

SB 553

WORKPLACE VIOLENCE PREVENTION

An SB 553 Compliance Solution

Provided by **ESM** INSITE



SB 553

Cal/OSHA compliance requirement effective July 1, 2024.



Effective July 1, 2024, California Senate Bill 553, requires covered California employers with 10 or more employees to establish, implement, and maintain, at all times in all work areas, an effective Workplace Violence Prevention Plan (WVPP).

The Workplace Violence Prevention Plan ensures that all employees adhere to work practices that are designed to make the workplace more secure.

ESM's two-month Workplace Violence Prevention Plan ensures employers are equipped with the tools to comply with this new standard, which will be governed by OSHA. Employees and managers can be equipped with the resources they need to identify, address, and prevent the 4 types of potential violence, all while ensuring regulatory compliance.

Workplace Violence Prevention in General Industry (Non-Health Care Settings) – Information for Employers

According to the Occupational Safety and Health Administration (OSHA), workplace violence is the second leading cause of fatal occupational injuries in the United States, affecting nearly 2 million American workers annually. SB 553 addresses workplace violence by requiring employers to implement basic protections to protect employees while at work.

This fact sheet is an overview of the **California Senate Bill 553** (SB 553), which was signed into law on September 30, 2023. SB 553 amended Labor Code section 6401.7 to require employers to develop and implement a workplace violence prevention plan in accordance with newly codified Labor Code section **6401.9**, which sets out the requirements for the plan. Starting July 1, 2024, the majority of employers in California must establish, implement, and maintain a Workplace Violence Prevention Plan that includes:

- Prohibiting employee retaliation.
- Accepting and responding to reports of workplace violence.
- Employee workplace violence training and communication.
- Emergency response.
- Workplace violence hazard assessments.
- Other requirements, such as maintaining a Violent Incident Log.

What must employers know?

All employers, employees, places of employment, and employer-provided housing must comply with the new Labor Code requirements, except those listed in subsection (b) of Labor Code 6401.9.

This fact sheet only provides an overview.



Employers should review the full requirements of **California Senate Bill 553** (SB 553), which includes Labor Code section 6401.9.

Creating a workplace violence prevention plan

Labor Code section 6401.9 outlines the elements of a workplace violence prevention plan required by section 6401.7:

- Every covered employer is required to establish, implement, and maintain an effective workplace violence prevention plan.
- The plan needs to include the following:
 - The names of persons responsible for its implementation.
 - Effective procedures for employee involvement in developing and implementing the plan.
 - Methods to coordinate implementation of the plan with other employers, when applicable.
 - Procedures for employers to handle and respond to reports of workplace violence, while ensuring no retaliation against the reporting employee.
 - Procedures to ensure compliance from employees, including supervisors.

(continued on next page)

Compliance Framework

Steps to comply with the regulatory requirement in two months or less.



1

PLANNING GROUP

Establish your WVPP Planning Group (e.g., Emergency Action Plan group, Security team or Safety Committee).

2

AUDIT

Complete your inspection audit using ESM's digital checklist. Review and discuss corrective actions with your Planning Group. Implement feasible solutions. Repeat annually.

3

POLICY

Review and update your WVPP policy. Include corrective actions as needed. Review incident form and provide to supervisors (e.g., save in accessible public folder).

4

TRAINING

Provide the WVPP training to all employees, for compliance and awareness. Maintain training records for a minimum of one year. Repeat annually.

5

RECORDKEEPING

Maintain violent incident logs for five years, training and inspections for minimum one year.

Digitized WVPP Audit

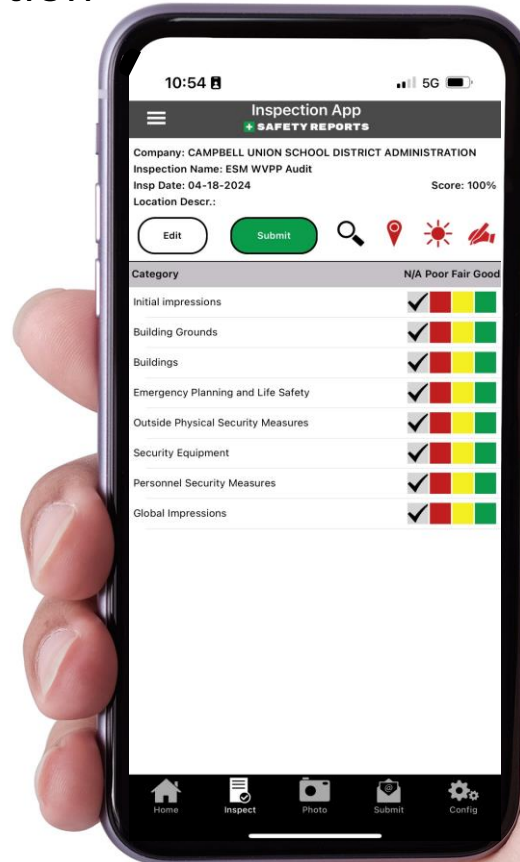
Comply with the required site inspection using ESM's digital app.



