

California SB 553 Compliance Checklist for Employers

Compliance Training Group

This checklist summarizes the key steps California employers must take to comply with Senate Bill 553 (Labor Code 6401.9), effective July 1, 2024. Use it to verify your Workplace Violence Prevention Plan (WVPP) implementation.

- 1. Determine Coverage:** Confirm your organization falls under SB 553. Exemptions apply only to certain small or non-public worksites and teleworkers outside employer control.
- 2. Develop a Written WVPP:** Create a Workplace Violence Prevention Plan that identifies responsible persons, reporting methods, hazard controls, and employee involvement.
- 3. Conduct Hazard Assessment:** Identify workplace violence risks, document findings, and correct hazards as needed. Maintain records for at least five years.
- 4. Provide Employee Training:** Train all employees on your WVPP by July 1, 2024, and at least annually thereafter. Include definitions, reporting, and response procedures.
- 5. Maintain a Violent Incident Log:** Record all incidents and threats, including type, location, and corrective action taken. Make logs available to employees upon request.
- 6. Review and Update the Plan:** Review your WVPP at least annually or after incidents. Engage employees in revisions and retraining when hazards or operations change.
- 7. Retain Documentation:** Keep records of hazard assessments, incident logs, and training to demonstrate compliance. Ensure accessibility for Cal/OSHA inspection.

For staff training and plan templates to meet California SB 553 requirements, visit:
<https://compliancegroup.com/courses/violence-in-the-workplace/>