



Greater Vallejo Recreation District

GVRD promotes wellness and healthy lifestyles
by providing safe parks and innovative and fun
recreation programs for all residents.

BOARD OF DIRECTORS

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GENERAL MANAGER

Gabe Lanusse

WORKPLACE VIOLENCE PREVENTION PLAN GREATER VALLEJO RECREATION DISTRICT

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9.

Date Created: July 1, 2024

Date of Last Review:

Date of Last Revision(s):

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

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.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, community members, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace 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.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The Human Resources Director, WVPP administrator, has the authority and responsibility for implementing the provisions of this plan for the Greater Vallejo Recreation District (“GVRD”). If there are multiple people responsible for the plan, their roles will be clearly described.

Responsible Persons	Position	WVPP Responsibilities	Phone #	Email
Gabriel Lanusse	General Manager	Overall responsibility for the plan; ensures compliance, approves the final plan and any major changes.	Office: (707) 648-4603 Mobile: (707) 980-9694	glanusse@gvrd.org
Lisa Sorvari	Human Resources Director	Responsible for compliance, employee involvement, safety meetings, training, policy updates and handles reports of workplace violence.	Office: (707) 648-4606 Mobile: (707) 980-5120	lsorvari@gvrd.org
Salvador Nuno	Parks & Facilities Director	Responsible for coordinating emergency response procedures, hazard inspections and identification,	Office: (707) 648-4602 Mobile: (707) 333-8094	snuno@gvrd.org

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

GVRD ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence.

Example: Management will have monthly safety meetings with employees to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.
 - Designing and implementing training

Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.
 - Reporting and investigating workplace violence incidents.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. Refer to the Workplace Violence Prevention Policy for more information.

- The plan shall be always in effect and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of GVRD's Workplace Violence Prevention Plan (WVPP)
- Procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP that include an anonymous complaint system (suggestion boxes at each facility), in the safety section of the performance assessment and guidance in the Workplace Violence Prevention Policy.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by recognizing them during all-staff meetings, departmental meetings, or through the Employee Recognition Program.
- Employees who fail to comply with the WVPP will be disciplined in accordance with GVRD's Disciplinary Policy and in compliance with the Memorandum of Understandings.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team and staff about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
 - Ensure that supervisors and employees can communicate effectively and in the employees' first language, if needed.
 - Managers and supervisors will provide employees with their mobile phone numbers.
 - The Safety Committee will discuss after monthly inspections and during meetings.
 - Supervisors will discuss during meetings with staff.
 - The Management team will discuss during meetings.
 - Employees will have access to senior management mobile numbers.
- Posted or distributed workplace violence prevention plan information.

Information on how employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action:

- Employees can anonymously report a violent incident, threat, or other violence concerns by submitting the information in one of the safety suggestion boxes or contacting human resources at HR@gvrd.org.

- Emergency contact information located at each office phone.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken.

Other methods of communication:

- Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.
- Updates on the status of investigations and corrective actions are provided to employees through email, departmental meetings, and at safety meetings. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

GVRD will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the HR Director or HR Coordinator. This will be accomplished by calling the supervisor's or managers' mobile phones. OR
- If that's not possible, employees will report incidents directly to human resources:
 - HR Director, office (707) 648-4606 or mobile phone, (707) 980-5120
 - HR Coordinator, office (707) 648-5320 or mobile phone, (707) 980-2520
- Workplace Violence Incident Log (Appendix A)
- Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee, supervisor or manager who retaliates against an employee for reporting an incident could be disciplined up to and including termination of employment.

EMERGENCY RESPONSE PROCEDURES

GVRD has the following measures in place to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following.
 - An Emergency alert text message will be used to alert employees of emergencies.
- GVRD will have evacuation or sheltering plans.
- How to obtain help from staff, security personnel, or law enforcement: If there is immediate danger, call for emergency assistance by dialing 9-1-1, and then notify the Human Resources Director, Human Resources Coordinator, Parks & Facilities Director, or General Manager.
- In the event of an emergency, including a Workplace Violence Emergency, dial 911 then contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibilities	Phone #	Email
Gabriel Lanusse	General Manager	Responsible for emergency response procedures and ensuring communication with all facilities and locations.	Office: (707) 648-4603 Mobile: (707) 980-9694	GLanusse@gvrd.org
Lisa Sorvari	Human Resources Director	Responsible for emergency response procedures, investigations, and compliance.	Office: (707) 648-4606 Mobile: (707) 980-5120	LSorvari@gvrd.org
Salvador Nuno	Parks and Facilities Director	Responsible for emergency response procedures and ensuring post-event, corrective measures are taken.	Office: (707) 648-4602 Mobile: (707) 333-8094	SNuno@gvrd.org

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by GVRD to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
 - Review all submitted/reported concerns of potential hazards:
 - Weekly review of all submitted and reported concerns by HR.
 - Workplace Violence Hazards/Safety suggestion box located at facilities where staff work daily.
 - A form located on GVRD website for reporting workplace violence hazards.
 - Email messages to supervisor, manager, human resources, or General Manager

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic inspections shall be conducted by the Safety Committee monthly (one site each month).

Inspections for workplace violence hazards include assessing:

1. The exterior and interior of the workplace for its attractiveness to criminals.
2. The need for violence surveillance measures, such as mirrors and cameras.
3. Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees from confronting violent persons or persons committing a criminal act.
4. Procedures for reporting suspicious persons or activities.
5. Effective location and functioning of emergency buttons and alarms.
6. Posting of emergency telephone numbers for law enforcement, fire, and medical services.
7. Whether employees have access to a telephone with an outside line.

