BECOMING FULLY COMPLIANT WITH CALIFORNIA SB 553

Compliance Due Date: June 30, 2024

On September 30, 2023, Governor Gavin Newsom signed SB 553 into law, establishing a new written Workplace Violence Prevention Plan ("WVPP") requirement for nearly all California employers. The WVPP requirement, which becomes effective on July 1, 2024, is the first of its kind in the nation to apply to employers across industries.

Who is Covered and Exemptions:
This law applies to all California employers, with exceptions for healthcare facilities, teleworking employees not under employer control, facilities operated by the California Department of Corrections and Rehabilitation and law enforcement agencies, and workplaces with less than 10 employees that are not accessible to the public.

Who Enforces California SB 553? The law's requirements will be enforced by California's Division of Occupational Safety and Health ("Cal/OSHA")

At WILL Interactive, we are fully committed to helping you achieve full compliance with California's new Workplace Violence Prevention law. The customized Workplace Violence Prevention Plan, Violent Incident Log page template, and online Training Course included in this package puts you in an excellent place for full compliance. Nevertheless, your future compliance with SB 553 does not stop here. There are certain aspects that you need to know, now and in the future, to remain compliant. The compliance checklist below explains what WILL's solution covers, and the additional steps you need to take to be California compliant.

COMPLIANCE CHECKLIST

Employers must create and adopt a **Workplace Violence Prevention Plan:**

- ✓ Names or job titles of the persons responsible for implementing the WVPP
  Covered in your WVP Plan
- ✓ Active employee involvement in plan development and review
  Completed during the development of the company's WVP Plan using WILL's Development Tool
- ✓ Your company's response protocol to reports of workplace violence
  Covered in your WVP Plan
- ✓ Corrective procedures when hazards are identified
  Covered in your WVP Plan
- ✓ Post-incident response and investigation practices
  Covered in your WVP Plan
- ✓ Compliance assurance procedures and communication strategies

Covered in your WVP Plan

- ✓ Plans for ongoing workplace violence prevention assessment, required inspections, and identification of potential hazards

  Covered in your WVP Plan
- ✓ Protocol for the workplace to obtain assistance from law enforcement, evacuation plans, and responding to workplace violence emergencies

  Covered in your WVP Plan
- ✓ Annual Employee training

  Covered when your employees complete the online training program and receive their completion certificates. The training program will provide a copy of your WVP Plan to all employees and require that your employees confirm that they have received it.
- ✓ Details regarding ongoing employee communication about workplace violence including how an employee can report concerns without fear of retaliation

  Covered in your WVP Plan
- ✓ Procedures for ensuring compliance with the plan such as recognition for those who follow and exhibit safe work practices and disciplinary actions when necessary

  Covered in your WVP Plan
- ✓ Annual evaluation of the plan

  It is your responsibility to review and update your workplace violence prevention plan annually. Additionally, you must provide evaluations of incidents and maintain records of previously identified workplace violence hazards. When your annual update is completed, it is also your responsibility to distribute this plan to your employees and make sure they are informed of the updates you have made. If you make updates to your plan, you should upload your new plan into the WILL Interactive platform so it will be included in your online training course. Therefore, when your employees complete their annual training requirement, you will have completed the WVP Plan distribution requirement as well.

Employers must create and maintain a **Violent Incident Log.**

Incident Logging Requirements: You must maintain a violent incident log, recording details such as date, time, location, incident description, perpetrator classification, circumstances, incident type, consequences, and contact information for the individual completing the log.

Covered with your Violent Incident Log template. It is your responsibility to print out copies of your Log pages and complete them for any violent incidents that occur in your workplace(s). Keep these pages together in a binder. You must keep these records for a minimum of five years.

