



Workplace Violence Prevention Plan

Date of Last Revision(s): August 27, 2026

Policy Statement

Victor Valley College (VVC) is committed to creating and maintaining a work environment free from violence. Acts of violence, threats of violence, harassment, intimidation, and other disruptive behaviors will not be tolerated.

The requirements for establishing, implementing, and maintaining an effective Workplace Violence Prevention Plan (WVPP) are contained in California Labor Code section 6401.9 and reference incorporation into California Labor Code section 6401.7 Injury and Illness Prevention Program (IIPP). VVC is establishing its Workplace Violence Prevention Plan as a standalone policy designed to work with the existing IIPP.

Purpose

The purpose of the WVPP is to establish a zero-tolerance policy toward violence in the workplace, ensuring the safety and security of all individuals on the VVC's premises.

Scope

This WVPP applies to all VVC employees, students, contractors, and visitors. It covers all forms of workplace violence outlined below.

Employee Access to Written WVPP

VVC ensures that the WVPP shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by making copies of the WVPP available in person at building 10, Administration Services and by publishing the WVPP publicly on the VVC website and making it available to the public for download.

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, clients, patients, students, inmates, 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 WVPP administrator, VVC Campus Chief of Police, has the authority and responsibility for implementing the provisions of this plan for Victor Valley College (VVC) District. The Chief of Police works in conjunction with VVC Human Resources personnel and the VVC Department of Administrative Services for the implementation and compliance with the VVC WVPP plan.

Role	Name/Job Title	Responsibility	Contact
WVPP Administrator	Kent Gallacher Chief of Police	Overall implementation, maintenance, and evaluation of the plan. Investigations and responses to any reports of workplace violence.	kent.gallacher@vvc.edu (760) 245-4271 ext. 2329
WVPP Designee	Richard Romero M&O Director	Facility-Based WVPP Concerns & Incidents	Richard.romero@vvc.edu (760) 245-4271 ext. 2329
WVPP Designee	Dr. Kristin Arriaga Dean, Student Services	Student-Based WVPP Concerns & Incidents	Kristin.Arriaga@vvc.edu (760) 245-4271 ext. 2270
WVPP Designee	Monica Martinez Vice President of Human Resources	Employee Initiated WVPP Concerns & Incidents	monica.martinez@vvc.edu

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

VVC Police

- Respond to incidents of Workplace Violence (WV).
- Conduct regular security assessments as outlined in VVC Police policy and procedures.
- Coordinate with Safety & Risk Management (S&RM) and Administrative Procedures for documenting WV incidents.
- Assist in daily tasks required to maintain the WVPP at the direction of the Program Administrator or their Designee.

WVPP Review Committee/VVC Environmental Health and Safety (EH&S) Committee

- Incorporated into the responsibilities of the VVC Environmental Health and Safety (EH&S) Committee. The committee's efforts related to the WVPP will be supported by the Program Administrator and designated representatives from relevant departments.
- Conduct an annual review of the WVPP.
- Conduct a review of the WVPP as needed to address recommended changes after a WV Incident.
- Recommend changes to the WVPP to be submitted to the Program Administrator or their Designee, for adoption.

Managers

- Implement the WVPP.
- Escalating reports of WV making timely notifications to S&RM.
- Mitigate immediate risk in the workplace where appropriate.
- Ensure employees comply with the policy and procedure outlined in WVPP.
- Ensure employees complete required WV training.
- Answer employee questions about the WVPP and/or direct employees to S&RM.

Employees

- Adhere to policies and procedures outlined in the WVPP.
- Attend and comply with training.
- Report all incidents of workplace violence or threats to their manager, VVC PD, S&RM, or through anonymous reporting channels.

