

How to Comply with California Senate Bill 553

California is the first state to mandate most employers to “establish, implement, and maintain an effective workplace violence prevention plan.” Even though your state may not have a mandate in place, this is still a good opportunity to establish a Workplace Violence Prevention Program that meets best practices or to do a health check on your existing program.

Senate Bill 553 (SB 553) requires California Employers to develop a Workplace Violence Prevention Program with the following components:

- Ensure active employee involvement
- Have a process to identify, evaluate, correct, and communicate workplace violence hazards
- Conduct periodic reviews of plan effectiveness
- Maintain a record of workplace violence “hazards” and incidents, identification, evaluation, and correction
- Provide training to employees and keep a record of trainings
- Make records available to employees and employee representatives

Leverage the following checklist to ensure you have a comprehensive Workplace Violence Prevention Program in place.

Getting Started

Getting the right people to the table is critical as you begin to think about compliance. Based on research and best practices, establishing a multi-disciplinary threat assessment management team is a key component of a Workplace Violence Prevention Program. **When establishing a multi-disciplinary cross-functional team, consider including the following functions within your organization:**

Security	
Human Resources	
Executive Protection	
Employee Assistance Program	
Employee Relations	
Legal/Chief Counsel	



TIP: It’s important to decide where the program should live in your organization and that there is one function leading the charge. Security, Human Resources, and the Legal/Chief Counsel Office are the most common owners of these types of programs.

Employee Health and Wellness	
Facilities	
IT	
Labor Relations	
Media/Public Relations	
Liaison with Local Law Enforcement	
Other	



TIP: Remember to connect with groups outside of your organization, like local law enforcement and mental health providers, in the event external assistance is needed.

Define Your Purpose and What Concerns You

To define your purpose, ask yourself: What are you protecting, and what will you protect against?

Use SB 553's definition of workplace violence as your guide:

Any act of violence or threat of violence that occurs in a place of employment that includes but is not limited to:

- Threat or use of physical force
- An incident involving a threat or use of a firearm or other dangerous weapon
- The following 4 types of violence:
 1. Committed by a person who is **not connected** to the business
 2. Committed by a **customer or client**
 3. Committed by an **employee** (present or former) **against an employee**
 4. Committed by a person who has a **relationship with an employee**

<p>Targeted Violence – person or persons who:</p> <p>Engage in violence</p> <p>Communicate threats</p> <p>Bring a weapon to work</p> <p>Engage in harassment, intimidation, bullying, or aggressive behavior</p> <p>Demonstrate unusual, obsessive, or stalking-type behavior</p> <p>Show grudge or grievance behavior</p> <p>Present suicidal ideation or mentions of self-harm</p>	
<p>Impulsive Violence – person or persons who commit:</p> <p>Crimes of opportunity</p> <p>Random acts</p>	
<p>Other Workplace Violence Hazards</p> <p>High-crime area location</p> <p>Employee route safety</p> <p>Cash or valuables on premises</p> <p>Site safety</p>	

Establish and Evaluate a Workplace Violence Prevention Program Policy

Create a comprehensive Workplace Violence Prevention Policy that defines the purpose and scope, describes **what** is being protected, **who** is responsible, and the **processes** in place to meet the program goals. Your policy will be the framework for your program. **Ensure alignment across functions, use a system of record to house policies, and review existing policies that deal with the items below.**

Workplace safety	
Employee behavior	
Physical security	
Executive protection	
Injury prevention program policy	
Emergency operations procedures	
Employee training and awareness	
Privacy and records management	

Create Procedures

Your procedures are your roadmap to getting the work done, including the steps the team will follow to implement the Workplace Violence Prevention Program policies. Define actions that will be taken to achieve the below.

How information about the company’s Workplace Violence Prevention Plan and incidents will be communicated to employees:

Include a plan to create employee awareness and participation through live training, e-learning, and mass communication. Use technology to log and track training	
Establish regular incident reporting cadence and methods	

How threats or concerning behavior will be reported/received:

Directly to team	
Online intake form	
Written form	
Call center or GSOC	



TIP: Make sure to include an anonymous option when providing employees with ways to report concerning behavior.

How reports will be investigated:

Utilize a Multi-Disciplinary Threat Assessment Team	
Triage/screen information	
Utilize Behavioral Threat Assessment to investigate and evaluate	

How incidents will be corrected:

List correction or management options	
List internal and external resources for person or persons of concern and potential targets/victims	

How investigations will be documented and maintained:

Use a case management system to memorialize investigations	
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How information regarding incidents/investigations will be disseminated:

Use technology to analyze data, metrics, and trends and produce reports regularly or on demand. Set rules to remove Personal Identifiable Information (PII) when needed	
Track investigations based on how SB 553 defines workplace violence (Violence Type 1-4)	

When the program will be reviewed. Set up evaluation dates:

Annually	
When an incident occurs	



TIP: Ontic provides your team with a collaborative, end-to-end case management solution. Escalate workplace violence incidents into investigations that your team can collaborate and act on. Your team can conduct thorough research and access always-on monitoring for case updates — all in the Ontic Platform.

Leverage Ontic to comply with SB 553

Contact us to learn more about how we can help your team prepare for SB 553 with our [Threat Assessment and Management Services and Software](#) that help you track workplace violence incidents in one comprehensive platform.

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