

Workplace Violence Prevention Plan Requirements

California Labor Code § 6401.9 (2024)

Establish, implement, and maintain an effective workplace violence prevention plan operational at all times and in all work areas made available and easily accessible to all employees

Written Plan Requirements			
Procedures and methods specific to each work area and operation	Responsible person(s) for implementing the plan	How employees are actively involved	Coordination with other employers
How employees can report concerns	Employee compliance	Communication with employees	Responding to emergencies
Training procedures	Identifying concerns	Addressing concerns	Post-incident response
How plan will be reviewed	Alignment with standards		

Violent Incident Log			
Date, time, and location of incident	Type(s) of violence	Description of the incident	Classification of perpetrator
Circumstances at the time of incident	Location where incident occurred	Type of incident	Consequences of the incident
Identifying information of person completing log	Logs shall be maintained for a minimum of five years	Records of incident investigations shall not include identifying or medical information	

Employee Training			
Appropriate in content, vocabulary, literacy, and language of employees	Provided when plan is established, annually, upon hire, when new or previously unrecognized hazards are identified, or changes made to plan		
Provides an opportunity for interactive questions and answers with a person knowledgeable about the plan	Training records created and maintained for a minimum of one year and include training dates, contents or summary of the training, names and qualifications of persons conducting the training, and names and job titles of all persons attending		
How to obtain a copy of the plan at no cost	How to participate in development and implementation of the plan	Definitions (emergency, threat of violence, workplace violence, types of violence)	Requirements of the plan
How to report incidents or concerns without fear of reprisal	Specific hazards of the employees' jobs	Corrective measures implemented	How to seek assistance to prevent or respond to violence
Strategies to avoid physical harm	How to obtain a copy of the violence incident log	How to obtain copies of records	