**SB553 Workplace Violence Prevention Plan**

**Workplace Customization Instructions**

Customizing an SB 553 Workplace Violence Prevention Plan Using the Initial Inspection Form:

1. **Identify Responsible Parties**
	* Determine who in your organization will be responsible for implementing, amending and communicating the WVPP for your business.
	* Adjust the WVPP provided by Infinium HR as applicable. Note the sections in red that need to be customized.
	* Update all areas in **RED** included in the WVPP.
2. **Conduct the Initial Inspection:**
	* Start by conducting a comprehensive inspection of your specific worksite or business premises utilizing the Inspection form provided in your WVPP template.
	* Identify potential hazards and risks related to workplace violence. This may include areas with limited visibility, high-stress environments, interactions with the public, handling of cash transactions, or any previous incidents of violence.
	* Take note of any security measures already in place, such as surveillance cameras, access control systems, or security personnel.
	* Be sure to seek input from all employees during this process.
3. **Review the Template:**
	* Review the SB 553 Workplace Violence Prevention Plan template provided by Infinium HR to understand its structure and components. The Infinium HR Workplace Violence Prevention plan includes sections on risk assessment, prevention strategies, emergency response, incident reporting procedures, communication and employee training.
4. **Assess Workplace Specifics:**
	* Based on the findings from your initial inspection, assess how the template can be customized to address the specific hazards and risks identified at your worksite.
	* Consider factors such as the layout of the premises, nature of work activities, interactions with clients or customers, and any unique challenges or vulnerabilities.
5. **Modify Prevention Strategies:**
	* Tailor the prevention strategies outlined in the template to align with the specific hazards and risks identified during the inspection.
	* Determine appropriate measures to mitigate the identified risks, such as installing additional lighting, implementing access control measures, or providing employee training on de-escalation techniques.
6. **Update Reporting Procedures:**
	* Review and update the incident reporting procedures outlined in the template to ensure they reflect the reporting requirements of your worksite.
	* Specify how employees should report incidents of workplace violence, including who they should report to and the steps to follow in case of an emergency.
7. **Customize Training Programs:**
	* Develop or modify employee training programs to address the specific hazards and risks identified at your worksite. You may utilize handouts, Powerpoint presentations or video training, depending on your capabilities.
	* Include training on recognizing warning signs of potential violence, de-escalation techniques, emergency response procedures, and reporting requirements.
8. **Document Changes:**
	* Document any changes or modifications made to the SB 553 Workplace Violence Prevention Plan based on the findings of the initial inspection.
	* Ensure that all updates are clearly documented and communicated to relevant stakeholders, including management and employees.
9. **Review and Finalize:**
	* Review the customized Workplace Violence Prevention Plan to ensure it effectively addresses the hazards and risks identified at your worksite.
	* Seek input from key stakeholders, including management, HR representatives, and employees, to ensure buy-in and compliance.
	* Finalize the plan and distribute copies to all relevant parties, ensuring that everyone is aware of their roles and responsibilities in preventing workplace violence.

By following these instructions, you can effectively customize an SB 553 Workplace Violence Prevention Plan to address the specific hazards and risks present at your worksite or business premises.

Contact Infinium HR at info@infiniumgroup.com if you have any questions.