Workplace Violence Prevention Plan

California Labor Code 6401.9 (SB 553). For security employers whose officers work at client sites.

COREDINATE by nomadia

Plan details

Employer		**Address**	
Work areas and sites covered		**Plan version**	
Date established		**Date of last review**	
Date of last revision		**Where employees get a copy**	

1. People responsible for the plan (6401.9(c)(2)(A))

Name or job title	Role in the plan	Contact

2. Employee involvement (c)(2)(B)

How officers and their representatives take part in finding hazards, designing training and investigating incidents

For example: site walk with the officers on each post, hazard question in every shift handover, officer seat in incident reviews.

3. Coordination with other employers (c)(2)(C)

Client site	Client contact for the plan	How we exchange incidents and hazards	Log copy to controlling employer

4. Reports, anti-retaliation and compliance (c)(2)(D), (E)

How we accept and respond to reports of workplace violence, and how we prohibit retaliation

How we make sure supervisors and officers follow the plan

Recognition, retraining, discipline: use the same system as your Injury and Illness Prevention Program.

5. Communication with employees (c)(2)(F)

How an officer reports violence, a threat or a concern to us or to law enforcement without fear of reprisal

How concerns are investigated and how officers learn the results and corrective actions

6. Emergency response (c)(2)(G)

Requirement	Our procedure (per site where it differs)
Alerting employees to the presence, location and nature of the emergency	
Evacuation or sheltering	
Getting help from security staff or the control room	
Getting help from law enforcement	

7. Training (c)(2)(H) and (e)

Training	When	Delivered by	Records kept at
Initial training on the plan			
Annual training			
New or previously unrecognized hazard			
Changes to the plan			

8. Hazard identification and evaluation (c)(2)(I)

Site / work area	Hazard	Found by (inspection, report, incident)	Date	Evaluated by

Inspect when the plan is first established, after each workplace violence incident, and whenever you learn of a new or previously unrecognized hazard.

9. Hazard correction (c)(2)(J)

Hazard	Corrective measure	Responsible	Due	Done

10. Post-incident response and investigation (c)(2)(K)

Our steps after an incident

Medical care and workers' compensation notice, log entry, statements, CCTV and patrol records secured, root cause, corrective action, feedback to the officers.

11. Plan review (c)(2)(L)

Review date	Reason (annual / deficiency / after incident)	Changes made	Employees involved

12. Records (f)

Record	Keep for at least	Where kept
Hazard identification, evaluation and correction		
Training records (dates, contents, trainers, attendees)		
Violent incident log		
Incident investigation records (no medical information)		

Role	Name	Signature	Date
Plan administrator			
Approved for the employer			

Violent Incident Log

One entry per workplace violence incident. California Labor Code 6401.9(d).

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Do not record names, addresses, email addresses, phone numbers, Social Security numbers or any other detail that identifies a person, alone or combined with public information (California Labor Code 6401.9(d)(1)(B)). Describe people by role: "officer 1", "visitor", "witness 2".

1. When and where

Log entry no.		**Date of incident**	
Time of incident		**Site / client**	
Exact location		**Related incident report no.**	

Where it occurred:

- ☐ In the workplace
- ☐ Parking lot or other area outside the workplace
- ☐ Other area

2. Type of workplace violence and type of incident

Workplace violence type (tick all that apply):

- ☐ Type 1: person with no legitimate business at the worksite
- ☐ Type 2: customer, client, patient, student, inmate or visitor
- ☐ Type 3: present or former employee, supervisor or manager
- ☐ Type 4: person with a personal relationship to an employee

Type of incident:

- ☐ Physical attack without a weapon (e.g. biting, choking, grabbing, hitting, pushing, spitting)
- ☐ Attack with a weapon or object (firearm, knife or other object)
- ☐ Threat of physical force or of the use of a weapon or other object
- ☐ Sexual assault or threat
- ☐ Animal attack
- ☐ Other

3. What happened

Detailed description of the incident

Based on what the employees who experienced it reported, witness statements and investigation findings.

Who committed the violence:

- ☐ 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
- ☐ Other

Circumstances at the time of the incident:

- ☐ Completing usual job duties
- ☐ Low staffing level
- ☐ Working in a community setting
- ☐ Working in a poorly lit area
- ☐ Isolated or alone
- ☐ Unfamiliar or new location
- ☐ Rushed
- ☐ Unable to get help or assistance
- ☐ Other

4. Consequences

Was security or law enforcement contacted? What was their response?

Actions taken to protect employees from a continuing threat or other hazards found

Multiemployer site: copy sent to controlling employer (date)		**Sent to (role, company)**	

5. Person completing this log

Name		**Job title**	
Date completed		**Signature**	

Workplace Violence Prevention Plan - worked example (fictional)

Names, numbers and places are invented to show the level of detail.

