Policy: Workplace Violence Prevention Plan and Maintain a Violent Incident Log

Reference: CSDA Advocacy News – New Labor Laws for 2024

[Senate Bill 553 (Cortese)](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240SB553" \t "_blank): Employers must adopt a workplace violence prevention plan and maintain a violent incident log

This bill requires all employers to adopt a comprehensive prevention plan with specific requirements for the procedures that employees should follow to prevent, avoid, respond to, and report incidents of workplace violence.

It further requires that employers maintain a violent incident log documenting every incident, post-incident response and investigation. The log must contain specific information about the incident including the location, circumstances, persons involved, consequences and contact information for the person completing the log, while omitting any element of personal identifying information sufficient to allow identification of any person involved in a violent incident.

SB 553 applies to most public agencies, but it does not apply to health care facilities, corrections facilities, or law enforcement agencies classified as a department or participating department.

As employers are preparing annual updates to their employment handbook policies, the workplace violence prevention plan should be an area of focus. Drafting the plan itself may be straightforward, but the requirements for customizing and implementing it in the workplace are highly specific and could generate noncompliance if handled incorrectly.

Even after the plan is rolled out, it must be reviewed and updated annually with evaluation of incidents that occurred, as specified.

SB 553 also grants standing to a collective bargaining representative of an employee to seek a temporary restraining order on behalf of an employee, as specified.