



Dear Colleague,

California has enacted a workplace violence prevention safety law, SB 553, which goes into effect July 1. The law requires that employers establish, implement, and maintain a comprehensive Workplace Violence Prevention Plan (WVPP).

Key requirements of the WVPP:

- USF must provide annual training to employees on workplace violence hazards and provide additional training when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan.
- USF must maintain records of workplace violence hazard identification, evaluation, correction, and training. Additionally, USF is required to maintain workplace incident investigation records.
- USF must maintain a violent incident log for every workplace violence incident.
- All records associated with the WVPP will be available to employees and their authorized representatives, upon request, at no cost, for examination and copying within 15 calendar days of a request.
- USF employees and their representatives will be included in the creation and implementation of the WVPP.

How does this affect you?

- All USF full-time and part-time employees are required to review the WVPP and to complete the 40-minute Workplace Violence Prevention training.
- The training will be automatically assigned to you on July 1 via **USFWorks Learning**.
- Refer to the **Learning App job aid** for details about navigating the app.
- The training must be renewed annually by July 1 of each year.

- The **WVPP is available on myUSF**, and the web page includes detailed information about the plan.
- **NOTE:** If you are a full-time or part-time faculty member who is not currently teaching this summer, you will be required to complete the training prior to your fall teaching assignment.

Who do I contact with questions?

- Please email **Human Resources** with any questions regarding the WVPP or training.
- Please email **David Philpott** with any union-related questions

Join the conversation **#USFCA**



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