



SAN BERNARDINO  
COUNTY

# WORKPLACE VIOLENCE PREVENTION PLAN



THIS PAGE INTENTIONALLY LEFT BLANK.

# Table of Contents

	1 About the Workplace Violence Prevention Plan	1
	2 Definitions	3
	3 Responsibilities	4
	4 Hazard Assessment & Inspection	7
	5 Communication	10
	6 Workplace Violence Reporting	11
	7 Incident Investigations	13
	8 Training	14
	9 Workplace Violence Prevention Plan Review and Access	16
	10 Recordkeeping	17
<b>A</b>	Appendix A: Forms & Resources	A-1
<b>B</b>	Appendix B: Violent Incident Log	B-1
<b>C</b>	Appendix C: After-Action Report	C-1

THIS PAGE INTENTIONALLY LEFT BLANK.



# 1. About the Workplace Violence Prevention Plan

## About the Workplace Violence Prevention Plan

The objective of the Workplace Violence Prevention Plan (WVPP) is to ensure that all employees, including supervisors and managers, adhere to work practices that are designed to make the workplace more secure and do not engage in threats or physical actions of any kind which create a security hazard for others in the workplace. The goal of the WVPP is to support a work environment in which violent or potentially violent situations are effectively addressed with a focus on prevention by increasing employee understanding of the nature of workplace violence, how to respond to it, and how to prevent it. Success in the protection of County employees requires everyone's personal attention and, as necessary, appropriate action. All managers, supervisors, and employees are responsible for implementing and maintaining the WVPP and will not retaliate against victims of workplace violence.

This plan complies with the Injury and Illness Prevention Program, (Section 3203 of Title 8 of the California Code of Regulations), Workplace Violence Prevention, Section 3343 of Title 8 of the California Code of Regulations (8 CCR 3343), and Section 527.8 of the Code of Civil Procedure, and Sections 6401.7 and 6401.9 of the California Labor Code.

## The Policy

San Bernardino County (County) is committed to its employees' safety and health. The County does not tolerate any form of violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing the WVPP in conjunction with the [County's Zero Tolerance Policy](#).

The County prohibits and will not tolerate retaliation against individuals who raise complaints of workplace violence or who participate in workplace investigations, hearings, or other proceedings regarding a complaint under this Program.

## Scope

This plan applies to all employees and departments, with the following exceptions:

- Departments and work locations that comply with *Violence Prevention in Health Care*, Section 3342 of Title 8 of the California Code of Regulations (8 CCR 3342) such as:

- Healthcare facilities, service categories, and operations covered by 8 CCR 3342
- Facilities operated by the Department of Corrections and Rehabilitation
- Law Enforcement that complies with the Commission on Peace Officer Standards and Training (POST) Program
- Employees teleworking from a location of the employee's choice, which is not under the control of the employer.
- Worksites not accessible to the public and where there are less than 10 employees working at the facility at any given time.

## Compliance

All employees are responsible and will be held accountable for using safe work practices, following all directives, policies, and procedures, and for assisting in maintaining a safe and secure work environment. Managers, supervisors, and employees will comply with work practices that are designed to make the workplace more secure and will not engage in threats or physical actions which create a security hazard for others in the workplace. Furthermore, Title 8, California Code of Regulations, General Industry Safety Orders, Section 3203 requires an investigation and review of investigations of workplace violence incidents resulting in a workplace injury, illness, or exposure to chemical agents.



## 2. Definitions

For purposes of this plan, the following definitions apply:

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

**Engineering controls** mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.

**Log** means the violent incident log required by regulation.

**Plan** means the workplace violence prevention plan required by regulations.

**Threat of violence** means 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** means 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 are four types of workplace violence:
  - [Type 1 violence](#), which is 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 workers with the intent to commit a crime.
  - [Type 2 violence](#), which is workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
  - [Type 3 violence](#), which is workplace violence against an employee by a present or former employee, supervisor, or manager.
  - [Type 4 violence](#), which is 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** means procedures and rules which are used to effectively reduce workplace violence hazards.



## 3. Responsibilities

### The Workplace Violence Prevention Program Administrator

The WVPP Administrator for San Bernardino County is the Department of Risk Management and has the authority and responsibility for implementing the provisions of this program for the County. All departments are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the program.

For questions pertaining to the WVPP, please contact Risk Management at (909) 386-8655.

