

WORKPLACE VIOLENCE PREVENTION PROGRAM

SPI Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review: Not Applicable, the WVPP went into effect on July 1, 2024

Date of Last Revision(s): Not Applicable, the WVPP went into effect on July 1, 2024

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, vendors 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, Yanira Bland, Director of Human Resources, has the authority and responsibility for implementing the provisions of this plan for SPI. There are multiple people responsible for the plan, their roles are clearly described below:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Jaimee Lee Jacobo	CEO	Overall responsibility for the plan; <i>Jaimee approves the final plan and any major changes.</i>		ceoselective@gmail.com
Yanira Bland	WVPP Administrator/ Director of HR	Responsible for employee involvement and training; <i>Yanira organizes WVPP meetings, updates training materials, and handles any reports of workplace violence.</i>	626.333.5520	Yanira@spstaff.com Safety@spstaff.com
Julian Martinez Donaji Aguilar Dianellie Rios On-site Supervisor at client location	First Responders Emergency	Responsible for emergency response, hazard identification, and coordination with other employers; <i>Conducts safety inspections, coordinates emergency response activities, and communicates with other employers about the plan.</i>		firstresponders@spstaff.com

All Branch Managers and On-sites are responsible for implementing and delivering the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

SPI ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

Management will work with and allow employees and authorized employee representatives to participate in:

- Identifying, evaluating, and determining corrective measures to prevent workplace violence.
- Management will have quarterly safety meetings with employees and their representatives to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.

- Designing and implementing training: employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.
- Reporting and investigating workplace violence incidents, refer to SPIs Employee Handbook under Workplace Violence.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Branch Managers and On-site Supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment, refer to **SPIs Employee Handbook** under workplace violence and **“IIPP” Injury and Illness Prevention Program**.
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of SPI Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. SPI implements robust procedures to ensure both supervisory and nonsupervisory employees adhere to the Workplace Violence Prevention Program (WVPP). These include regular training sessions, clear communication of policies, routine audits for compliance, and a strict enforcement protocol to address any deviations from the established guidelines.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by acknowledging and rewarding employees who exemplify safe work practices that support the WVPP. This recognition is achieved through the issuance of certificates of appreciation from senior management. Additionally, achievements in promoting safety and adhering to the WVPP are highlighted in company-wide emails or during meetings, ensuring that exemplary behavior is publicly acknowledged and encouraged throughout the organization.
- Employees who fail to comply with the Workplace Violence Prevention Program (WVPP) will face disciplinary actions as outlined in SPI Employee Handbook.

To further ensure adherence to the WVPP, our company also employs additional measures such as:

- Regular compliance audits to identify and rectify any deviations from the program.
- Ongoing training sessions that are updated regularly to address new safety concerns and reinforce the importance of compliance.
- An anonymous reporting system that allows employees to safely express concerns about workplace violence without fear of reprisal.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, employees, and staffing agencies about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns. This will be achieved by ensuring that supervisors and employees communicate effectively in the employees' first language.
- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
 - Employees can directly or anonymously report a violent incident, threat, or other violence concerns.
 - Or report violent incidents as follows:

Yanira Bland, HR – 626.333.5520

Julian Martinez, Safety – 909.231.9140

Donaji Aguilar, Safety – 323.704.9066

Alternatively:

911 that can be accessed through any company phone or your personal cell phone.

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 actions to be taken. Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.

COORDINATION WITH OTHER EMPLOYERS

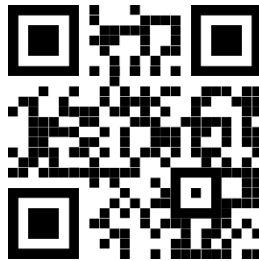
SPI will implement the following effective procedures to coordinate implementation of its plan with other employers (staffing agency vendors) to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

SPI will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. **Employees can report incidents to their on-site supervisor, staff at local branch, through an anonymous Workplace Violence Reporting QR code, or e-mail.** If that's not possible, employees may report incidents directly to the **WVPP administrator, Yanira Bland, HR Director.**
- Workplace Violence Reporting form QR Code:



Or

E-mail: firstresponders@spstaff.com

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. An employee or supervisor who retaliates against a coworker for reporting an incident may be disciplined up to and including termination.