RECORDKEEPING

VVC Police Department

- Create and maintain records of WV hazard identification, evaluation, and correction for a minimum of five (5) years.
- Investigate claims of WV.
- 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 workplace violent incident logs for a minimum of five (5) years.
- Maintain records of WV 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 WV hazard identification, evaluation, and correction; training, workplace incident logs and WV 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

Upon completion of a WV incident investigation, the following records shall be made available to employees and their representatives through the VVC Police Department, upon request and without cost, for examination and copying within fifteen (15) calendar days of a request:

- Records of WV hazard identification, evaluation, and correction.
- Training records.
- WV Incident Logs.

PREVENTION PROGRAMS

Violence Hazard Assessment Protocol

Periodic Inspections shall be conducted semi-annually and will be the responsibility of the Program Administrator or their Designee. Assessments will consider factors such as workplace layout, access control, and areas with historical incidents of violence. This assessment may be conducted in tandem with Hazard Assessments under the IIPP. These assessments will inform actions taken by the WVPP Review Committee, Maintenance and Operations Department, and/or Police Department. See WV Hazards section of the WVPP for detailed protocols.

Training and Instruction

All VVC employees, including managers, will have training and instruction on general and job-specific WV practices. These sessions could involve presentations, discussions, and practical exercises.

Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the WVPP.
- When a new or previously unrecognized WV hazard has been identified and/or when changes are made to the plan. The additional training may be limited to addressing the new WV hazard or changes to the WVPP.

VVC will provide its employees with training and instruction on the terms found in the “DEFINITIONS” section of this WVPP and the requirements listed below:

- VVC’s WVPP, how to obtain a copy of the WVPP at no cost, and how to participate in the development and implementation of the WVPP.
- How to report WV incidents or concerns to the VVC or law enforcement without fear of reprisal.
- WV hazards specific to the employees’ jobs, the corrective measures VVC has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The workplace violence incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, and training records.
- Opportunities VVC has for interactive questions and answers with a person knowledgeable about the VVC WVPP.
- Strategies to avoid/prevent WV and physical harm, such as:
 - How to recognize WV hazards, including the risk factors associated with the four types of WV.
 - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee.
- Post-event trauma counseling for employees desiring such assistance.

REPORTING PROCEDURES

Imminent Threats

All emergencies, imminent threats, imminent danger, or serious harm will be reported to VVC Police by calling 760-245-4271 ext 2555 or 911. VVC Police will report all WV incidents to the Program Administrator or their Designee, in a timely manner and to facilitate a co-response when safe and feasible to do so.

Non-Imminent Threats

It is encouraged that all non-immediate threats be reported to VVC Police. Non-immediate threats may also be reported to managers.

Anonymous Reporting

The California Occupational Safety and Health Act of 1973 gives all employees the right to file a complaint about workplace safety and health hazards with Cal/OSHA. The name of any person who submits a complaint to Cal/OSHA must be kept confidential by law, unless the person requests otherwise. To submit a complaint, file online at <https://www.osha.gov/form/osha7>, or contact Cal/OSHA at 1-800-321-OSHA (6742) TTY 1-877-889-5627

- Those filing a report anonymously are reminded that sharing as much detail as possible is imperative to mitigate a potential threat, as the VVC will not be able to contact you with follow-up questions.

Confidentiality

Measures to protect confidentiality, when requested by the involved party, will be made to the extent possible while investigating an incident.

Non-Retaliation

VVC is committed to maintaining a workplace environment free from retaliation. Retaliation against individuals who report concerns, violations, or participate in investigations is strictly prohibited and will not be tolerated. All incidents of retaliation should be reported to the Office of Human Resources.

INCIDENT RESPONSE

Employer Reporting Responsibilities

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, VVC, through S&RM, 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 employment at VVC.

VVC has in place the following measures to handle actual or potential WV emergencies:

- Effective means to alert employees of the presence, location, and nature of WV emergencies through the VVC Emergency Notification System powered by RAVE.
- VVC has evacuation procedures that are publicly available within the EOP at: www.vvc.edu/sites/default/files/files/VVCD_Emergency_Preparedness_Plan.pdf
- To obtain help from staff or law enforcement employees have the following resources available:
 - Dial 911 or 760-245-4271 ext 2555 in an emergency for VVC Police.
 - For non-emergency incidents that require a police response, call 760-245-4271 ext 2329 for the Campus Police Office.
- Any WV incident may be reported to any manager at any time.