### County Administration and Leadership

County Administration and Leadership are responsible for exemplifying their commitment to keeping the County a safe and healthful workplace by providing the support and guidance needed to keep injury and illness prevention a priority.

### Department Heads

Department Heads are responsible for implementing and maintaining the WVPP in their departments and for each location their department occupies and for answering employee questions about the program.

- Identify a department contact for questions pertaining to the Department's WVPP.
- Communicate the WVPP plan to employees and implement the requirements of the plan.
- Direct individuals under their supervision to obtain training required by the WVPP.
- Ensure each worksite under their oversight is equipped with adequate security and safety measures.
- Ensure OCSS is informed of security guard needs.
- Ensure employees are informed of actual or potential workplace violence emergencies.

### Managers and Supervisors

Employees look to their Managers and Supervisors (referred to as **Supervisors** in the WVPP) to exemplify safe and healthful practices at the worksite. To maintain and fulfill the elements of the WVPP, Supervisors will:

- Follow established workplace security directives, policies, and procedures.
- Ensure the safety of employees who are victims of workplace violence.
- Immediately contact local law enforcement in an emergency.
- Complete the WVPP incident form and submit it to OCSS.
- Complete the [Violent Incident Log](#) for every incident (this will be an ongoing log).
- Notify department leadership and the Human Resources Business Partner (HRBP) of workplace violence incidents immediately.
- Maintain documentation of training, safety activities, inspections, and incident investigations.
- Evaluate the performance of all employees in complying with workplace security measures.
- Recognize employees who perform work practices which promote security in the workplace.



- Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security.
- Communicate with employees regarding workplace violence matters, including, but not limited to how an employee can report a violent incident, threat, or other workplace violence concern and how these concerns will be investigated and resolved.

## Employees

Employees include regular and recurrent/extra-help employees, temp agency staff, student workers (e.g., interns), volunteers and contract employees. Employees will:

- Notify Supervisors of WVPP incident
- Actively participate in all required safety and security training.
- Comply with safety and security policies, signage, warnings, and directions.
- Report all unsafe conditions and incidents promptly to supervisors.
- Report defective security equipment (e.g., badge readers, alarm system, etc.) and other potential hazards.
- Participate in incident investigations and workplace safety inspections as required.
- Are expected to interact responsibly and respectfully with fellow employees, supervisors, and clients.
- Familiarize themselves with the County’s policy regarding workplace violence and threats.
- Report actual and/or potential acts of violence to the direct supervisor or Human Resources Business Partner promptly, and notify appropriate law enforcement authorities, if warranted.
- Inform appropriate personnel about restraining or protective court orders related to domestic situations so that assistance can be offered at the work site.
- In the Event of a Medical Emergency, employees should:
  - Call 911.
  - Stay with and comfort the injured/ill person.
  - If you are trained and willing, apply first aid.

## Department of Risk Management

The Department of Risk Management (DRM) will partner with County departments to develop the Department’s WVPP written program. To accomplish this, DRM will:

- Maintain and update the WVPP template as necessary.
- Provide guidance and technical assistance in identifying, evaluating, and correcting safety and health hazards.
- Assist safety coordinators with safety & security inspections.
- Develop written guides and policies (known as “written programs”).
- Participate in emergency response as required.
- Analyze injury and illness data, monitor trends, and make recommendations to management.
- Monitor compliance with regulatory requirements.

Visit the [DRM Website](#) to learn more about Risk Management services and programs.

## Department of Human Resources

The Department of Human Resources (HR) will partner with County departments to investigate complaints and address workplace violence incidents. To accomplish this, HR will:

- Review the complaint to determine safety factors are considered immediately, then investigate and take corrective action.
- Investigate and mitigate workplace violence threats using resources available through OCSS, Risk Management and County Counsel, including such options as progressive discipline, counseling, anger management education, instruction, obtain restraining orders, and criminal prosecution as necessary.
- Help department supervisors and leadership draft employee communication and after-action reports (AAR) See Appendix C for the AAR.
- Advise management on disciplinary procedures for employees in violation of county policy and the WVPP.
- Oversee post-incident responses and investigations.

