

## Compliance Checklist

#	Requirement under SB 553	Status
<b>GENERAL REQUIREMENTS</b>		
<b>1</b>	<b>Exceptions for Workplace Violence Prevention Plan (WVPP) (SEC. 4. Section 6401.9, b2 A-F)</b>	
1.1	Health care facilities <sup>1</sup>	
1.2	Department of Corrections facilities <sup>2</sup>	
1.3	Law enforcement agencies <sup>3</sup>	
1.4	Teleworking employees	
1.5	Less than 10 employees working at a given time and are not accessible to the public <sup>4</sup>	
<b>2</b>		
<b>Core Requirements (SEC. 4. Section 6401.9, c1 A-B)</b>		
2.1	Establish an effective workplace violence prevention plan	
2.2	Implement an effective workplace violence prevention plan	
2.3	Maintain an effective workplace violence prevention plan	
2.4	The WVPP will be operational at all times	
2.5	The WVPP will be operational in all work areas	
2.6	The WVPP will be written	
2.7	Available and easily accessible to employees	
2.8	Be specific to each work area and operation	
2.9	The WVPP shall be operative on and after July 1, 2024	
<b>PLAN COMPONENTS</b>		
<b>3</b>	<b>Responsible Person(s) (SEC. 4. Section 6401.9, c1 B, c2 A)</b>	
3.1	Name or job title of the person or persons responsible for implementing the program.	
3.2	If multiple persons, their roles shall be clearly described	

<sup>1</sup> When covered by [Section 3342 of Title 8 of the California Code of Regulations](#).

<sup>2</sup> When in compliance with [Section 3203 of Title 8 of the California Code of Regulations](#).

<sup>3</sup> As defined in [Section 1001 of Title 11 of the California Code of Regulations](#) and that have received confirmation of compliance with the Commission on Peace Officer Standards and Training (POST) Program from the POST Executive Director in accordance with [Section 1010 of Title 11 of the California Code of Regulations](#) and if all facilities operated by the agency are in compliance with [Section 3203 of Title 8 of the California Code of Regulations](#).

<sup>4</sup> Must be in compliance with [Section 3203 of Title 8 of the California Code of Regulations](#).

<b>4</b>	<b>Active Employee Involvement (SEC. 4. Section 6401.9, c1 B, c2 B)</b>	
4.1	Effective procedures to obtain active involvement	
4.2	Involvement of employees and authorized employee representatives in developing and implementing the WVPP	
4.3	In identifying, evaluating, and correcting workplace violence hazards	
4.4	In designing and implementing training	
4.5	In reporting and investigating workplace violence incidents	
<b>5</b>	<b>Coordination with Other Employers (SEC. 4. Section 6401.9, c1 B, c2 C)</b>	
5.1	Methods the employer will use to coordinate implementation of the plan with other employers	
5.2	Employers and employees understand their respective roles as outlined in plan	
5.3	Employees are provided required training (outlined in #19)	
5.4	Workplace violence incidents involving any employee are reported, investigated, and recorded	
<b>6</b>	<b>Reporting (SEC. 4. Section 6401.9, c1 B, c2 D)</b>	
6.1	Effective procedures for the employer to accept and respond to reports	
6.2	Prohibit retaliation against an employee who makes such a report.	
<b>7</b>	<b>Employee Compliance with the Plan (SEC. 4. Section 6401.9, c1 B, c2 E)</b>	
7.1	Effective procedures to ensure that supervisory and nonsupervisory employees comply with the plan	
7.2	Recognition of employees who follow safe and healthful work practices, training and retraining programs, and disciplinary actions	
7.3	Enforcement can result in issuance of a citation and notice of civil penalty	
<b>8</b>	<b>Communication with Employees (SEC. 4. Section 6401.9, c1 B, c2 F)</b>	
8.1	Effective procedures to communicate with employees regarding workplace violence matters	
8.2	How to report a violent incident, threat, or other workplace violence concern to the employer or law enforcement	
8.3	How to report without fear of reprisal	
8.4	How employee concerns will be investigated	

8.5	How employees will be informed of the results of the investigation	
8.6	Any corrective actions to be taken as part of the employer’s responsibility, including correcting workplace violence hazards identified from the incident or investigation	
<b>9 Responding to Emergencies (SEC. 4. Section 6401.9, c1 B, c2 G)</b>		
9.1	Effective procedures to respond to actual or potential workplace violence emergencies	
9.2	Effective means to alert employees of the presence, location, and nature of workplace violence emergencies	
9.3	Evacuation or sheltering plans that are appropriate and feasible for the worksite	
9.4	How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement	
<b>10 Training Procedures (SEC. 4. Section 6401.9, c1 B, c2 G)</b>		
10.1	Procedures to develop and provide the training required (required training listed in #19)	
<b>11 Identify Concerns (SEC. 4. Section 6401.9, c1 B, c2 I)</b>		
11.1	Procedures to identify and evaluate workplace violence hazards	
11.2	Scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns	
11.3	Inspection when the plan is first established	
11.4	Inspection after each workplace violence incident	
11.5	Inspection whenever the employer is made aware of a new or previously unrecognized hazard	
<b>12 Address Concerns (SEC. 4. Section 6401.9, c1 B, c2 J)</b>		
12.1	Procedures to correct workplace violence hazards identified and evaluated	
12.2	Identified and evaluated in a timely manner <sup>5</sup>	
<b>13 After an Incident (SEC. 4. Section 6401.9, c1 B, c2 K)</b>		
13.1	Procedures for post-incident response and investigation.	