Legal Disclaimer: Workplace Violence Prevention Plan and Violent Incident Log Template

The following legal disclaimer is provided for the creation and implementation of a Workplace Violence Prevention Plan ("the Plan") and Violent Incident Log (“the Log”). This disclaimer outlines important terms and conditions to be considered:

1. **Legal Compliance**: The information provided in this Workplace Violence Prevention Plan and Violent Incident Log Template are intended to assist companies in developing their own comprehensive strategies to prevent workplace violence. It is essential for companies to ensure that their plans comply with all relevant local, state, and federal laws and regulations.
2. **Consultation with Legal Professionals**: Companies should seek the advice of legal professionals or consultants experienced in employment law and workplace safety when developing and implementing their Plan and Log. This disclaimer does not constitute legal advice, and companies should not rely solely on the information contained herein without consulting legal experts.
3. **Customization and Adaptation**: Every workplace is unique, and the risks associated with workplace violence may vary significantly depending on factors such as industry, geographic location, company size, and nature of operations. Companies are responsible for customizing and adapting the information provided in this Plan to suit their specific needs and circumstances. The Hazards and Hazard Corrections in the Workplace Violence Prevention Plan Template are illustrative and may not address all Hazards and Hazard Corrections appropriate for a specific workplace. They must be selected, edited, and augmented to address each company’s workplace realities.
4. **No Guarantee of Effectiveness**: While a well-designed Workplace Violence Prevention Plan and Violent Incident Log can mitigate risks and promote a safer work environment, it cannot guarantee complete prevention of workplace violence. Companies must recognize that no plan can eliminate all risks associated with workplace violence, and ongoing evaluation and adaptation of strategies may be necessary.
5. **Limitation of Liability**: The creators of this Workplace Violence Prevention Plan and Violent Incident Log Template disclaim any liability for damages, losses, or injuries arising from the use or implementation of the information provided herein. Companies assume all risks associated with the development, implementation, and enforcement of their Plan and Log.
6. **Employee Training and Awareness**: Companies should ensure that all employees are trained in the provisions of the Workplace Violence Prevention Plan and are aware of reporting procedures, emergency protocols, and resources available for assistance. Regular training, communication, and awareness initiatives are essential components of an effective prevention strategy.
7. **Continuous Improvement**: Companies should commit to continuously evaluating and improving their Plan and Log in response to changes in the workplace environment, emerging risks, and evolving best practices in violence prevention and workplace safety.

By utilizing WILL Interactive’s Workplace Violence Prevention Plan and Violent Incident Log Template development tool, companies acknowledge that they have read, understood, and agreed to the terms of this legal disclaimer. Companies are encouraged to regularly review and update their Plan and Log to ensure its ongoing effectiveness and compliance with applicable laws and regulations.

SUBJECT: Workplace Violence Prevention Plan

PURPOSE: Health Sciences High & Middle College (HSHMC) is committed to providing a safe and healthy workplace for all employees and other persons who spend time on our premises. This Workplace Violence Prevention Program (WVPP) describes our policies and procedures to ensure all persons who enter our workspace are free from threats, intimidation, and violence.

DEFINITIONS

Employee - all persons in HSHMC's physical premises during the conduct of normal business. Collectively, persons doing the work of HSHMC and subject to its policies are referred to as "Employees."

Workplace Violence - any act of physical force at HSHMC's workplace against an employee, partner, or customer that results in, or is likely to produce, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury. This includes incidents involving the use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

Threat of Violence - any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose. This includes threats made in jest, but which others could perceive as serious.

Harassment - unwelcome words, actions, or physical contact producing a hostile work environment not resulting in physical harm. Verbal harassment may include disparaging or derogatory comments or slurs, unreasonable or excessive criticism, or name calling.

Intimidation - words or actions that frighten, alarm, annoy, or scare in order to force a person into, or deter them from, some action.

Stalking - willfully, maliciously, and repeatedly following or harassing other persons to place them in reasonable fear for their safety or the safety of their immediate family.

Workplace - a workplace shall be anywhere an employee of HSHMC is conducting authorized business of HSHMC.

