedback from our employees relative to the WVPP. Feedback may include recommendations for improvement to the WVPP or areas of concern relative to a potential workplace violence situation. Dropboxes will be checked every Monday, reviewed by the WVPP administrator or designee, and acted upon in a timely manner. No retaliatory measures shall be taken against any employee who submits a feedback form. 3) Employees shall be asked as part of regular weekly meetings if they have any concerns or suggestions relative to the WVPP.	✓	✓
Notification of other employers	Methods the employer will use to coordinate implementation of the plan with other employers. This applies to work sites where there are multiple businesses in one building. If you rely on Property Management services for employer notifications of emergency events, you should contact them and obtain their procedures for a workplace violence event which you can then reference in your WVPP and training.	✓	
Employee Compliance	Procedures to ensure that all employees (supervisory and nonsupervisory), comply with the WVPP. Procedures should include employee requirement to complete training, review and sign off on the WVPP as well as any related policies and procedures. Procedures may include anything else the employer feels will help ensure compliance.	✓	✓

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Employee training	Procedures to communicate and provide training to employees on workplace violence. Procedure should state that employee training is required, and attendance shall be tracked on either a paper or electronic roster (for auditing purposes).	✓	✓
Hazard Identification & Evaluation	Procedures to identify, evaluate and correct workplace violence hazards. If you are already doing regular safety walkthroughs (e.g., weekly, monthly, etc.), you can add this as a task to look for potential workplace violence hazards. The tasks should be specific, e.g., all exits are secured, alarm system tested and working, surveillance equipment test and working (if applicable), floor plans posted that show all evacuation routes). You can also provide drop boxes for feedback and hazard identification as referenced in "Employment Involvement, 2)"	✓	✓
Emergency Response Procedures	Procedures on how to respond to actual or potential workplace violence, and how to accept and respond to reports of workplace violence, including procedures to prohibit retaliation against employees for reporting workplace violence.	✓	✓
Incident Reporting	Procedures for post-incident response and investigation. Cal/OSHA requires that all workplace violence incidents be logged as part of the investigatino process. The log requires identification of one of the four types of WVPP incidents. The investigation should also provide recommendations for corrective and/or preventative actions, and these measures should be tracked to ensure completion with updates to the WVPP as necessary. Refer to the Cal/OSHA guidance document for more information and a sample procedure.	✓	✓
Review & Revision	Procedures to review WVPP for effectiveness and revise the plan as needed. The WVPP should be reviewed on an annual basis and as needed based on dropbox / employee feedback, audit walk-through and investigation findings, and as needed for other purposes. Keep all WVPP revisions and revision dates for auditing purposes. It is also helpful to keep to reference the reason for document revision. This information can be tracked on the WVPP document.	✓	✓
Statutory definitions	The WVPP must include statutory definitions. They are already contained in the sample WVPP provied by Cal/OSHA.	✓	✓
Recordkeeping	Records of workplace violence hazard identification, evaluation, and correction, for a minimum of five years. Workplace violence prevention plan training records for a minimum of one year. Violence Incident Logs for a minimum of five years. Records of workplace violence incident investigations for a minimum of five years. Cal/OSHA Form 300 for five years.	N/A	N/A

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