

WORKPLACE VIOLENCE PREVENTION PLAN TRAINING

Agenda

 Training Requirements

 Roadmap to Training Completion

 Timeline

 Communication

 Recordkeeping



Training Requirements

- SB553 requires ALL employees to annually complete workplace violence prevention training
- Training is required to be interactive with the opportunity for questions to be asked
- Training must be relevant/job specific
- Active employee involvement is required for the development and implementation of training

Phase I:

- Developing Training Modules
 - a. Assessment at conclusion of training to ensure comprehension (Google forms link)
 - b. Questions may be submitted via email to Director of Public Safety up to 1 week after training is completed and questions will be answered within 3 business day of receipt
- Employees provide feedback & approve training modules
- Submit approved training modules to HR for upload to Keenan

Phase II:

- HR and Managers coordinate availability for employees, during normal working hours, to have access to the training & complete the training
- HR will have record, through Keenan, of training completion. Managers will ensure all their employees complete the required training
- Training will continue annually
- Utilize what you learn in training!!

Roadmap to training completion

Timeline

- WVPP Subcommittee to review training modules beginning Friday, 5/24, & submit electronic vote by Wednesday, 5/29
 - If approved, training modules will be submitted to Safety Committee for approval same day, 5/29. Safety Committee to submit electronic vote by Saturday, June 1st
 - If approved, training modules will be submitted to HCC on June 1st. HCC to submit electronic vote by Friday, June 7th
 - Final approval provided, training modules to be submitted to HR for upload to Keenan. HR to advise when training is available through Keenan
- Training should begin no later than July 1st
 - WVPP will be published on July 1st
 - Goal is for all employees to complete training no later than August 31st



Communication

Continue communicating the information amongst your departments and teams

Additional efforts will be made to communicate the information to our college community (for example: Student Success Conference, districtwide email communication, etc.)

Recordkeeping

HR will house the training records and maintain them

- Training records to be kept for minimum of 1 year & must include all related information (dates of training completion, content of training, name & qualifications of person who developed the training, names & job titles of all persons who complete the training)
- Records will be made available to employees & their representatives, upon request & without cost, for examination & copying within 15 calendar days of a request

THANK YOU