Plan details

Employer	Example: Northgate Patrol Services (fictional)	**Address**	200 Example Avenue, Suite 4
Work areas and sites covered	Head office, control room, 14 client sites (see section 3)	**Plan version**	1.2
Date established	06/24/2024	**Date of last review**	06/10/2026
Date of last revision	06/12/2026	**Where employees get a copy**	Officer app file folder, binder at each post, free copy from HR

1. People responsible for the plan (6401.9(c)(2)(A))

Name or job title	Role in the plan	Contact
Operations Director	Plan administrator: owns the plan, signs off reviews	555-0110
Field Supervisors	Site inspections, post orders, first investigation	555-0120
HR Manager	Training records, anti-retaliation, workers' compensation notice	555-0130
Control Room Lead	Emergency alerts, police contact, log entries	555-0140

3. Coordination with other employers (c)(2)(C)

Client site	Client contact for the plan	How we exchange incidents and hazards	Log copy to controlling employer
Retail park, Site 03	Center manager	Incident email within 24 h, monthly site meeting	Yes, per entry
Office campus, Site 07	Facilities manager	Shared incident form, quarterly review	Yes, per entry
Logistics hub, Site 11	Site security lead	Phone first, written report same shift	Yes, per entry

6. Emergency response (c)(2)(G)

Requirement	Our procedure (per site where it differs)
Alerting employees to the presence, location and nature of the emergency	Control room radio call on all channels with location and nature; client PA where the post orders list it
Evacuation or sheltering	Follow the client's emergency plan for each site; assembly points and shelter rooms in the post orders
Getting help from security staff or the control room	Radio or app alarm button to the control room, which sends the nearest mobile patrol
Getting help from law enforcement	Call 911 first, then the control room. Never pursue off site

7. Training (c)(2)(H) and (e)

Training	When	Delivered by	Records kept at
Initial training on the plan	Before the first shift	Field Supervisor	HR system
Annual training	Every June	Operations Director	HR system
New or previously unrecognized hazard	Within one week	Field Supervisor	HR system
Changes to the plan	Before the change applies	Field Supervisor	HR system

8. Hazard identification and evaluation (c)(2)(I)

Site / work area	Hazard	Found by (inspection, report, incident)	Date	Evaluated by
Site 03, parking lot	Poor lighting at the north entrance after 22:00	Night patrol report	05/02	Field Supervisor
Site 11, gatehouse	Drivers argue at the gate when bookings are missing	Two log entries	05/19	Field Supervisor

Inspect when the plan is first established, after each workplace violence incident, and whenever you learn of a new or previously unrecognized hazard.

9. Hazard correction (c)(2)(J)

Hazard	Corrective measure	Responsible	Due	Done
Site 03 lighting	Client repairs lights; patrol route changed until fixed	Field Supervisor	05/30	05/27
Site 11 gate	Booking list sent to the gate before each shift; gate window kept closed	Client / Supervisor	06/15	06/09

12. Records (f)

Record	Keep for at least	Where kept
Hazard identification, evaluation and correction	5 years	HR system, folder WVPP/hazards
Training records (dates, contents, trainers, attendees)	1 year	HR system
Violent incident log	5 years	HR system, folder WVPP/log
Incident investigation records (no medical information)	5 years	HR system, folder WVPP/investigations

Role	Name	Signature	Date
Plan administrator	Operations Director		
Approved for the employer	Managing Director		

Free template from COREDINATE, the guard tour system. coredinate.de/en/resources/templates/workplace-violence-prevention-plan | Not legal advice. Adapt it to your work areas and check it against Labor Code 6401.9.

Violent Incident Log - worked example (fictional)

Names, numbers and places are invented to show the level of detail.

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1. When and where

Log entry no.	2026-014	**Date of incident**	08/21/2026
Time of incident	23:40	**Site / client**	Site 11, logistics hub (fictional)
Exact location	Truck gate, yard side	**Related incident report no.**	IR-2026-0387

Where it occurred:

- ☒ In the workplace
- ☐ Parking lot or other area outside the workplace
- ☐ Other area

2. Type of workplace violence and type of incident

Workplace violence type (tick all that apply):

- ☒ Type 1: person with no legitimate business at the worksite
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Type of incident:

- ☐ Physical attack without a weapon (e.g. biting, choking, grabbing, hitting, pushing, spitting)
- ☐ Attack with a weapon or object (firearm, knife or other object)
- ☒ Threat of physical force or of the use of a weapon or other object
- ☐ Sexual assault or threat
- ☐ Animal attack
- ☐ Other

3. What happened

Detailed description of the incident

On the 23:30 yard patrol officer 1 saw a man climbing the truck gate from outside. Officer 1 called out "Security, this is private property" and radioed the control room. The man dropped back to the road side, picked up a metal bar and shouted that he would "come back and deal with" the officer. He struck the gate twice with the bar and left on foot when officer 1 said the police had been called. No physical contact, officer 1 not injured. A truck driver waiting in the queue gave a witness statement. CCTV of the gate secured.

Who committed the violence:

- ☐ 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
- ☐ Other

Circumstances at the time of the incident:

- ☒ Completing usual job duties
- ☐ Working in a poorly lit area
- ☐ Rushed
- ☐ Low staffing level
- ☒ Isolated or alone
- ☐ Unable to get help or assistance
- ☐ Working in a community setting
- ☐ Unfamiliar or new location
- ☐ Other

4. Consequences

Was security or law enforcement contacted? What was their response?

Control room called 911 at 23:43; police attended 00:20, report number recorded in IR-2026-0387. Mobile patrol on site 23:58.

Actions taken to protect employees from a continuing threat or other hazards found

Officer 1 relieved for 30 minutes and offered a debrief. Second officer posted at the gate for the next 7 nights. Client asked to repair the gate lighting and add anti-climb topping. Hazard added to plan section 8.

Multiemployer site: copy sent to controlling employer (date)	08/22/2026	**Sent to (role, company)**	Site security lead, client

5. Person completing this log

Name	J. Morgan (fictional)	**Job title**	Field Supervisor
Date completed	08/22/2026	**Signature**	