HALO PRIVATE SECURITY

PRINTABLE TEMPLATE

Workplace violence prevention plan

Fill in one copy for each work site. Set out in the order of Labor Code 6401.9 as of November 2026; a starting point, not legal advice.

Employer _____ **Work site** _____

Prepared by _____ **Date** _____

Next annual review _____

People responsible for the plan

	NAME OR JOB TITLE	ROLE IN THE PLAN	HOW TO REACH
☐			
☐			
☐			

Plan parts (short answer here; continue in Notes by part number or use the Word copy)

	PLAN PART	HOW WE DO IT HERE
☐	1. Who runs the plan	
☐	2. How employees take part	
☐	3. Working with other employers on site	
☐	4. Taking reports; no retaliation	
☐	5. Making sure staff follow the plan	
☐	6. Reporting concerns without fear of reprisal	
☐	7. Emergencies: alerts, evacuate or shelter, getting help	
☐	8. Training	
☐	9. Finding and checking hazards	
☐	10. Fixing hazards in good time	
☐	11. After an incident: response and investigation	
☐	12. Yearly and after-incident review with staff	
☐	13. Other items required by standard	

Hazard inspections (kept 5 years)

	DATE	WHY (FIRST, SCHEDULED, AFTER INCIDENT, NEW HAZARD)	HAZARD FOUND	FIX AND DATE
☐				
☐				
☐				

Training record (kept 1 year)

	DATE	TOPICS COVERED	TRAINER AND QUALIFICATIONS	ATTENDEES AND JOB TITLES
☐				
☐				

Violent incident log entry (no names or contact details; kept 5 years)

	FIELD	ENTRY
☐	Date, time and place	
☐	Violence type (1, 2, 3, 4)	
☐	What happened	
☐	Who committed it (customer, stranger, coworker, partner...)	
☐	Circumstances (usual duties, alone, poorly lit...)	
☐	Where (workplace, parking lot or outside, other)	
☐	Kind of incident (attack, weapon, threat, sexual, other)	
☐	Consequences; security or police called and response	
☐	Completed by: name, job title, date	

Plan review

- ☐ Reviewed with employees this year
- ☐ Reviewed after each workplace violence incident
- ☐ Reviewed when a weakness in the plan showed up
- ☐ Incident log read as part of the review
- ☐ Employees told how to get a free copy of the plan

Notes