Protocol for Workplace Violence Incident Response

Emergency Response – Response by VVC Police to a report of WV. Police will respond in accordance with their existing policies and procedures. Upon securing the scene and determining the incident to be WV.

Initial Response Non-Emergency - Upon receiving a report of a WV incident, the designated police officer will respond as soon as it is safe and practicable to ensure the safety and well-being of affected individuals and to initiate an investigation and documentation.

Compliance and Legal Reporting – Administrative Services will be responsible for making any required notifications to Cal/OSHA. As required by California Code of Regulations (CCR), Title 8, Section 342(a), Reporting Work Connected Fatalities and Serious Injuries, VVC 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.

Initiate Public Safety Procedures – Utilize VVC Emergency Notification System powered by RAVE to initiate measures such as evacuation plans or other public safety measures in coordination with VVC Police, if needed, to prevent further escalation or injury.

Initiate Documentation – Record initial observations, date, time, location, and nature of incident.

Investigating a Report of Workplace Violence

After the initial response, the police department will implement the following post-incident procedures:

- Determine if a criminal investigation will be conducted.
- In potential criminal investigation of a WV incident, VVC Police will take the lead and communicate the results of that investigation, when appropriate and/or upon its conclusion, with Administrative Services.

The investigation, which may include, but is not limited to, the following:

- Interview all parties involved, including witnesses and affected individuals.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for violence risk factors associated with the incident, including any previous reports of inappropriate behavior by the subject.
- Document engineering controls/failures that may have contributed to the incident.
- Document any work practice control failures.
- Collect any evidence appropriately.
- Determine the cause of the incident.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- Recommend further corrective action to the Program Administrator or their Designee to prevent similar incidents from occurring.

Analysis

- Analyze the collected evidence, statements, and relevant documentation to determine the sequence of events, contributing factors, and any violations of policies or regulations.
- Consider if a Workplace Violence Restraining Order (WVRO) will be needed.
- Consult with law enforcement and legal when necessary.

Document Findings

Prepare a comprehensive report summarizing the investigation, including a determination of whether WV occurred, corrective actions, and factors contributing to the incident. Document who will be notified of findings and how they contribute to corrective actions – this may include a recommendation for the WVPP Review Committee to convene when WVPP changes may be appropriate. And complete the Workplace Violence Incident Log.

Corrective Action for Workplace Violence Incidents

WV incidents will be evaluated, and appropriate corrective action will be taken in a timely manner.

Corrective Action may include, but is not limited to:

- Mediation between parties involved.
- Disciplinary action against individuals found to be involved in violence.
- Criminal charges.
- Filing of Workplace Violence Restraining Orders (WVRO).
- Review of policies and procedures to identify any gaps or deficiencies that may have contributed to the incident.
- Update of the Risk Evaluation Report (RER) or current WVPP through the WVPP Review Committee.
- Any disciplinary action taken against an employee will be undertaken in accordance with any existing VVC policies and procedures and any Collective Bargaining Agreement governing the terms of their employment.

WORKPLACE VIOLENCE HAZARDS

To report a WV Hazard, employees have the following resources available:

- In an emergency, Dial 911 or 760-245-4271, ext 2555 for VVC Police.
- For non-emergency hazards that still require a Police response: Call 760-245-4271, ext 2329 or ext. 2555.
- Any hazard may be reported to any manager, at any time (Appendix A).

WV hazards will be evaluated and corrected in a timely manner and will be the responsibility of the Program Administrator or their Designee.

Workplace Violence Hazards Immediate Actions

- If an imminent WV 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 that are necessary to correct the hazardous condition will be provided with the necessary protection needed to conduct the work. This may include, but is not limited to, facilities employees who may be tasked with repairing the hazard, VVC Police as needed to keep the area clear, or S&RM employees as needed to document the hazard.
- Supplying safety equipment needed to perform their functions will be the responsibility of each employee's manager.
- Corrective actions to a violent hazard shall be documented. All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures and use of engineering controls for WV hazards will be specific to a given work area.

