

# Workplace Violence Prevention Program Guideline

## McCall Staffing Services

### 1. Policy Statement

McCall Staffing is committed to providing a safe and healthy work environment for all employees, contractors, and temporary workers. We maintain a zero-tolerance policy for workplace violence, including any form of verbal or physical threats, harassment, or abuse.

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### 2. Purpose and Scope

This WVPP applies to all employees, contractors, and temporary staff working under our agency. The purpose of this plan is to:

- Identify and assess workplace violence hazards.
  - Implement measures to prevent incidents of violence.
  - Provide clear procedures for reporting and responding to workplace violence.
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### 3. Definitions

- **Workplace Violence:** Any act or threat of physical violence, harassment, intimidation, or disruptive behavior that occurs at the worksite.
  - **Imminent Danger:** Situations that pose immediate threats to the safety of individuals.
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### 4. Roles and Responsibilities

- **Management:** Ensure implementation of the WVPP and provide adequate resources for training and enforcement.
  - **Supervisors:** Conduct hazard assessments and ensure that employees comply with prevention procedures.
  - **Employees:** Report any potential workplace violence incidents and participate in training programs.
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## 5. Reporting and Response Procedures

### 1. Reporting Workplace Violence:

- Employees must immediately report any workplace violence incident to their supervisor or HR.
- Reports can be made anonymously if desired.

### 2. Response to Incidents:

- Immediate investigation of reported incidents.
  - Notify law enforcement if necessary.
  - Offer support to affected employees, including counseling if needed.
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## 6. Workplace Violence Hazard Assessment

We will conduct regular assessments to identify potential hazards, including:

- Reviewing past incident reports.
  - Assessing worksite conditions.
  - Evaluating high-risk tasks or environments.
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## 7. Incident Log

A log will be maintained for all incidents of workplace violence, detailing:

- Date and time of the incident.
  - Location.
  - Description of the incident.
  - Actions taken and outcomes.
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## 8. Training and Communication

All employees will receive initial and ongoing training on:

- Recognizing signs of workplace violence.
- Methods to diffuse potentially violent situations.
- Procedures for reporting and responding to incidents.

Training materials will be updated regularly to reflect changes in regulations or company policies.

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## **9. Emergency Response Procedures**

In the event of a workplace violence emergency:

1. Remove individuals from immediate danger if possible.
  2. Call 911 for law enforcement assistance.
  3. Notify management immediately.
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## **10. Recordkeeping**

All records related to hazard assessments, training, incident reports, and corrective actions will be retained for a minimum of five years.

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## **11. Program Review**

This WVPP will be reviewed annually or after any incident of workplace violence. Necessary adjustments will be made to ensure continuous improvement in workplace safety.

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Please contact McCall or HR at (510) 420-3749 if you have any questions.