8. Whether employees have effective escape routes from the workplace.
9. Whether employees have a designated safe area where they can go to in an emergency.
10. Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
11. Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
12. Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
13. The use of work practices such as the "buddy" system for specified emergency events.
14. The availability of employee escape routes.
15. How well our establishment's management and employees communicate with each other.
16. Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
17. Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
18. Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.]

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. GVRD will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees who need to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist
- Corrective measures for workplace violence hazards will be specific to a given work area.
- GVRD will make the workplace unattractive to criminals by:
 - ✓ Improving lighting around and at the workplace.
 - ✓ Posting of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.
 - Utilizing surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
 - Installing security surveillance cameras in and around the workplace.
- Provide workplace violence prevention systems, such as door locks, bars on windows, physical barriers, and emergency alarms by:

- ✓ Ensuring the adequacy of workplace violence systems
- ✓ Posting emergency telephone numbers for law enforcement, fire, and medical services
- ✓ Controlling, access to, and freedom of movement within, the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- ✓ Installing effective systems to warn others of a violent danger or to summon assistance, e.g., alarms or panic buttons.
- ✓ Ensure employees have access to a telephone with an outside line.
- Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
 - ✓ Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - ✓ Ensuring that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
 - ✓ Communicating emergency situations in the most effective manner.
 - ✓ Procedures for reporting suspicious persons, activities, and packages.
 - ✓ Providing/reviewing employee, supervisor, and management training on emergency action procedures.
- Ensure adequate employee escape routes.
- Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence by training employees and sending email reminders.
- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence. Include in Workplace Violence Prevention Policy and provide security guard if employee makes threats.
- Limit the amount of cash on hand.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examen the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.

- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: See attached Violent Incident Log
 - ✓ The date, time, and location of the incident.
 - ✓ The workplace violence type or types involved in the incident.
 - ✓ A detailed description of the incident.
 - ✓ A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or another perpetrator.
 - ✓ A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, 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.
 - ✓ A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - ✓ The type of incident, including, but not limited to, whether it involved any of the following:
 1. Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 2. Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 3. Threat of physical force or threat of the use of a weapon or other object.
 4. Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 5. Animal attack.
 6. Other.
- Consequences of the incident, including, but not limited to:
 1. Whether security or law enforcement was contacted and their response.
 2. Actions taken to protect employees from a continuing threat or from any other hazards identified because of the incident.

3. Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.
 - GVRD offers two Employee Assistance Programs (EAP) for its employees:
 - Anthem EAP: 833-954-1067
 - MetLife EAP: 888-319-7819

NOTE: Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When employees are first hired.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan.
- The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

GVRD will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures GVRD has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities GVRD has for interactive questions and answers with a person knowledgeable about the GVRD plan, such as during all staff meetings or departmental meetings.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.

- What to do in the event of an active shooter.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee escape routes.
- Post-event trauma counseling for employees desiring such assistance. (EAP information provided during onboarding and post event trauma. See page 11 for contact information.)

EMPLOYEE ACCESS TO THE WRITTEN WVPP

GVRD ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA always. This will be accomplished by:

- New employees will receive copies of the WVPP with their new hire paperwork.
- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- The WVPP will be available on GVRD's website, which allows an employee to review, print, and email the current version of the written WVPP.

RECORDKEEPING

GVRD will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records 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**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The GVRD Workplace Violence Prevention Plan will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of GVRD WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials]

EMPLOYER REPORTING RESPONSIBILITIES

As required by California Code of Regulations (CCR), Title 8, Section 342(a), Reporting Work-Connected Fatalities and Serious Injuries, GVRD will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

I, Gabriel Lanusse, General Manager for Greater Vallejo Recreation District, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal.



Gabriel Lanusse, General Manager

7/19/24

Date Signed

APPENDIX A Violent Incident Log

**THIS LOG MUST BE USED FOR EVERY WORKPLACE VIOLENCE INCIDENT
THAT OCCURS IN THE WORKPLACE.**

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and email addresses
- Telephone numbers

Enter the date the incident occurred (Day, Month, Year): _____

Enter the time (or approximate time) that the incident occurred: _____ a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4))

1. Check which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. **For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.**

___ Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.

___ Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.

___ Threat of physical force or threat of the use of a weapon or other object.

___ Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.

___ Animal attack.

___ Other.

2. Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Please include the following information. Continue on a separate sheet of paper if necessary.

****Workplace violence committed by.** For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer,

5. A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

NOTE: Employees who are injured or become ill in the course of their work duties must complete a separate incident report and workers compensation insurance claims. Contact the HR Coordinator at 707-648-5320.

This Violent Incident Log Was Completed By:

Name of person completing this log: _____

Job Title of person completing this log: _____

Date this log was completed: _____

Signature

For Human Resources Use Only:

1. Actions taken to protect employees from a continuing threat or from any other hazards identified because of the incident. [Include information on what the consequences of the incident were.]

2. Did the severity of the injuries require reporting to Cal/OSHA (Hospitalization or death)? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

3. Additional training needed? _____ If yes, what type of training? _____

4. Changes to Workplace Violence Prevention Program needed?

5. Employee submitted incident report and workers compensation claim (if applicable)? _____

Completed by: _____

Date: _____