## Office of County Safety and Security

The Office of County Safety and Security (OCSS) conducts investigations of ALL reported workplace violence threats against any County Employee and attempts to mitigate the threat at the earliest possible opportunity. To accomplish this, OCSS will:

- Provide expertise, consultation, and available resources to address workplace violence concerns, including employee and facility safety and security issues including possible acts of terrorism.
- Develop evacuation and sheltering plans appropriate and feasible for the worksite.
- Intervene to stop the escalation of workplace violence, investigate and mitigate all threats using resources available through Human Resources, Risk Management and County Counsel, including such options as progressive discipline, counseling, anger management education, instruction, obtain restraining orders, and criminal prosecution as necessary.
- Provide education and training for safety and security issues related to law enforcement and workplace violence for the facilities of all County Departments.
- Maintain and update the SB Safe training modules accessed through the Performance, Education, and Resource Center (PERC) learning management system.



## 4. Hazard Assessment & Inspection

The Security Assessment Group, in conjunction with facility safety coordinators, and security vendors will perform workplace hazard assessments for workplace security in the form of record keeping and review, periodic workplace security inspections, and a workplace survey. The assessment group will identify workplace violence and security issues and make recommendations to management and employees. Periodic inspections of the work site are conducted in partnership with Managers, Supervisors, Department Safety Coordinators, and Facility Safety Coordinators.

### Workplace Security Inspections

All Departments complete workplace safety and security self-inspections on a regular basis, including supplemental inspections when made aware of existing or new hazards.

Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in employee work practices and may require assessment for more than one type of workplace violence. The County performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

#### Inspections for workplace security hazards from violence by strangers (Type 1) include assessing:

- The exterior and interior of the workplace for its attractiveness to criminals.
- The need for security surveillance measures, such as mirrors or cameras.
- Posting signs notifying the public that limited cash is kept on the premises.
- Procedures for employee response during a robbery or other criminal act.
- Procedures for reporting suspicious persons or activities.
- Posting emergency telephone numbers for law enforcement, fire, and medical services where employees have access to a telephone with an outside line.
- Limiting the amount of cash on hand and using time access safes for large bills.
- Staffing levels during evening hours of operation and at other high-risk times.
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the workday).
- Adequacy of lighting and security for designated parking lots or areas.

#### Inspections for workplace security hazards from violence by customers, clients, patients, students, inmates, or visitors (Type 2) include assessing:

- Access to and freedom of movement within the workplace.
- Adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.

- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile clients.
- Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the workday).
- Adequacy of lighting and security for designated parking lots or areas.
- The availability of employee escape routes.

**Inspections for workplace security hazards from violence by co-workers (Type 3) include assessing:**

- How well the County's anti-violence policy has been communicated to employees, supervisors, and managers.
- How well the County's management and employees communicate with each other.
- How well the County's employees, supervisors, and managers know the warning signs of potential workplace violence.
- Access to and freedom of movement within the workplace by non-employees, specifically recently discharged employees.
- Frequency and severity of employee-reported threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- Employee disciplinary and discharge procedures.

**Inspection for workplace security hazards from violence by personal relations (Type 4) include assessing:**

- Access to and freedom of movement within the workplace by non-employees, specifically personal relations with whom one of our employees is having a dispute.
- Frequency and severity of employee-reported threats of physical or verbal abuse which may lead to violent acts by a personal relation.
- Adequacy of workplace security systems, such as door locks, security windows, and physical barriers.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs.
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the workday).
- Adequacy of lighting and security for designated parking lots or areas.
- Warnings or police involvement to remove personal relations of employees from the worksite and effectiveness of restraining orders.

**Periodic inspections are performed according to the following schedule:**

- Every 6 months or less;
- When new, previously unidentified security hazards are recognized;
- When the Workplace Violence Prevention Plan is established;
- When occupational injuries or threats of injury occur; and

- Whenever workplace security conditions warrant an inspection.

Facility Safety Coordinators use the *Office Safety and Security Inspection Checklist* to identify hazardous conditions for worksites and maintain current copies of the completed checklist in the site-specific safety binder.

Results of the workplace hazard assessments for workplace security shall be communicated to OCSS and the Security Assessment Group.

## Additional Security Inspections

OCSS may schedule additional inspections when the following occurs:

- The County, Department, or location has received a threat and requires additional security measures.
- The department or building is located in a high crime area.
- Per the recommendation from an After-Action Report following a workplace violence incident.
- The Department requests an inspection.



## 5. Communication

Managers and supervisors will maintain an open, two-way communications system on all workplace safety, health, and security issues with employees. San Bernardino County encourages that departments establish communication systems designed to encourage a continuous flow of safety, health, and security information between management and employees without fear of reprisal and in a form that is readily understandable.