Violence Hazard Evaluation

Each hazard is different, and some may require a more immediate response than others. However, when addressing a reported hazard, the Program Administrator or their Designee will consider the following steps in assessing and correcting the hazard:

- Visit the hazard site, if safe to do so, and document with photos.
- Review any images provided by the individual who reported the hazard.
- Review the log to determine if the hazard has already contributed to violent incidents.
- Determine the hazard levels and priorities.
- Develop an action plan to mitigate the hazard or assess engineering controls already in place.
- Consider environmental design improvement.
- Compile findings and action plan into Risk Evaluation Report (RER).
- Continuous monitoring and review.

- Update RER following any incidents of WV if insufficiencies are observed and as needed.
- Create and maintain feedback loops to obtain current hazard information.
- Review RER annually during the review of the WVPP.
- Ensure the RER meets legal and regulatory requirements for workplace safety and violence prevention.

Periodic Inspections

Periodic inspections of WV hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of WV. Periodic inspections shall be conducted semi-annually and will be the responsibility of the Program Administrator or their Designee (Appendix B).

Inspections for WV hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to criminal activity.
- The need for security/safety surveillance measures.
- Procedures for employee response during a critical incident or criminal act, including our policy prohibiting employees, who are not Police Officers, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, 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 service recipients.
- Effectiveness of systems and procedures that warn others of actual or potential WV danger or that summon assistance (e.g., alarms or panic buttons).
- 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.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage, other signs of strain, or pressure in the workplace.

WORKPLACE VIOLENCE INCIDENT LOG PROTOCOL

In accordance with California Labor Code section 6401.9 and VVC's WVPP, the recording and maintenance of a Workplace Violence Incident Log (LOG), are essential components of VVC's commitment to ensuring the safety and security of our employees.

Recording of Workplace Violence Incidents

The following information shall be recorded in the LOG for each incident (Appendix C):

- Date.
- Time.
- Specific location of incident.
- Type/types of WV involved (from 4 Types of WV).
- Description of incident including the nature of the violence and any relevant contextual details.
- Post incident response actions and investigation.
- Findings of investigation.

The investigator completing the LOG will ensure that no personal identifying information (PII) is recorded or documented in the written LOG 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.

Post Incident Recovery and Debrief

It is recommended that the Program Administrator, or their Designee, conduct a debrief session after a significant WV incident to evaluate the response and identify areas for improvement. The Program Administrator or their Designee may convene the WVPP Review Committee, as needed, to recommend WVPP updates based on lessons learned.

Coordination with Outside Employers

All contractors engaging in work or business on VVC property, or engaging directly with VVC employees, will be responsible for adhering to the WVPP and will have appropriate training. If a VVC contractor is involved in a WV incident, the incident will be investigated and documented in one of the following ways:

- For WV incidents involving only contractors who are governed by their own employer's WVPP, the contractor's employer may conduct the inquiry, and the investigator will obtain a copy of their LOG for their records.

- For WV incidents involving only contractors whose employer is not required to maintain a written WVPP, the investigator will complete the inquiry and LOG in accordance with this plan.
- For WV incidents between a contractor and a VVC employee, the investigator will conduct an inquiry, complete the LOG, and collect a copy of any LOG completed by the contractor's employer.

PLAN REVIEW

Workplace Violence Review Committee

The VVC Environmental Health and Safety (EH&S) Committee reviews and recommends revisions to this WVPP as provided below. The Committee shall convene and review the WVPP at least annually. Additionally, the Committee may be convened at the discretion of the Program Administrator or Designee when a deficiency in the WVPP is observed or becomes apparent, after a WV incident, and as needed at any other time.