Types of Workplace Violence - The major types of workplace violence are:

Type I - workplace violence committed by a person who has no legitimate business at HSHMC and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.

Type II - violence directed at employees by customers, clients, or visitors.

Type III - violence against an employee by a present or former employee, supervisor, or manager.

Type 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.

RESPONSIBILITIES

Under California law, HSHMC is required to maintain a "Workplace Violence Prevention Program." The key roles for HSHMC's WVPP are:

Program Coordinator - The WVPP Coordinator receives and documents reports of potential or actual workplace violence, maintains the incident log, and advises HSHMC's leadership in policy development, revision of the Workplace Violence Prevention Program, and conduct of training.

Name: **Oscar Corrigan**
Title: **Director of Human Resources**
Phone: **619-528-9070**
Email: **ocorrigan@hshmc.org**

Managers/Supervisors - Managers and supervisors ensure compliance with the WVPP. They receive reports and concerns, participate in management initiatives to develop and implement policies, provide guidance on safe behaviors, ensure reports of concerns are received without any reprisal and are taken seriously, and implement corrective actions.

Employees - All employees comply with the WVPP. They act professionally, courteously, and responsibly at all times. They immediately report any and all acts of workplace violence to their supervisor or manager without fear of reprisal. All reports are taken seriously. Initial verbal reports are recorded with written documentation which includes: names of the involved parties (i.e., perpetrator, victim, and witnesses), exactly what occurred, when the incident occurred, where the event took place, and if known why it happened.

WVPP PLANNING GROUP

HSHMC maintains a WVPP Planning Group to assess hazards in the workplace and to recommend policies and mitigation measures to management for the prevention of threats of violence. The WVPP Planning Group will also assess the WVPP annually and propose revisions to improve safety and performance.

The WVPP Planning Group will consist of the following:

Name: **Oscar Corrigan** Title: **Director of Human Resources**
Phone: **619-528-9070** Email: **ocorrigan@hshmc.org**

Name: **Dominique Smith** Title: **Principal**
Phone: **619-528-9070** Email: **dsmith@hshmc.org**

GETTING HELP

If you are or someone else is threatened with violence, or if you have a concern about safety and security at HSHMC, immediately contact:

Name: **Oscar Corrigan** Title: **Director of Human Resources**
Phone: **619-528-9070** Email: **ocorrigan@hshmc.org**

If this person is not immediately reachable, contact your WVPP Coordinator, another member of the WVPP Planning Group, or your manager or supervisor.

DEVELOPING AND IMPLEMENTING THE WORKPLACE VIOLENCE PREVENTION PLAN

HSHMC developed and implemented this WVPP through the following steps:

1. Hazard Assessment
2. Hazard Correction
3. Communication and Training

1. Hazard Assessment. HSHMC prepared a hazard assessment with the participation of the WVPP Coordinator, Managers, and Employees that considers the risk of workplace violence incidents using the four Types of workplace violence incidents. This assessment consists of scenarios that generically describe plausible indicators of potential violence and actual incidents of violence. These scenarios help define measures to mitigate the risk in each incident scenario. This assessment will be routinely updated.

At HSHMC, we have identified the following potential workplace violence hazards that are either universal to all organizations and/or specific to our school's locale, business activity, physical infrastructure, size, and/or history.

Type I Hazards – Criminal Intent Violence by an outsider entering the school with criminal intent.

a. Threatening racial or anti-ethnic graffiti is left on the exterior entrance of the school building.
b. The school receives a bomb threat or other threatening message from an unknown person.
c. Demonstrators gather outside the entrance of the school, hold signs protesting the school, block the approach, and/or verbally intimidate employees and students trying to enter the building.
d. A person enters with a hostile demeanor, demands people surrender school or personal property, and threatens to have or displays a weapon. (E.g., armed robbery.)
e. A person (not previously known) enters the school and makes confusing or irrational statements and threatens to harm self or others. (E.g., a person under the influence of drugs or alcohol, or a potentially mentally unstable person.)
f. A person enters the premises with a weapon and shoots at random people.