### Our communication system consists of the following items:

- New employee orientation on workplace security policies, procedures, and work practices.
- Periodic review of the Workplace Violence Prevention Plan with personnel.
- Training programs are designed to address specific aspects of workplace security unique to the establishment.
- Regularly scheduled safety meetings with all personnel that include workplace security discussions.
- A system to ensure that all employees, including managers and supervisors, understand the workplace security policies.
- Posted or distributed workplace security information.
- A system for employees to inform management about workplace security hazards or threats of violence.
- Procedures for protecting employees who report threats from retaliation by the person making the threats.
- After-Action Reports to communicate findings and corrective actions of a violent incident to employees.



## 6. Workplace Violence Reporting

Every employee is responsible for identifying and reporting workplace hazards. Regular assessment of work areas, facilities, and parking lots helps develop situational awareness and identify potential hazards before an incident can occur. Additionally, if an incident does occur, knowing how to quickly report the incident and take-action can save lives and minimize damage.



### Workplace Violence Reports

If there is an incident or emergency, such as a personal threat, employees are expected to immediately contact the appropriate emergency response agency as a first response. The County's Office of Safety and Security (OCSS) will contact the reporting employee once the Workplace Violence Threat Incident Form has been received.

When calling 911, employees should be prepared to provide the following information:

1. **Contact Info** (employee name and call back number)
2. **Location** (building name and room number)
3. **Explanation** (as much detail as possible about the emergency)

### How to Report a Threat or Hazard

Employees are expected to report hazards and violent incidents to their Supervisor or Manager. Employees who report hazardous conditions and/or unsafe work practices will not be disciplined or suffer any retaliation. Reports can also be made anonymously to OCSS through the following website: [How to Report Issues](#).

Supervisors and Managers must complete the Workplace Violence Threat Incident Form to notify OCSS of the incident reported to them by employees.



Call OCSS: 909-387-3689



Complete the [Workplace Violence Threat Incident Form](#)

## Injury or Illness Reporting

For any injury that occurs at the workplace that requires emergency response, the employee's supervisor should follow the procedures posted on the Risk Management website. Post the [Injury Reporting flyer](#) in your Department's common areas to help your team become familiar with the process.

Supervisors or Human Resource Business Partners (HRBP) must immediately report these to DRM so that Cal/OSHA may be notified of a serious workplace injury. Follow the reporting procedures below:

- **CALL 911 IMMEDIATELY** (*when necessary*)
- Obtain Medical Care for the employee:
  - Prepare the [Medical Service Order Form](#)
  - Refer the injured employee to one of the facilities listed in the [Physicians Referral List](#)
  - **OR** have a pre-written [Personal Physician Form](#)
- [Give the employee the Employee Claim for Workers Compensation Benefits Form](#)
- Prepare and send this form to Risk Management [within 24 hours of incident: Employers Report of Occupational Injury or Illness Form](#)
- Submit Forms to Risk Management at: [REDACTED]

## Emergency Response Procedures

In the event of an emergency, including a Workplace Violence Emergency, follow the emergency procedures outlined in your worksite specific Emergency Action Plan (EAP). A copy of the EAP may be found in section 5 of the Safety Coordinator binder.

You may also find the county's EAP [here](#). This Emergency Action Plan contains acceptable basic measures for dealing with a variety of emergency situations.





## 7. Incident Investigation

### Incident Investigation

Violent incident investigations are completed by the County's Office of Safety and Security, or by the law enforcement agency that has jurisdiction where the incident occurred. Human Resources will additionally conduct an investigation in the event of a Type 3 Workplace Violence incident to recommend appropriate disciplinary actions, if applicable.

The County's procedures for investigating incidents of workplace violence and threats and physical injury include:

- Reviewing all previous incidents.
- Visiting the scene of an incident as soon as possible.
- Interviewing threatened or injured employees and witnesses.
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determining the cause of the incident.
- Taking corrective action to prevent the incident from recurring.
- Recording the findings and corrective actions taken.

### Supervisor Responsibilities

No matter who develops a corrective action plan, the Supervisor should use the following techniques to ensure safe and secure work practices:

- Provide re-training or take corrective action, if appropriate.
- Reinforce and explain the necessity for employees to maintain secured areas and report unusual activity.
- Ensure employees know when to contact law enforcement.
- Ensure employees know their site-specific emergency response procedures per the worksite Emergency Action Plan (EAP).
- Complete the After-Action Report (AAR) and provide it to employees.