Start here.

Complete your WVPP safety audit by using ESM's inspection app to help identify vulnerabilities (3-month license). Benefits include:

- Comprehensive digital inspection checklist.
- Complete report including % score, positive and negative findings, and trending analytics.
- Corrective Action Tracker spreadsheet highlighting negative findings.
- Review corrective actions and implement what is feasible.
- Document this in your WVPP policy.



Report Summary	
Report Name:	SBASIA - Evergreen
Completed for:	O.B. WHALEY ELEMENTARY SCHOOL
Inspection Date:	November 28, 2023
Contact:	Mike Butler, Director of Operations

Findings:

Emergency Planning and Life Safety
Positive Finding: Evacuation routes are kept clean and routes in buildings have emergency lighting
Positive Finding: Visitors and contractors sign in and are under responsibility of their sponsor

Parking Lots (High Volume Walking Areas)
Issue Identified: Surfaces are not level and/or have potholes, large cracks or trip hazards etc.
Recommendation: Review issues of non-compliance relating to Parking Lots (High Volume Walking Areas) (see comments, notes and/or photo(s) for detail) and take appropriate steps to correct deficiencies.

Photo(s)
Pedestrian path across public street. Visual traffic calming cues.

Positive Finding: Pedestrian pathways on school property are easily monitored
Issue Identified: Pedestrian pathways on school property are not in good condition
Recommendation: Review issues of non-compliance relating to CPTED Grounds (see comments, notes and/or photo(s) for detail) and take appropriate steps to correct deficiencies.

Notes: Refer to photos
Severity: Moderate (marginal impact)
Contributing Factor: Environmental

Photo(s)
Fence at bottom of basketball court creating a barrier to the court. Repair to mitigate.

Positive Finding: Landscaping around windows, or other exterior athletic facilities

Photo(s)
Basketball court

Inspection Name: SBASIA - SCCOE
Company: CHANDLER TRIPP ELEMENTARY
Location:
Inspector: Anthony Poston
Email: anthony.poston@esminsite.com
Inspect. Last Update: 11/5/2023

Parking Lots (High Volume Walking Areas)
Surfaces are not level and/or have potholes, large cracks or trip hazards etc.

Issue Identified: Exterior athletic facilities are in poor condition
Recommendation: Review issues of non-compliance relating to Parking Lots (High Volume Walking Areas) (see comments, notes and/or photo(s) for detail) and take appropriate steps to correct deficiencies.

Notes: Playground
Severity: Moderate
Contributing Factor: Environmental

Photo(s)
Concrete around drain is deteriorating, creating a tripping and fall hazard. Recommend repairing to eliminate hazard.

Responsible Party
Assigned Name: _____

Corrective Action Entry
Please document the corrective action taken or planned below.

Action:
 Taken/Complete Requested/Planned

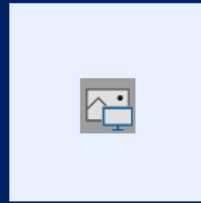
Customizable Program

Policy, Incident Form, Incident Log, Consultation and Support.



