

---

# WORKPLACE VIOLENCE PREVENTION PLAN (WVPP)

# LEGAL AND REGULATORY REQUIREMENT

## SENATE BILL 553 (2023)

SB 553 mandates employers to establish a Written Violence Prevention Plan (WVPP) and to record and maintain a Violent Incident Log.

# HOW DOES WORKPLACE VIOLENCE PREVENTION AFFECT TEMPORARY STAFFING EMPLOYEES

If you are a temporary worker, both Olympic Staffing Services and the host employer whose workplace you work at are responsible for your safety and health and must protect you against hazards in the workplace. The host employer must provide you with workplace protections as required by Cal/OSHA, such as appropriate training and personal protective equipment based on the worksite you are assigned to.

# GOAL FOR OLYMPIC STAFFING SERVICES

1. Identify workplace violence risk factors and hazards.
2. Take action to prevent workplace violence events.
3. Mitigate any consequences to employees if a workplace violence event occurs.
4. Comply with laws and regulations.



---

# WHAT IS WORKPLACE VIOLENCE?

# DEFINITIONS

## WORKPLACE VIOLENCE

- Any act of violence that occurs in a place of employment. It 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.

## THREAT OF VIOLENCE

Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other 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.

# FOUR TYPES OF WORKPLACE VIOLENCE



1. **Criminal Activity:**

Workplace violence is 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.



2. **Customer/Client:**

Workplace violence directed at employees by customers, clients, patients, students, or visitors.



3. **Worker on Worker:**

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



4. **Personal Relationship**

Workplace violence is 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.

# TYPE 1: CRIMINAL ACTIVITY

**Workplace violence is 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.**

**Examples:** Workplaces where employees have face-to-face contact and exchange money with the public.

Robberies of delivery, taxicab, and ride-hailing drivers.

Threats and acts of violence directed at security guards.

# TYPE 2: CUSTOMER / CLIENT

**Workplace violence directed at employees by customers, clients, patients, students' inmates, or visitors.**

**Examples:** Social welfare service providers in unemployment offices, homeless shelters, probation offices, and child welfare agencies.

Teaching, administrative, and support staff in schools where students have a history of violent behavior.

Working with volatile, unstable people, or those with a history of violence.

# TYPE 3: WORKER ON WORKER

**Workplace violence against an employee by a present or former employee, supervisor, or manager.**

**Examples:** These are events by a co-employee, a supervisor, or manager.  
Individual seeking revenge for what they perceive as unfair treatment at the workplace.

# TYPE 4: PERSONAL RELATIONSHIP

**Workplace violence is committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with the employee.**

**Examples: E.g., Former spouse, family friend or member.**

---

# WHAT'S IN THE PLAN?

# THE WVPP AND IT'S ELEMENTS

---

Names/titles of the persons responsible

---

Procedures to obtain employee involvement

---

Procedures to communicate and provide training to employees

---

Procedures to identify, evaluate, and correct workplace violence hazards

---

Procedures on how to report and respond to actual or potential workplace violence

---

Procedures for post-incident response and investigations

---

Emergency response protocols

# TRAINING

All Employees must receive Workplace Violence Prevention Plan Training (WVPP)

Training will be provided:

- **When the WVPP is first established**
- Annually
- To new employees
- When a new or previously unrecognized Workplace Violence hazard has been identified
- When a change is made to the WVPP

# COMMUNICATION TO EMPLOYEES

The host employer and an Olympic Staffing Associate will communicate to employees about Workplace Violence by:

- Reporting on violent incidents, threats, or other violent Workplace Violence Concerns
- Informing affected employees of the general results of any investigation into Workplace Violence incidents, while protecting the privacy of involved employees
- Informing affected employees of the corrective actions taken
- Communicating to employees about the prohibition on retaliating against employees who report Workplace Violence incidents or participate in investigations

# WHAT CAN BE DONE TO REDUCE WORKPLACE VIOLENCE

## Evaluate and understand the risk factors/hazards that exist in your workplace

- Exchange of Money
- Working alone or in isolated areas
- Working at night and during early hours
- Availability of valued items
- History of assaults/robberies nearby

# IDENTIFICATION OF WORKPLACE VIOLENCE HAZARDS

- **The host employer and Olympic Staffing Services** will conduct inspections of its facilities to identify Workplace Violence Hazards as follows:
  - By conducting assessments
  - After each Workplace Violence incident
  - Whenever the host employer and Olympic Staffing Services are made aware of a new or previously unrecognized hazard

# REPORTING VIOLENT INCIDENTS WORKPLACE VIOLENCE

**Employees** may report a workplace incident or hazard to:

- The manager or supervisor you are reporting to at the worksite you are assigned to verbally or in writing
- An Olympic Staffing Services Representative verbally or in writing

# REPORTING PROCESS

# POST-INCIDENT RESPONSE AND INVESTIGATION

An investigation of Workplace Violence/Threat of Violence may include but is not limited to:

- Collecting the facts
- Collecting witness statements
- Speaking with affected employees and witnesses
- Implement changes in procedures, or policies if appropriate

---

WHAT QUESTIONS DO YOU HAVE?