Type II Hazards – Visitors: Violence directed against a school employee by a visitor.

a. A visitor becomes angry and threatens employees (without a weapon) during normal school activities. (E.g., angry customer at check-out counter or at customer service desk.)
b. A visitor becomes angry and pulls a weapon, makes threatening statements and gestures, and actively intends to harm an employee.

Type III Hazards – Employee on Employee: Violence directed against a school employee by another school employee.

a. An employee who is experiencing a stressful family situation is highly irritable and hostile toward other employees at work.
b. Two employees have a "personality conflict" and repeatedly make hostile and threatening statements to each other.
c. An employee reports they were groped by a coworker in an isolated area of the school's building.
d. Employees report that a recently terminated coworker said they were going to bring a gun to work and shoot someone.
e. An employee (or former employee) enters the premises and makes intimidating or threatening statements to another employee without mention or display of any weapon.
f. An employee (or former employee) enters the premises and makes intimidating or threatening statements to another employee while threatening to have or displaying a weapon.

Type IV Hazards – Personal Relationship: A relative or acquaintance of a school employee entering the school to commit violence.

a. Employee reports an "ex-" is stalking or harassing them outside of work.
b. Employee gets repeated, harassing phone calls at work from an "ex-."
c. An abusive domestic partner or an "ex-" enters the premises seeking to confront an employee without mention or display of any weapon.
d. An abusive domestic partner or an "ex-" enters the premises seeking to confront an employee while threatening to have or displaying a weapon.

2. Hazard Correction. Based upon the scenarios described in the Hazard Assessment, HSHMC will implement the following measures to reduce the likelihood of workplace violence, enhance speed of response to incidents, and mitigate the possible consequences of incidents. These measures may include school policies for how employees should respond to indications of emerging and actual threats, and physical measures to prevent or impede the development of violent incidents.

Access Control Measures

a. Exterior doors are locked during the day except during the start of the school day and during lunch time.
a. A sign at the main entrance will instruct visitors to push a doorbell button (or intercom button) to be given access.
b. Visitors will be given a name badge.
c. A security guard will be on patrol during normal school hours.

Deterrence Measures

a. Video surveillance cameras will be positioned to monitor entrances and common areas.
b. Employees will carry a Centegix badge at all times.
c. Workers should not enter any space where they do not feel safe. Inform your supervisor of any concerns for safety and security.
d. Fences and signs will direct visitors to the controlled entry door.

Planning Measures

a. The school will establish liaison with local police and state prosecutors and provide floor plans of facilities to facilitate response and investigations.
b. Supervisors will ensure all keys are accounted for in the key control system. Lost keys will be reported to the Director of Human Resources immediately.
c. Floor plans showing emergency routes and exits will be posted to be visible only to employees.

Reporting Measures

a. Employees will immediately report any spoken or written threat of violence or intimidation (graffiti, email, speech, phone message, bomb threat) to [WVPP Coordinator (Director of Human Resources), or any other school leader].
b. Employees will call 9-1-1 if physical harm is imminent, threatened, or experienced.
c. Employees will report to [their supervisor or the WVPP Coordinator] any concerns about safety and security in the workplace.
d. Employees will be alert for and report any escalating behaviors such as confrontational speech, hostile attitudes, and erratic or uncontrolled emotional behaviors.
e. Employees will report suspicious activities, such as unknown individuals asking questions about the school's practices, or potential surveillance such as video or photos.
f. Employees will report to a supervisor any evidence in a coworker of mental or emotional instability, erratic behavior, or statements threatening themselves or another person.
g. Employees will maintain a professional demeanor on the job. Employees will immediately report any unprofessional behavior that may deteriorate into disputes or violence.
h. Employees will report to a supervisor any information concerning any person (such as a disgruntled current or former employee, or personal acquaintance of an employee) communicating any threat or intent to harm.
i. If an employee obtains a Temporary Restraining Order (TRO) against a non-work person, they will inform management to ensure proper awareness, preparation, and response if that person comes to the facility in violation of the TRO.
j. If an employee receives threatening phone calls or messages from a personal relationship (such as an ex-"), they will report this to management for appropriate awareness and response.
k. Any employee experiencing or witnessing harassment, intimidation, sexual harassment, or abuse will report this immediately to management.