ESM's comprehensive Workplace Violence Prevention Plan accelerates an employer's need to comply with Senate Bill 553, including:

- WVPP policy (customizable)
 - Add your planning group information and include your inspection findings/corrective actions.
- Incident form & log for compliance with SB553 requirements
 - Form provided in English and Spanish
 - Violent incident logs must be maintained for 5 years
- Consultation and support



Enter Company Name Here
Workplace Violence Prevention Program

Our
COI

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WORKPLACE VIOLENCE PREVENTION PLAN INCIDENT REPORT

VICTIM (PERSON COMPLETING THIS REPORT):

FULL NAME _____ DATE _____ TITLE _____

DEPARTMENT _____ PHONE _____ RELATIONSHIP TO ASSAILANT _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

ASSAILANT/PERPETRATOR:

FULL NAME _____ TITLE _____

DEPARTMENT _____ PHONE _____ RELATIONSHIP TO VICTIM _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

INCIDENT DETAILS (CHECK ALL THAT APPLY):

TYPE 1: CRIMINAL TYPE 2: CUSTOMER TYPE 3: CO-WORKER TYPE 4: PERSONAL RELATION

GRABBED KICKED PUSHED SLAPPED HIT WITH FIST

HIT WITH OBJECT BITTEN KNIFE (OR ATTEMPT) SHOT (OR ATTEMPT) SEXUALLY ASSAULTED

ROBBERY VERBALLY HARASSED VANDILISM ARSON VERBALLY THREATENED

BOMB THREAT ANIMAL ATTACK ASSAULTED WITH WEAPON THREATENED WITH WEAPON

OTHER: _____

WAS THERE A PHYSICAL INJURY? YES NO if yes, describe: _____

WAS MEDICAL TREATMENT REQUIRED? YES NO if yes, location of treatment: _____

WAS YOUR SUPERVISOR NOTIFIED? YES NO

ASSAILANT RELATIONSHIP

CO-WORKER FORMER EMPLOYEE SUPERVISOR/MANAGER VENDOR CLIENT

VISITOR STRANGER OTHER: _____

INCIDENT LOCATION & DESCRIPTION

DATE _____ TIME _____ LOCATION _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

INCIDENT DESCRIPTION (include specific behavior – what was said, what was done, and sequence of events):

Workplaces Violence Prevention Plan Incident Log

Incident #	Incident Date	Incident Location	Incident Description	Workplace Violation	Detailed Description of Violation	Assailant Relationship	Circumstance at time of incident	Where did the incident occur?	Incident Character	Consequence of Incident
7702024	12:00:00 AM	Sample	Sample	Type 3: Co-Worker	Sample	Co-Worker	Sample	Sample	Sample	Sample
7702024	12:00:00 AM	Sample	Sample	Type 1: Criminal	Sample	Co-Worker	Sample	Sample	Sample	Sample
7702024	12:00:00 AM	Sample	Sample	Type 3: Co-Worker	Sample	Former Employee	Sample	Sample	Sample	Sample
7702024	12:00:00 AM	Sample	Sample	Type 3: Co-Worker	Sample	Co-Worker	Sample	Sample	Sample	Sample
7702024	12:00:00 AM	Sample	Sample	Type 2: Customer	Sample	Supervisor/Manager	Sample	Sample	Sample	Sample
7702024	12:00:00 AM	Sample	Sample	Type 1: Criminal	Sample	Co-Worker	Sample	Sample	Sample	Sample
7702024	12:00:00 AM	Sample	Sample	Type 3: Co-Worker	Sample	Stranger	Sample	Sample	Sample	Sample
7702024	12:00:00 AM	Sample	Sample	Type 2: Customer	Sample	Co-Worker	Sample	Sample	Sample	Sample
7702024	12:00:00 AM	Sample	Sample	Type 3: Co-Worker	Sample	Co-Worker	Sample	Sample	Sample	Sample
7702024	12:00:00 AM	Sample	Sample	Type 1: Criminal	Sample	Supervisor/Manager	Sample	Sample	Sample	Sample
7702024	12:00:00 AM	Sample	Sample	Type 3: Co-Worker	Sample	Co-Worker	Sample	Sample	Sample	Sample
7702024	12:00:00 AM	Sample	Sample	Type 2: Customer	Sample	Former Employee	Sample	Sample	Sample	Sample
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7702024	12:00:00 AM	Sample	Sample	Type 1: Criminal	Sample	Co-Worker	Sample	Sample	Sample	Sample
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7702024	12:00:00 AM	Sample	Sample	Type 3: Co-Worker	Sample	Co-Worker	Sample	Sample	Sample	Sample
7702024	12:00:00 AM	Sample	Sample	Type 3: Co-Worker	Sample	Co-Worker	Sample	Sample	Sample	Sample
7702024	12:00:00 AM	Sample	Sample	Type 3: Co-Worker	Sample	Co-Worker	Sample	Sample	Sample	Sample