EMERGENCY RESPONSE PROCEDURES

SPI has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:
 - Communication methods by phone calls, text and e-mail announcements will serve as the primary method for notifying employees about emergencies. These alerts will be clearly audible and initiated by a trained supervisor, manager, or senior management team member. Any employee, including supervisors, managers, or senior management team members, found not following company policy with this process will face disciplinary measures, which may include termination.
- SPI has established fire and earthquake evacuation and that encompass detailed maps of evacuation routes, locations of emergency exit, and guidelines for sheltering in place. Not only at branches, but also at client sites. These same plans will also be implemented for the Workplace Violence Prevention Program (WVPP).
- How to obtain help from first responders, staff, or law enforcement. **If there is immediate danger, call for emergency assistance by dialing 9-1-1, and notify firstresponders@spstaff.com**

If the situation is urgent but not immediately dangerous, including instances of workplace violence, please contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Jaimee Lee Jacobo	CEO	Overall responsibility for the plan; Jaimee <i>approves the final plan and any major changes.</i>		ceoselective@gmail.com
Yanira Bland	WVPP administrator /VP of People and Plant Operations	Responsible for employee involvement and training; Enrique <i>organizes safety meetings, updates training materials, and handles any reports of workplace violence.</i>	Cell: 626.333.5520	yanira@spstaff.com
Julian Martinez Donaji Aguilar Dianellie Rios On-site Supervisor at client location	First Responders	Responsible for emergency response, hazard identification, and coordination with other employers; <i>Conducts safety inspections, coordinates emergency response activities, and communicates with other employers about the plan.</i>		firstresponders@spstaff.com

Police			911	
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WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by SPI Selective Personnel, Inc. to ensure that workplace violence hazards are identified and evaluated:

- Inspections will be conducted when the plan is first established, and after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
- Daily, weekly, or monthly reviews will be conducted to review and discuss reported concerns of violence or potential hazards.

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted: quarterly.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
On-site Supervisors	Client Facilities where Associates are placed.
Yanira Bland	When an incident has been identified for an investigation support
Julian Martinez	Will log it and report situation accordingly
Donaji Aguilar	TBD if it's a WC related incident

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace.
- The need for violence surveillance measures, such as cameras.
- Procedures for employee response during a criminal act, including our policy prohibiting employees from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- 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 at client sites.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are employees, clients, vendors of SPI.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or PA systems. Check with clients.
- The availability of employee escape routes.
- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- 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, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. SPI will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence 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 needed to correct the hazardous condition will be provided with the necessary protection. They will also be provided with protective gear depending on the nature of the potential violent acts and support and counseling access to psychological support and counseling will be available to help them cope with the emotional stress that can result from responding to violent incidents.
- All corrective actions taken will be documented and dated.
- Corrective measures for workplace violence hazards will be the same for all work areas.
- Make the workplace unattractive to robbers by:
 - Improve lighting around and at the factory.
 - Post of signs notifying the public that cameras are monitoring the facility.
 - Utilize surveillance measures, such as cameras.
 - Install security surveillance cameras in and around the workplace.
- Provide workplace violence systems, such as door locks, PA system emergency alerts:
 - Ensure the adequacy of workplace violence systems.
 - Post emergency telephone numbers for law enforcement, fire, and medical services.
 - Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.

- Ensure clients have effective systems to warn others of a violent danger or to summon assistance, e.g., alerts through PA systems.
- Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by employees, former employees, clients, or vendors of SPI.
 - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
 - Improve how well our management and employees communicate with each other.
 - Procedures for reporting suspicious persons, behaviors, activities, and packages.
 - Provide/review employee, supervisor, and management training on emergency action procedures.
- Ensure adequate employee escape routes.
- Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence. Here are the procedures to increase awareness about the warning signs of potential workplace violence among employees, supervisors, and managers:
 - Regular training sessions, clear communication channels, Information posters, employee handbook updates, team meetings, management workshops, simulated drills, and feedback mechanisms.
- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence. SPI has established policies for prohibited practices, refer to Employee Handbook, sections:
- SPI has a designated First Responders team trained to handle specific emergency situations.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator and or support first responders or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.

- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as:
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or another perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
 - Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified because of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.

Ensure that no personal identifying information is recorded or documented in the written investigation 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.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence 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 plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

SPI will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- SPI, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures SPI has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - 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.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

SPI ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA always.

For Example:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will also provide access through a company onboard system, which allows an employee to review, print, and email the current version of the written WVPP.

RECORDKEEPING

SPI will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- 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 of people conducting the training.
 - Names and job titles of all people attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence 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 workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence 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

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

SPI WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT

section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of SPI WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), SPI 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.

I, Jaimee Lee Jacobo, CEO of SPI, hereby authorize and ensure the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention.

Jaimee Lee Jacobo, CEO

Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d) and it should be kept confidential.

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be kept omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

Enter the date the incident occurred (Day, Month, Year)

Enter the time (or approximate time) that the incident occurred a.m./p.m.

[illegible]

Check which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. **For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged.** It does not refer to the type of workplace violence.

_____ Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.

____ Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.

Threat of physical force or threat of the use of a weapon or other object.

_____ Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.

_____Animal attack.

_____Other.

Explain: (Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue a separate sheet of paper if necessary.)

Workplace violence committed by, (For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or another perpetrator.)

Circumstances at the time of the incident: (write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.)

Where the incident occurred: (Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.)

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

(Include information on what the consequences of the incident were.)

- Were there any injuries? Yes or No. Please explain:

(Indicate here if there were any injuries, if so, provide description of the injuries)

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.
