

## **WORKPLACE VIOLENCE PREVENTION AND SAFETY**

The Workplace Violence Prevention Plan (WVPP) for \_\_\_\_\_  
may be accessed \_\_\_\_\_  
\_\_\_\_\_.

To participate in the development and implementation of the WVPP for \_\_\_\_\_,  
follow these procedures: \_\_\_\_\_  
\_\_\_\_\_.

### **IMPORTANT DEFINITIONS**

“Emergency” means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

“Engineering controls” mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.

“Log” means the violent incident log required by this section.

“Plan” means the workplace violence prevention plan required by this section.

“Threat of violence” means 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” means any act of violence or threat of violence that occurs \_\_\_\_\_ place of employment.

“Workplace violence” includes, but is not limited to, the following:

- (i) 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.
- (ii) 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.
- (iii) The following four workplace violence types:
  - (I) “Type 1 violence,” which means 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 workers with the intent to commit a crime.
  - (II) “Type 2 violence,” which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

(III) "Type 3 violence," which means workplace violence against an employee by a present or former employee, supervisor, or manager.

(IV) "Type 4 violence," which means 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" means procedures and rules which are used to effectively reduce workplace violence hazards.

## REPORTING

You may report workplace violence incidents or concerns without fear of reprisal either to law enforcement or to

\_\_\_\_\_ without fear of reprisal.

To report an incident or concern to \_\_\_\_\_,

following this procedure: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WORKPLACE VIOLENCE HAZARDS SPECIFIC TO:** \_\_\_\_\_

The following are violence hazards specific to your job: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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The following are measures that \_\_\_\_\_ has taken to minimize workplace violence hazards: \_\_\_\_\_

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The following are strategies that you can take to avoid physical harm: \_\_\_\_\_

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To obtain copies of the Violent Incident Log, submit requests to: \_\_\_\_\_.

### **ADDITIONAL RESOURCES**

- United States Department of Labor Occupational Safety and Health Administration:  
<https://www.osha.gov/workplace-violence/prevention-programs>  
<https://www.dol.gov/agencies/oasam/centers-offices/human-resources-center/policies/workplace-violence-program>
- Center for Disease Control and Prevention: <https://www.cdc.gov/niosh/topics/violence/resources.html>