Response Measures

a. If an individual enters the facility and threatens to have or presents a weapon, leave the area immediately. Do not confront an armed individual.
b. If a person displays a weapon in a threatening manner or fires a weapon, seek cover, put barriers between yourself and the threat, attempt to escape.
c. If a person enters the facility and makes confusing or irrational statements, employees may try to calm the situation, but if this situation persists or escalates into threats or potential violence, leave the area immediately and call 9-1-1 and notify management.
d. If a personal relationship (e.g., an "ex-") enters the facility to confront an employee, employees may try to calm the situation, but if this becomes loud or abusive, employees will separate themselves and others from the confrontation, notify management immediately, and call 9-1-1 if there is violence or the threat of violence.

e. Provide immediate medical aid for injured persons and call 9-1-1.
f. HSHMC will treat seriously all reports of concern or incidents of violence. No employee will experience any form of retaliation for making a report.
g. HSHMC will properly investigate all incidents of threats or violence. This will be done in coordination with police if law enforcement is involved.
h. HSHMC will maintain a log of all violent incidents.
i. Each staff member will carry a badge with a button for immediate support.

Training Measures

a. Implement routine practices to ensure security measures are operable: e.g., check locks, lighting, security cameras, etc.
b. Rehearse proper use of physical measures such as physical barriers, enclosures, pass-through windows, etc.
c. Rehearse emergency response measures such as calling 9-1-1, triggering alarm, identifying escape routes, providing first aid, etc.
d. Advise employees of the school policy for requesting police assistance and filing charges for acts of violence
e. Floor plans showing emergency routes and exits will be posted to be visible only to employees.
f. Regular training on Centegix badge use.

3. Communication and Training. HSHMC publishes this WVPP to inform all employees and other stakeholders of the actions undertaken to address hazards of workplace violence, and to ensure they are aware of their responsibilities described in the plan. HSHMC conducts training to ensure all employees and other stakeholders are aware of the appropriate actions to take if concerns about safety and security arise and in response to incidents of threatened or actual violence.

a. Distribution of WVPP. Each employee will receive a copy of this plan [by email] and will acknowledge they have reviewed and understand the Plan (by signature). Questions will be directed to their managers, supervisors, or the WVPP Coordinator.

b. HSHMC's WVPP will be shared with other stakeholders such as external partners, vendors, suppliers, or other persons with a routine presence in HSHMC's workplaces.

c. All employees will complete online Active Threat Response (ATR) awareness training to enhance awareness of potential hazards and to promote a mindset for effective response to threats of violence. Employees are encouraged to discuss this training with each other and their supervisors.

d. Managers and supervisors will ensure all employees understand and comply with the provisions of this WVPP. Discussion of the WVPP and potential hazards presents an opportunity to help employees visualize their response in their typical workspaces. This may include awareness of specific evacuation routes, shelter-in-place alternatives, etc. Managers and supervisors will elicit and report concerns and suggestions from their employees for consideration by HSHMC's leadership.

e. Managers and supervisors will recognize employees who perform practices that promote security and safety in our workplaces and will implement corrective and disciplinary actions as needed to ensure employees comply with workplace safety measures.

4. Periodic Inspections and Plan Reviews. The WVPP Coordinator will schedule periodic inspections and plan reviews of HSHMC's workplace practices to assess compliance with the WVPP and to identify areas for improvement. Inspections and plan reviews will be conducted following each incident of reported violence and at least annually.