### Incident Investigation- After-Action Report

An After-Action Report will be sent to employees after a violent incident occurs. The purpose of the After-Action Report (AAR) is to describe the incident, communicate findings and corrective actions, and share the lessons learned to prevent future incidents. To protect the privacy of the individuals involved, names or other personal identifiers will not be included in the AAR. Refer to Appendix C for an example of the AAR. Copies of the AAR form can be downloaded [here](#).



## 8. Training

The County has established the following policy on training all employees with respect to workplace violence and security:

Training and instruction shall be provided when the Workplace Violence Prevention Program is first established and annually thereafter. All employees, including managers and supervisors, shall have training and instruction on general and job-specific workplace security practices. Training shall be provided to all new employees and to other employees for whom training has not previously been provided. It shall also be provided to all employees, supervisors, and managers given new job responsibilities for which specific workplace security training for the job has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

### Provide Training

Training and instruction must be provided:

- Upon hire during onboarding.
- Annually.
- When duties change.
- When new or previously unrecognized hazards are identified.
- As needed to reinforce past training topics.
- For Supervisors to familiarize themselves with safety and security hazards to which employees under their immediate direction and control may be exposed.

### Training Topics

Major topics include, but are not limited to:

- Explanation of the Workplace Violence Prevention Program including measures for reporting any violent acts or threats of violence.
- How to obtain a copy of the WVPP at no cost, and how to participate in the development and implementation of the plan.
- The definitions and requirements of the plan.
- How to report workplace violence incidents or concerns to the County or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures the employer 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.
- An opportunity for interactive questions and answers.
- Recognition of workplace security hazards including the risk factors associated with the four types of violence.



- Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.
- Ways to defuse hostile or threatening situations.
- Measures to summon others for assistance.
- Employee routes of escape.
- Notification of law enforcement authorities when a criminal act may have occurred.
- Emergency medical care is provided in the event of any violent act upon an employee.
- Post-event counseling (e.g. through the Employee Assistance Program, etc.) for those employees desiring such assistance.
- In addition, we provide specific instructions to all employees regarding workplace security hazards unique to their job.



**Additional items for specific training and instruction by worksite may include but are not limited to the following topics:**

- Crime awareness pertaining to the location of worksites.
- Location and operation of alarm systems, panic buttons and other protective devices.
- Communication procedures.
- Proper work practices for specific workplace activities, occupations
- Self-protection.
- Dealing with angry, hostile, or threatening individuals.
- Using the "buddy" system or other assistance from co-employees.
- Awareness of indicators that lead to violent acts by service recipients.
- Employee assistance programs.
- Review of anti-violence policy and procedures.
- Managing with respect and consideration for employee well-being.
- Pre-employment screening practices.
- Role playing in a violent incident.

## Training Resources

Many resources are available to departments and Supervisors in meeting training requirements. Training is available for all employees through online platforms and in-Person by OCS.

- [Performance, Education, and Resource Center](#)
  - Workplace Violence Prevention Plan online training
  - **SB Safe** online training modules (1-4)
- [DRM Safety Training](#)
- [Vendor Safety Training](#)
- [Workplace Violence Prevention Fact Sheet](#)





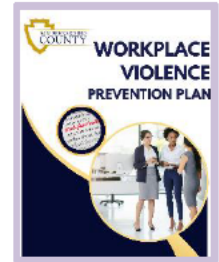
## 9. Workplace Violence Plan Review and Access

The WVPP Administrator is responsible for ensuring that the plan is reviewed, in conjunction with employees regarding their respective work areas, services, and operations:

- At least annually,
- When a deficiency is observed or becomes apparent, and
- After a workplace violence incident occurs.

Problems found during the review will be corrected.

Employees are encouraged to actively participate in the review and implementation of the Plan by identifying and evaluating workplace violence hazards, designing and implementing training, and reporting and investigating workplace violence incidents.



### Employee Access to the WVPP Plan

The WVPP plan is available and accessible to employees, authorized employee representatives, and representatives of Cal/OSHA. Employees and authorized employee representatives may obtain access to the written plan:

- Upon request. The Department will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy, or
- Through unobstructed access via the Department's server or website.



### Employee Access to Records

The following records are 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 (e.g., After-Action Reports).
- Training records.
- Violent incident logs.