WVPP Digital Training

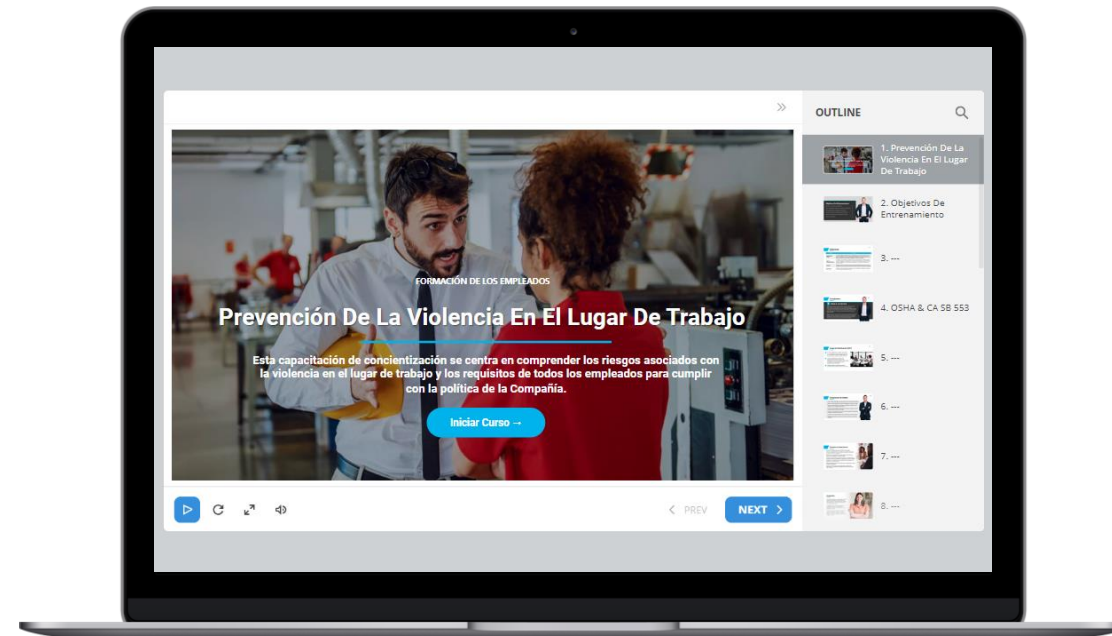
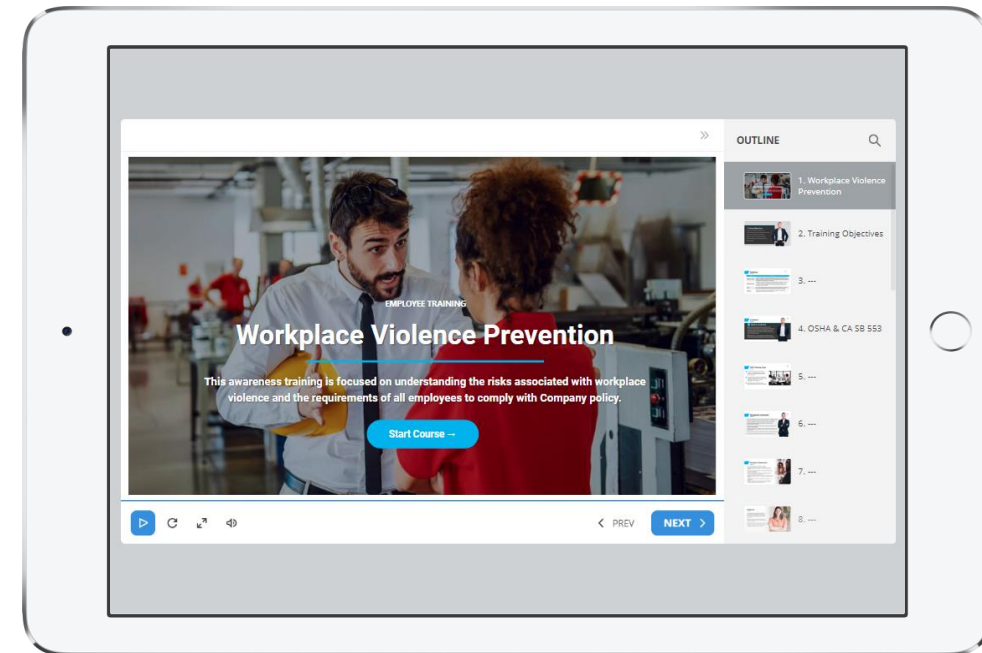
Custom employer training link, quiz, status reports for recordkeeping (bi-lingual)



Leverage ESM's Computer Based Training (CBT) for training employees digitally.