These inspections will cover the following subjects:

a. **Compliance**. Are current WVPP measures implemented? Have past deficiencies been corrected?

b. **Sufficiency**. Are current WVPP measures sufficient for the hazards currently noted? How should current measures be improved? What new measures are needed?

c. **Awareness and Training**. Are employees trained and do they demonstrate understanding of their role in maintaining a secure and safe workplace? Do employees understand they will be protected from any form of retaliation if they report a concern or incident? What new training is needed in light of current deficiencies and new measures required?

d. **Reporting**. Do employees express security-related concerns? If so, have they reported those concerns to a manager, supervisor, or the WVPP Coordinator? Have all incidents of threats or violence been reported, documented, and investigated? Have all incidents been recorded in the Violent Incident Log (see Appendix 1)?

Deficiencies identified during inspections will be addressed through revisions to the WVPP, training, and additional hazard mitigation measures, as needed. If imminent hazards cannot be immediately mitigated, employees will be removed from that location until the hazard is removed and appropriate measures are implemented.

INVESTIGATIONS

All reported concerns, emergent threats, and violent acts will be documented with a written report and investigated to confirm the facts.

a. Incident reports will be completed (Appendix X) to record all relevant facts. Incident reports will not contain any personally identifiable information (PII) to ensure privacy to the greatest extent possible.

b. If the incident involves potentially criminal acts with police response, HSHMC will ensure cooperation with the police investigation. An internal investigation will be conducted in a manner that does not conflict with the police investigation to document facts relevant to business decisions, support personnel decisions, and assess and revise WVPP measures and training.

c. If the incident or reported concern does not involve police response, HSHMC will conduct an appropriate internal investigation to confirm facts, determine disciplinary or corrective measures, and modifications to the WVPP.

d. For internal investigations, HSHMC will designate a lead person selected for objectivity and discretionary judgment for the purpose of gathering relevant facts and preparing recommendations for HSHMC's senior leadership. Written statements may be requested from employees with relevant information and insights.

e. The internal investigation may include these activities, as appropriate: visit the location of the incident, gather/preserve evidence, and interview persons who were threatened or injured or who witnessed the incident. The internal investigation will consider risk factors associated with the incident, history of similar incidents and behaviors involving the perpetrator, etc.

f. Documentation of incidents will be maintained, to include investigation findings and corrective actions implemented.

g. Care will be taken to protect privacy in accordance with California and Federal law. Privacy cannot be guaranteed, but all employees will be treated with dignity and respect.

h. Findings and modifications of the WVPP will be briefed to employees in a manner consistent with the privacy of affected individuals.

COORDINATION WITH OUTSIDE STAKEHOLDERS

HSHMC will coordinate the WVPP with external stakeholders such as partnering organizations, vendors, suppliers, and others that supply personnel who routinely access HSHMC's workplaces. In this coordination, HSHMC will seek to ensure that all persons routinely accessing our premises are aware of our WVPP and receive appropriate training. This coordination will ensure that all workplace violence threats and incidents are reported, investigated, and recorded.

HANDLING OF REPORTS OF INTIMIDATION, THREATS, OR VIOLENCE

Maintaining a safe and productive workplace is a shared responsibility. Prevention is the best course of action. Managers and supervisors will maintain open communications with employees concerning our workplace safety and security. All employees will immediately report any concern, threat, or actual violence in the workplace environment to their manager, supervisor, or HSHMC WVPP Coordinator.

