



## CITY OF BANNING STAFF REPORT

**TO:** CITY COUNCIL

**FROM:** Douglas Schulze, City Manager

**PREPARED BY:** Nicole Jews, Human Resources Manager  
Lincoln Bogard, Administrative Services Director

**MEETING DATE:** July 9, 2024

**SUBJECT:** Consideration of Resolution 2024-122, Adopting Administrative Policy, Risk Management (RM) #6 - A Workplace Violence Prevention Plan

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### **RECOMMENDATION:**

Adopt Resolution 2024-122.

### **BACKGROUND:**

On September 20, 2023, Governor Newsom signed Senate Bill No. 553 ("SB 553") into law, which requires certain California employers to take steps to prevent and respond to workplace violence. Notably, SB 553 added Section 6401.9 to the California Labor Code, which, effective July 1, 2024, requires covered employers to adopt a comprehensive workplace violence prevention plan that must include, among other things, the following:

- The names or job titles of the individuals responsible for implementing and maintaining the workplace violence prevention plan.
- Procedures to obtain the active involvement of employees in developing, implementing, and reviewing the workplace violence prevention plan, including their participation in identifying, evaluating, and correcting workplace violence hazards, designing, and implementing training, and reporting and investigating workplace violence incidents.
- Methods the employer will use to coordinate the implementation of the workplace violation prevention plan among employees in the same facility or department.
- Procedures for the employer to respond to workplace violence and to prohibit retaliation against employees who make reports of workplace violence.
- Procedures for ensuring compliance with the workplace violence prevention plan.
- Procedures for communicating with employees regarding workplace violence matters.
- Procedures for developing and providing training on the employer's workplace violence prevention plan.
- Assessment procedures to identify and evaluate workplace violence hazards.
- Procedures for correcting workplace violence hazards in a timely manner.
- Procedures for post-incident response and investigation.

In addition to developing and implementing a workplace violence prevention plan, covered employers must also "record information in a violent incident log about every incident, post-incident, response, and workplace violation injury investigation" performed in accordance with the workplace violence prevention plan.

California employers subject to the law must also review and update their workplace violence prevention

plans on an annual basis and provide an evaluation of the incidents that occurred and maintain records of workplace violence hazards previously identified.

With the utilization and aid of Sedgwick Risk Management, the City obtained a template that is compliant with the new law's requirements and has modified it to reflect the City's specific information and responsible individuals.

**JUSTIFICATION:**

With the signing of Senate Bill No. 553 ("SB 553") on September 20, 2023, which requires certain California employers to take steps to prevent and respond to workplace violence, the City was mandated to create a Workplace Violence Prevention plan. This policy will be added to the Risk Management (RM) #6 Policy and Procedures for the City. Annual updates to Council will occur going forward, including an evaluation of incidents from the previous year.

**FISCAL IMPACT:**

None

**ALTERNATIVES:**

Do not adopt Resolution 2024-122 and provide alternative direction to staff.

**ATTACHMENTS:**

1. [Resolution 2024-122, Workplace Violence Prevention Plan.docx](#)
2. [RM-6 Workplace Violence Prevention Plan.pdf](#)