- Training Features:
 - Custom employer link for initial and new-hire training. Distribute via email or text.
 - 1 year license, valid till July 1, 2025.
 - 10 question pass/fail quiz.
 - Email report per employee.
 - One-page printable trainings included.
 - English and Spanish provided.

Per Cal/OSHA: Employers must provide employees with an initial training and annually thereafter.



WHY ESM?

We provide INSITE into an employer's safety and compliance needs.



ESM provides the tech-enabled tools and training for employers to manage their SB 553 compliance requirements as well as the safety of their employees.

ESM's team of Safety and Compliance Advocates empower clients with expert advice focused on helping them make the most ethical, financial and legal decision when managing safety, compliance and Workers' Compensation programs.

SB 553 customers have access to ESM's INSITE digital tools, which provide an accelerated compliance program, coupled with employee awareness and OSHA compliance. This allows employers to focus on running their business, because where there's risk, there's [INSITE](#).



YOUR ONLINE COMPLIANCE SOLUTION FOR A WORKPLACE VIOLENCE PREVENTION PLAN (WVPP)

Effective July 1, 2024, California Senate Bill 553, requires covered employers to establish, implement, and maintain, at all times in all work areas, an effective Workplace Violence Prevention Plan (WVPP).

The Workplace Violence Prevention Plan ensures that all employees adhere to work practices that are designed to make the workplace more secure.

ESM's Workplace Violence Prevention Plan ensures employers are equipped with the tools to comply with this new standard, which will be governed by OSHA. Employees and managers can be equipped with the resources they need to identify, address, and prevent the 4 types of potential violence, all while ensuring regulatory compliance.

ESM's Workplace Violence Prevention Plan includes:

1. Customizable WVPP template
2. *Digital Inspection app license (3-month license), with WVPP audit checklist, report, and corrective action tracker
3. *Incident form for tracking cases
4. *WVPP Computer Based Trainings, including:
 - a. Custom employer link (1 year license)
 - b. 10 question pass/fail quiz
 - c. Email pass/fail status report per employee
 - d. One-page printable trainings
5. Consultation and support

**Forms and Trainings are in both English and Spanish*

INSITE's compliance program provides:

- Customizable WVPP policy template and implementation guide
- Inspection forms for a vulnerability audit
- WVPP Incident form
- Web-based safety trainings
- Digital recordkeeping for regulatory compliance
- Scalable solution for any size employer
- Mobile friendly
- Complies with SB553 for California [employers](#)



Program Cost
\$3,250 + training (\$5/employee)
(Three monthly payments)

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ESM INSITE

www.esmsite.com

Project Fees



Service	Deliverables	Cost
Workplace Violence Prevention Program	<ul style="list-style-type: none"> • Customizable Policy • Incident forms (English and Spanish) • Consultation and support 	Included
Digital Inspection <i>3-month license</i>	<ul style="list-style-type: none"> • Digital inspection app license • 3-month license agreement to complete initial WVPP audit • Comprehensive report (positive and negative findings), including % score • Corrective Action Tracker report (from negative findings) 	Included
Digital Training <i>1-year license</i>	<ul style="list-style-type: none"> • Customized company link to be shared with employees • 1-year license for initial and new hire training (July 2024-2025) • English and Spanish • 5 question pass/fail quiz • Email report per employee on pass/fail status • Printable one-page trainings in English and Spanish 	+ \$5 per employee
Support	<ul style="list-style-type: none"> • Consultation and support during project • Quarterly training updates based on regulatory changes (through July 2025, training link to stay the same) 	Included
	Sub Total:	\$3,250
	+ Training at \$5/employee (example: 100 employees)	+ \$500 (example)
	Grand Total (billed in three installments)	\$3,750 (example)
	<i>Option to renew annually at a 20% discount</i>	<i>Grand Total – 20%</i>

Contact us

For more information on our services, please contact us today.



Cassandra Fullerton

CUSTOMER SUCCESS



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Leveraging technology to ensure
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