

Training Checklist to Comply with SB 553

Employers are required to provide training appropriate to the educational level, literacy, and language of their employees. Use this Checklist to help ensure you have addressed the requirements for effective Workplace Violence Prevention training.

Provide training on:

The statute’s definition of workplace violence, including the four forms of workplace violence: criminal, customer/client, employee, and personal relationships	GRAWV eLearning Module 1
How to seek assistance to prevent violence (how to take action when faced with concerning behaviors)	GRAWV eLearning Modules 1 and 2
How to respond to violence	GRAWV eLearning Module 3
Strategies to avoid physical harm	GRAWV eLearning Module 3
Information about the Violent Incident Log (see Job Aid)	GRAWV eLearning Module 5 – CA supplement
Expansion of the law to include collective bargaining reps -- in addition to employers -- to petition for temporary restraining orders on behalf of employees.	GRAWV eLearning Module 5 – CA supplement
Expansion of the law to include harassment in addition to violence or threats of violence as a reason to seek temporary restraining orders on behalf of employees.	GRAWV eLearning Module 5 – CA supplement
The employer’s Workplace Violence Prevention Plan (see WVPP Checklist Job Aid)	Employer responsibility*

Provide training on the Workplace Violence Prevention Plan (WVPP)

- When Plan is first implemented and then annually, and as needed when a new hazard is identified
- Training on all sections of the Plan, unique to each worksite if necessary
- Explaining the purpose of the Violent Incident Log and how it is used
- Explaining how to obtain copies of the WVPP and the Violent Incident Log
- Including an opportunity for interactive Q&A with a person knowledgeable about the Plan

*Atana offers course customization options for customers who wish to incorporate information about their WVPP into the eLearning.