At a minimum, the annual review will consist of evaluating the following:

- The language of the WVPP itself and the effectiveness of the WVPP.
- Any changes to the law related to the contents of the WVPP.
- Effectiveness of efforts to solicit employee input and engagement in implementing the WVPP.
- Review of the LOGs.

Items to Consider for Plan Review

- Investigations of WV incidents.
- Investigations of alleged hazardous conditions or employee concerns.
- Written records of WV issues discussed at other VVC meetings/employee meetings.
- The effectiveness of security systems, including alarms, emergency response plans, and security personnel, if applicable.
- Records of hazard identification, evaluation, and correction.
- Communications with employees regarding safety and health issues.
- Feedback on training programs provided in the WVPP.
- Form submissions and the VVC's internal site where employees can provide suggestions, feedback or concerns regarding the WVPP and/or violence on VVC property.

Methods to Complete the Plan Review

The Program Administrator, or their Designee, shall ensure completion of the WVPP review by the Committee required by this section. The Program Administrator or Designee shall:

- Provide the WVPP and proposed revisions to the WVPP to employees and their authorized employee organization representatives at no cost before revisions are implemented and soliciting feedback from employees through VVC's website.
- Ensure periodic committee meetings are conducted at least annually, or as needed, as WV concerns arise.

Once any input from the employees is considered, proposed revisions will be approved by the Program Administrator, or their Designee.

Communication

VVC is committed to ongoing communication about the WVPP to all employees through orientations, meetings, emails, trainings, and the VVC website. We encourage a culture of safety and respect where everyone shares responsibility for preventing WV.

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

- New employee orientation will include WV prevention policies and procedures.
- WV prevention training programs.
- Regularly scheduled meetings and/or VVC-wide communications that address security issues and potential WV hazards.
- Effective communication between employees and managers about WV prevention and violence concerns. This will be accomplished through management training to incorporate violence concerns into regular employee counseling sessions.
- Posted and/or distributed WV prevention information will be available.
- Employees may report WV incidents, hazards, or concerns through the methods outlined in the “REPORTING” section of the WVPP. They may do so anonymously if they choose, and they may do so without fear of reprisal.
- 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 action(s) to be taken.
- Employees involved in an incident will be notified via VVC email with a summary of the results of the investigation and any corrective action(s) taken. They will also be informed how they can obtain a copy of the completed LOG.
- When appropriate, the Program Administrator, or their Designee, will meet with specific groups of employees or departments to debrief an incident.

PLAN AUTHORIZATION STATEMENT

I, Kent Gallacher, Chief of Police, with the endorsement of the VVC Superintendent–President, accept responsibility for implementing and maintaining this Workplace Violence Prevention Plan and its related documents. I am committed to fostering a safe and violence-free workplace and confident these policies will support that goal.


Kent Gallacher (Aug 28, 2026 13:47:36 PDT)

Signature of Program Administrator for this WVPP

Aug 28, 2026

Date of Signature

Appendix A: Workplace Hazard Form

Date of Report: _____

Reported By (Name & Position): _____

Department/Location: _____

1. Hazard Details - Type of Hazard:

☐ Physical (e.g., equipment, slips/trips)

☐ Chemical

☐ Biological

☐ Ergonomic

☐ Other: _____

Description of Hazard: _____

Exact Location: _____

2. Risk Assessment - Potential Harm:

☐ Minor Injury

☐ Serious Injury

☐ Fatality

☐ Property Damage

☐ Environmental Impact

Likelihood of Occurrence:

☐ Rare

☐ Possible

☐ Likely

3. Immediate Action Taken

4. Recommended Corrective Action

5. Supervisor Review

Supervisor Name: _____

Date Reviewed: _____

Appendix B: Periodic Workplace Hazard Inspection Checklist

WVPP Periodic Workplace Hazard Inspection Checklist

Instructions:

Frequency: Conduct this inspection periodically (e.g., quarterly or semi-annually), after any workplace violence incident, and whenever a new hazard becomes known (e.g., new facility, new shift pattern).

Employee Involvement: SB 553 requires you to involve employees in this process. Have a non-managerial employee walk through with you or review this checklist.