## 10. Recordkeeping

Good recordkeeping is essential for all Departments and committees. Both have the responsibility to maintain various records in a centralized location, so they are readily available for review. Records must be kept in employee personnel files or general department files following departmental guidelines and must be produced when requested by Cal/OSHA Compliance Officers. Some Departments may retain records in multiple locations, such as a set with Human Resources and a set with the immediate Supervisor.

Note: Care must be taken to ensure appropriate confidentiality of medical and personnel records, as required by federal and state legislation and other applicable rules, regulations, or policies.

Periodic updates and reviews of the following workplace violence reports and records will be made:

- Occupational Safety and Health Administration (OSHA) 300 logs
- Workplace violence incident reports
- Information compiled for assault incidents or near-assault incidents on the [Workplace Violence Threat Incident Form](#) and the [Violent Incident Log](#)
- Insurance records
- Police reports
- Workplace survey
- Incident investigations and After-Action Reports (AAR)
- Training records
- Employee complaints
- Inspection information
- Other relevant records or information

### Recordkeeping Timelines

What	Where	How Long
Safety and Security inspection forms	On file with Department	5 years
Hazard identification forms	On file with Department	5 years
Incident investigations	On file with Department	5 years
Violent Incident Logs	On file with Department	5 years
Employee training records	On file with Department	Length of employment
Employee medical records*	On file with Department/CEHW	30 years (or duration of employment if greater than 30 years)

\*Access to employee medical records will be limited in accordance with departmental policies, state, and federal guidelines.

In our Department, the following people know where these records are kept:

<b>Name</b>	<b>Contact Info</b>
Safety and Security Unit/Emergency Services Unit	[REDACTED]
Training Unit	[REDACTED]
Professional Standards Unit	[REDACTED]

# A

## Forms & Resources



Inspection forms and resources referenced in this plan are available here. Go to [DRM website](#) or click on the links below to download copies for use.

### Assessment

[Office Safety and Security Inspection Form](#)

[Emergency Action Plan Template](#)

[Security Guard Request Portal](#) (OCSS)

### Reporting

[Workplace Violence Threat Incident Form](#) (OCSS)

[Violent Incident Log](#)

[Workers' Compensation Claim Form](#)

[Employer's Report Form \(5020\)](#)

[Hazard Report Form](#)

[Incident Report Form](#)

[After-Action Report \(AAR\) form](#)

If you **See something. Say something** Posters

### Training Resources

[Workplace Violence Prevention Plan](#) online training

[SB Safe Modules](#)

[OCSS Safety Training Videos](#)

[OCSS Newsletters](#)

[DRM Training Schedule](#)

[Workplace Violence Prevention Fact Sheet](#)

# B

# Violent Incident Log



Violent Incident Log																			
The supervisor shall ensure that individuals' Personally Identifiable Information (PII - information sufficient to allow identification of any person involved in a violent incident, such as a person's name, address, electronic mail address, telephone number, or social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity) and Sensitive Personally Identifiable Information (SPII - PII which if lost, compromised, or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual), is not included on this Log.																			
(A)	(B)	(C)	(D)	(E)					(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)		
Date or Incident	Address of Incident	Incident Description	Who committed the violence?	Location of Incident (Check one box)					Workplace Violence Type	Type of Incident	Severity/Consequence of Incident	Enter the correct description of the circumstance (Type)	OSHA No.	Info of Supervisor Completing the Log			Comments		
				Outside of facility/ Building	Plant	Office	Work Travel / Off-site	Other	Enter NCV Type (I-4)	Enter Incident Type (A-B)	Enter Severity (1-3)			Name	Job Title	Date of Completion			

\*Specific details of incidents are recorded in Workplace Violence Threat Form and After-Action Reports.



# C

# After-Action Report (AAR)



## Incident Investigation After-Action Report

To protect the privacy of the individuals involved, do not include names or other personal identifiers in the information provided below. The AAR's goal is to describe the incident, communicate findings and corrective actions, and share the lessons learned to prevent future incidents.

<b>Department</b>	
<b>Location of Incident</b>	
<b>Date of Incident</b>	

<b>Incident Description</b>
<b>Why did the incident occur?</b>
<b>What corrective actions or preventative measures will be implemented to prevent a future occurrence? Who is responsible for corrective measures? When will measures be implemented?</b>
<b>Additional lessons learned or comments:</b>

Distribution List: 1- HRBP Copy  
2- Department Safety Coordinator (DSC) Copy  
3- Supervisor's Copy

Rev 2024