CALIFORNIA LABOR CODE §6401.9 · SB 553

Workplace Violence Prevention Plan

Template for California Employers

COMPANY NAME [Company Name]	LOCATION(S) COVERED [Site Address(es)]
PLAN ADMINISTRATOR [Name / Title]	EFFECTIVE DATE [Date]
LAST REVIEWED [Date]	NEXT SCHEDULED REVIEW [Date — at least annually]

1. Purpose and Coverage

[Company Name] has developed this written Workplace Violence Prevention Plan (WVPP) to comply with California Labor Code §6401.9, enacted by Senate Bill 553 and effective July 1, 2024. This plan applies to all employees, employer-provided housing, and places of employment covered by [Company Name], at all times and in all work areas.

1.1 Employers, employees, and sites exempt from this requirement

Labor Code §6401.9 does not apply to:

- Employers already covered by, and complying with, Cal/OSHA's Workplace Violence Prevention in Health Care standard
- Employees teleworking from a location of their own choosing that is not under the employer's control
- Places of employment with fewer than 10 employees working at any given time that are not accessible to the public, and that maintain a compliant Injury and Illness Prevention Program under 8 CCR §3203
- Facilities operated by the California Department of Corrections and Rehabilitation, and certain law enforcement agencies

If you believe an exemption applies
Confirm eligibility carefully before relying on an exemption — Cal/OSHA may still require an otherwise-exempt employer to comply, and the small-employer exemption requires both a headcount under 10 at any given time and a compliant IIPP already in place. When in doubt, maintain the plan.

2. Definitions

“Workplace violence” means any act of violence or threat of violence that occurs in a place of employment, including but not limited to: injury, psychological trauma, or threat of injury, regardless of whether the individual sustains an injury. This plan addresses the four recognized types of workplace violence:

- Type 1 — Violence by a person with no legitimate business relationship to the workplace, typically committed in conjunction with another crime (e.g., robbery)
- Type 2 — Violence directed at employees by a customer, client, patient, student, or other person the business serves
- Type 3 — Violence against an employee by a present or former co-worker, supervisor, or manager
- Type 4 — Violence by someone who has a personal relationship with an employee but no relationship to the workplace (e.g., domestic or intimate-partner violence extending into the workplace)

3. Plan Administration and Responsibility

The *[Name / Title, e.g. Safety Coordinator]* is designated as Plan Administrator, with full authority and responsibility for developing, implementing, and maintaining this WVPP. Additional persons responsible for specific duties under this plan:

Name / Title	Responsibility
[ ]	[e.g., receives and logs violence reports]
[ ]	[e.g., conducts hazard assessments]
[ ]	[e.g., leads post-incident investigation]

4. Employee Involvement

[Company Name] involves employees and their authorized representatives, where applicable, in developing, implementing, and reviewing this plan. Employees may participate by:

- Reporting hazards or concerns directly to [Name / Title]
- Participating in periodic hazard assessments and post-incident reviews
- Providing feedback during annual plan review (Section 15)

5. Multi-Employer Worksites

Where employees of other employers (contractors, staffing agencies, property management, vendors) work at [Company Name]'s site(s), or our employees work at a site controlled by another employer, [Company Name] coordinates implementation of this plan with the other employer(s) so that all workers at the shared site are protected, including sharing relevant hazard information and reporting procedures.

6. Reporting Procedures and Anti-Retaliation

[Company Name] maintains the following procedure for employees to report workplace violence incidents, threats, or concerns, without fear of reprisal:

- Report immediately to [Name / Title / role] by [phone / in person / reporting form / hotline]
- In an emergency, call 911 first, then notify [Name / Title]
- Anonymous reporting option: [describe method, if offered]

[Company Name] strictly prohibits retaliation against any employee for reporting a workplace violence incident, threat, or hazard, or for participating in an investigation, in good faith.

7. Compliance Procedures

[Company Name] ensures employees, supervisors, contractors, and other individuals comply with this plan through:

- Communicating plan requirements at onboarding and during annual training (Section 13)
- [Describe enforcement approach — e.g., progressive discipline for policy violations, supervisor accountability]

8. Communication with Employees

[Company Name] communicates with employees about workplace violence matters through:

- This written plan, accessible at no cost at [location / method]

- [Regular safety meetings / toolbox talks / postings / intranet]
- A process for employees to raise concerns without going through a chain of command, if desired: [describe]

9. Workplace Violence Hazard Identification, Evaluation, and Correction

[Company Name] identifies and evaluates workplace violence hazards through periodic inspections of the workplace, review of incident reports and trends, and employee input. Assessments consider factors such as physical layout, staffing levels, security measures, working alone, cash handling, late hours, and public contact.