Part 1: Physical Security & Environment

A. Exterior & Perimeter

- Lighting: Is the lighting in parking lots, walkways, and entrances sufficient to see clearly at night?
- Landscaping: Are bushes, trees, and shrubs trimmed to eliminate hiding places for potential assailants?
- Entrances/Exits: Are employee-only entrances strictly controlled (e.g., badge access, key codes)?
- Windows: Is there clear visibility into and out of the workplace? Are windows intact and free of obstruction (posters/signs) that block the view of critical areas?
- Surveillance: If present, are security cameras positioned to cover high-risk areas (parking lots, entrances)? Are they recording properly?

B. Building Interior & Workspaces

- Reception/Lobby: Is there a physical barrier (counter, glass) between employees and visitors/public?
- Access Control: Are doors separating public areas from private employee workspaces locked or secured with access controls?
- Egress: Are escape routes clearly marked and unobstructed? Can employees exit the area immediately without keys or special knowledge?
- Blind Spots: Are hallways, restrooms, and corners well-lit and free of blind spots where someone could hide?
- Safe Rooms: Is there a designated room with a lockable door (from the inside) where employees can retreat in an emergency?
- Alarm Systems: Are panic buttons or silent alarms accessible at reception desks or cash handling stations? Have they been tested recently?

Part 2: Work Practices & Administrative Factors

A. Cash & Valuables Handling (Type 1 Violence Risk)

- Cash on Hand: Is the amount of cash in registers kept to a minimum?
- Visibility: Are cash handling areas visible to other employees or the public (to discourage isolation)?
- Deposits: Are bank deposits made at irregular times and routes to avoid predictability?
- Signage: Are signs posted stating that limited cash is on hand or that time-lock safes are in use?

B. Staffing & Isolation (Type 2 Violence Risk)

- Working Alone: Are employees required to work alone late at night or in early morning hours? If yes: Are there check-in procedures or security patrols in place?
- Shift Changes: Is there an overlap in shifts so employees do not enter/exit the building alone?
- Visitor Management: Is there a log or system for tracking non-employees (clients, vendors, visitors) who enter the facility?

C. Workplace Culture & Communication (Type 3 & 4 Violence Risk)

- Reporting Mechanism: Do employees know exactly how to report a threat or safety concern without fear of retaliation?
- Domestic Violence: Is there a policy/procedure for employees to report restraining orders or threats from intimate partners that may extend to the workplace?
- Alert System: Is there a functioning method to alert all employees instantly of an active threat (PA system, text alert, mass email)?

Part 3: Hazard Correction Log

Date Identified	Hazard Description	Corrective Action Plan	Assigned To	Target Date	Status

Part 4: Employee Engagement (Mandatory)

Employee Participant(s): _____

Date of Inspection: _____

Inspector Name/Signature: _____

Compliance Tips for SB 553

- Keep Records: You must retain records of these inspections for 5 years.

- • Be Specific: Do not just check 'Safe.' If you find a hazard (e.g., 'Front door lock sticks'), document it specifically in Part 3.
- • Train on Findings: If an inspection reveals a new hazard (e.g., a broken security camera), you must inform employees about the temporary work-around until it is fixed.

Appendix C: Workplace Violence Incident Log

Violent Incident Log

This log is required under California SB 553. Use this form to document any workplace violence incident or threat, including corrective actions and follow-up.

Date	Time	Location	Type of Incident	Description of Incident	Individuals Involved	Corrective Actions Taken	Follow-Up Status

Compliance Notes:

- Retain this log for at least 5 years.
- Include all incidents, threats, and near misses.
- Document corrective actions and communicate findings to employees.

- VVC WVPP - 2027

Final Audit Report

2026-08-28

Created:	2026-08-28
By:	Kortny Marlatt (kortny.marlatt@vvc.edu)
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"- VVC WVPP - 2027" History

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-  Document e-signed by Kent Gallacher (Kent.Gallacher@vvc.edu)
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