1. Reporting Scenarios. The following situations and procedures should be considered as appropriate:

a. **Proactive Reporting**. The priority in proactive reporting is to anticipate and address any future threats or violence. Vulnerabilities or threats not already addressed in the Workplace Violence Prevention Plan should be addressed to a manager, supervisor, or the WVPP Coordinator. For example, if any persons (employee, partner, customer) display attitudes that may imply a propensity to harm themselves or another person, HSHMC will seek to address those attitudes in a tactful and decisive manner. The report will be received with discretion and privacy maintained to the extent possible. All persons will be treated with respect and all reports will be treated seriously.

b. **Reporting of Emergent Threats**. The priorities in responding to emergent threats is to protect self, protect others, and notify appropriate authorities. If there is a threat of imminent violence, separate or shield yourself from the imminent threat, call 9-1-1, and notify a manager or supervisor. If it is a threat of future action, calling 9-1-1 may not be necessary or appropriate, but it must be reported to a manager or supervisor immediately. Threats made through electronic media must be immediately reported to a manager or supervisor. HSHMCwill take appropriate action to remove the person making threats from HSHMC's premises and notify police as appropriate.

c. **Reporting of Violent Acts**. The priorities in responding to violent acts are to protect self, protect others, and notify appropriate authorities. Call 9-1-1 and notify HSHMC's managers and supervisors.

2. Reporting Methods. Persons may report threats and violence by any means available - in-person, telephone, email, text, etc. Upon receiving a report, the manager, supervisor, or WVPP Coordinator will ensure that imminent dangers to persons are addressed. When there is no imminent danger (or has passed), the reporting individual will complete an incident report (Appendix X). This report will be handled in a confidential manner to ensure privacy to ensure only essential members of HSHMC's leadership are engaged to determine the appropriate response by HSHMC.

3. No Retaliation. The manager, supervisor, or WVPP Coordinator receiving the report will inform the reporting person:

> "You will be free from any form of retaliation. If you believe you are experiencing any negative consequence from making this report, you should immediately inform the Director of Human Resources or other members of the HSHMC leadership team. The facts of the report and related circumstances will be discreetly investigated. To the extent possible, your identity will remain private, but privacy cannot be guaranteed. By making this report, you are helping HSHMC ensure we have a safe workplace."

4. Corrective Actions. When the incident investigation is complete, HSHMC will take appropriate action which may include some or all of the following:

a. Modification of the WVPP to prevent future incidents and improve workplace safety
b. Disciplinary action or termination of individuals found responsible for compromising safety
c. Additional information briefings and training for HSHMC's employees to enhance awareness and compliance with existing and new WVPP measures
d. Recognition of individuals who contribution to a safe workplace
e. Post-incident medical attention and counseling for individuals adversely impacted by the incident

RESPONSE TO WORKPLACE VIOLENCE

When preventive measures fail, employees must take appropriate action to protect themselves and others from violence.

1. Immediate action to protect oneself.
    a. Put distance between the threat and self
    b. Evacuate, if possible
    c. Shelter in place, lock doors, close blinds

2. Immediate action to protect others.
    a. Assist others in evacuation
    b. Assist others to shelter in place
    c. Assist others with first aid

3. Contact authorities
    a. Call 9-1-1
    b. Activate Centegix badge
    c. Assist security staff, cooperate with first responders

Approved: _____

Date: _____

Appendices:

A - Violent Incident Log Template
B - Workplace Violence Prevention Poster Template
C - Workplace Prevention Training Record Template

Appendix A - Violent Incident Log (Template)

Instructions: A Violent Incident Form will be completed for every report of violence or threat of violence. Focus on facts, not speculation. When completed, this form will remain Confidential and used only for use by HSHMC leadership to determine appropriate corrective actions.

No Retaliation: Individuals submitting a report will be free from any form of retaliation. Any perceived adverse action resulting from submitting a report must be reported immediately to a manager or supervisor.

Privacy: No personally identifiable information (PII) will be included in this report such as a person's name, address, electronic email address, telephone number, social security number, or other information that, alone or in combination with publicly available information, reveals a person's identity. When necessary to refer to specific individuals, use "Person A, Person B, etc."

Distribution: After incident reports have been reviewed, a final report will be submitted to HSHMC's leadership for preservation and appropriate action. HSHMC may produce appropriate information briefings for employees, as appropriate, to enhance awareness and compliance with the Workplace Violence Prevention Plan.