Hazard Identified	Location / Job	Corrective Action	Responsible Party	Target Date
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]

Hazard assessments are conducted [frequency, e.g., annually and after any reported incident], and corrective actions are tracked to completion.

10. Emergency Response Procedures

In the event of an actual or potential workplace violence emergency, employees are instructed to:

- Call 911 immediately when there is imminent danger
- Follow site-specific procedures for [evacuation / lockdown / shelter-in-place], as applicable: [describe]
- Notify [Name / Title] as soon as safely possible
- Seek medical attention for any injured person and preserve the scene where safe to do so

11. Post-Incident Response and Investigation

Following any workplace violence incident, [Company Name] will:

- Provide injured employees with access to first aid, medical care, and, where appropriate, trauma or psychological support resources
- Investigate the incident, interviewing involved parties and witnesses, and document findings
- Identify and implement corrective measures to prevent recurrence
- Record the incident in the Violent Incident Log (Section 12) within a reasonable time

12. Violent Incident Log

[Company Name] maintains a Violent Incident Log recording every workplace violence incident, regardless of whether it results in injury. Each entry is based on statements from the affected employee, witnesses, and investigative findings, and excludes personally identifying information about those involved (to the extent it is not otherwise necessary and permitted). Each entry includes:

- Date, time, and location of the incident

- Type of workplace violence involved (Type 1–4, see Section 2)
- Detailed description of the incident and the circumstances at the time (e.g., working alone, poor lighting, understaffing)
- Classification of the person who committed the violence (client/customer, family or friend of client/customer, stranger with criminal intent, co-worker/supervisor/manager, partner/spouse, parent/relative, or other)
- Consequences of the incident, including injuries, law enforcement involvement, and corrective actions taken
- Information about the person completing the log entry

Date / Time	Location	Type	Description	Consequences / Actions Taken
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]

Retention
The Violent Incident Log is retained for a minimum of five years and is made available to employees and their representatives for review and copying, free of charge, upon request — with identifying information about those involved omitted where required.

13. Employee Training

[Company Name] provides effective workplace violence prevention training to all employees when this plan is first established, before an employee's initial assignment, and at least annually thereafter, or whenever a new or previously unrecognized hazard is identified. Training includes an opportunity for interactive questions and answers with a person knowledgeable about [Company Name]'s plan, and covers:

- The definitions and requirements of Labor Code §6401.9
- This written plan, including how to obtain a free copy and how to participate in its development
- The Violent Incident Log — its contents and the procedure for recording an incident
- How to report workplace violence incidents, threats, or concerns to the employer or law enforcement, without fear of reprisal
- Workplace violence hazards specific to employees' particular jobs and this worksite
- Corrective measures [Company Name] has implemented
- Strategies to avoid physical harm during an incident

Training records (employee name, date, topics covered, trainer) are retained by [Name / Title], consistent with SB 513 recordkeeping requirements for training and education records.

14. Recordkeeping

[Company Name] maintains the following records, available to employees and Cal/OSHA representatives upon request:

- This written plan and all prior revisions
- The Violent Incident Log (minimum five-year retention)
- Records of workplace violence hazard identification, evaluation, and correction
- Employee training records

15. Program Review and Update Log

[Company Name] reviews this plan at least annually, and revises it whenever a deficiency is identified, a workplace violence incident occurs, or a new or previously unrecognized hazard arises.

Date	Reviewed / Updated By	Summary of Changes
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]
[ ]	[ ]	[ ]

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This template is free to use as a starting point. If you'd rather not build the plan yourself, we'll create your customized WVPP for an affordable flat fee, built around your actual worksite and hazards — and when we build your plan, we customize your workplace violence prevention training to match it at no extra charge. Contact Carol at 626-506-9485 or Carol@hrsafetytrain.com.

This template is general information for planning purposes, not legal advice, and is not a substitute for a compliance review by a qualified EHS professional or California employment counsel. Use of this template does not by itself ensure compliance with Labor Code §6401.9 — employers remain responsible for a plan tailored to their own workplace. Regulations implementing SB 553 are still being developed by Cal/OSHA; confirm current requirements before adopting or relying on this plan.