

Workplace Violence Prevention Program Guideline

Certified Employment Group

1. Policy Statement

Certified Employment Group is committed to providing a safe and healthy work environment for all employees, contractors, and temporary workers. We maintain a zero-tolerance policy for workplace violence, including any form of verbal or physical threats, harassment, or abuse.

2. Purpose and Scope

This WVPP applies to all employees, contractors, and temporary staff working under our agency. The purpose of this plan is to:

- Identify and assess workplace violence hazards.
 - Implement measures to prevent incidents of violence.
 - Provide clear procedures for reporting and responding to workplace violence.
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3. Definitions

- **Workplace Violence:** Any act or threat of physical violence, harassment, intimidation, or disruptive behavior that occurs at the worksite.
 - **Imminent Danger:** Situations that pose immediate threats to the safety of individuals.
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4. Roles and Responsibilities

- **Management:** Ensure implementation of the WVPP and provide adequate resources for training and enforcement.
 - **Supervisors:** Conduct hazard assessments and ensure that employees comply with prevention procedures.
 - **Employees:** Report any potential workplace violence incidents and participate in training programs.
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5. Reporting and Response Procedures

1. Reporting Workplace Violence:

- Employees must immediately report any workplace violence incident to their supervisor or HR.
- Reports can be made anonymously if desired.

2. Response to Incidents:

- Immediate investigation of reported incidents.
 - Notify law enforcement if necessary.
 - Offer support to affected employees, including counseling if needed.
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6. Workplace Violence Hazard Assessment

We will conduct regular assessments to identify potential hazards, including:

- Reviewing past incident reports.
 - Assessing worksite conditions.
 - Evaluating high-risk tasks or environments.
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7. Incident Log

A log will be maintained for all incidents of workplace violence, detailing:

- Date and time of the incident.
 - Location.
 - Description of the incident.
 - Actions taken and outcomes.
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8. Training and Communication

All employees will receive initial and ongoing training on:

- Recognizing signs of workplace violence.
- Methods to diffuse potentially violent situations.
- Procedures for reporting and responding to incidents.

Training materials will be updated regularly to reflect changes in regulations or company policies.

9. Emergency Response Procedures

In the event of a workplace violence emergency:

1. Remove individuals from immediate danger if possible.
 2. Call 911 for law enforcement assistance.
 3. Notify management immediately.
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10. Recordkeeping

All records related to hazard assessments, training, incident reports, and corrective actions will be retained for a minimum of five years.

11. Program Review

This WVPP will be reviewed annually or after any incident of workplace violence. Necessary adjustments will be made to ensure continuous improvement in workplace safety.

Please contact your Certified Representative or HR at (510) 420-3749 if you have any questions.