<sup>5</sup> As defined in [Section 3203 of Title 8 of the California Code of Regulation](#)

<b>14</b>	<b>Plan Review (SEC. 4. Section 6401.9, c1 B, c2 L)</b>	
14.1	Procedures to review the effectiveness of the plan and revise the plan as needed	
14.2	procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan	
14.3	Reviewed at least annually	
14.4	Review if deficiency is observed or becomes apparent, and after an incident	
<b>15</b>		
<b>15</b>	<b>Updates by Division/Standard Board (SEC. 4. Section 6401.9, c1 B, c2 L)</b>	
15.1	Procedures or other information required by the division and standards board as being necessary and appropriate to protect the health and safety of employees <sup>6</sup>	
<b>VIOLENT INCIDENT LOG</b>		
<b>16</b>	<b>Violence Incident Log Overview (SEC. 4. Section 6401.9, d1 A-C)</b>	
16.1	The employer shall record information in a violent incident log for every workplace violence incident	
16.2	Gathered from employees who experienced the workplace violence, on witness statements, and on investigation findings	
16.3	omit any element of personal identifying information	
16.4	Log is reviewed during periodic review of the plan	
16.5	Multiemployer worksite must provide log to controlling employer	
<b>17</b>		
<b>17</b>	<b>Violence Incident Log Details (SEC. 4. Section 6401.9, d2 A-H)</b>	
17.1	The date, time, and location of the incident	
17.2	The workplace violence type or types <sup>7</sup>	
17.3	A detailed description of the incident	
17.4	A classification of who committed the violence, including relationship to the workplace or employees	
17.5	A classification of circumstances at the time of the incident (e.g., whether the employee was completing usual job duties, working in poorly lit areas, rushed,	

<sup>6</sup> The division shall propose, no later than December 31, 2025, and the standards board shall adopt, no later than December 31, 2026, standards regarding the plan.

<sup>7</sup> The four types of workplace violence are: (I) violence committed by a by a person who has no legitimate business at the worksite, (II) violence directed at employees by customers, clients, patients, students, inmates, or visitors, (III) violence against an employee by a present or former employee, supervisor, or manager, and (IV) violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee

	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, etc.)	
17.6	Where the incident occurred	
17.7	The type of incident (e.g., physical attack, weapon, threat, sexual assault, animal, etc.)	
17.8	Consequences of the incident (security/law enforcement contact, actions to protect employees)	
17.9	Name and job title of person completing log, and the date completed	
<b>TRAINING</b>		
<b>18</b>	<b>Training for Employees (SEC. 4. Section 6401.9, e)</b>	
18.1	The employer shall provide effective training to employees	
18.2	Training material appropriate in content and vocabulary to the educational level, literacy, and language of employees	
18.3	Provide employees with initial training when the plan is first established and then annually	
18.4	How to obtain a copy of the employer's plan at no cost	
18.5	How to participate in development and implementation of the employer's plan	
18.6	Definitions (emergency, threat of violence, workplace violence, types of workplace violence, work practice controls) and requirements	
18.7	How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal	
18.8	Workplace violence hazards specific to the employees' jobs	
18.9	Corrective measures the employer has implemented	
18.10	How to seek assistance to prevent or respond to violence	
18.11	Strategies to avoid physical harm <sup>8</sup>	
18.12	How to obtain copies of the violence incident log	
18.13	How to obtain copies of records	
18.14	An opportunity for interactive questions and answers with a person knowledgeable about the employer's plan.	
18.15	Additional training shall be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan.	
18.16	The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.	

<sup>8</sup> This includes access to [temporary restraining orders](#)

<b>DOCUMENTATION</b>		
<b>19</b>	<b>Records (SEC. 4. Section 6401.9, f)</b>	
19.1	Records of workplace violence hazard identification, evaluation, and correction shall be created and maintained for a minimum of five years	
19.2	Training records shall be created and maintained for a minimum of one year	
19.3	Training records include training dates, contents of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions	
19.4	Violent incident logs required shall be maintained for a minimum of five years	
19.5	Records of workplace violence incident investigations shall be maintained for a minimum of five years and <b><i>not</i></b> include medical information	
19.6	All records must be provided upon request to the division	
19.7	All records requested by employees shall be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.	