



## WORKPLACE VIOLENCE INCIDENT REPORTING Procedure Guide

Policy	In accordance with: California Labor Code Section 6401.9, Workplace Violence Prevention Plan
Name of Procedure	Reporting Incidents of Workplace Violence
Applicable Parties	All City Employees
Effective Date	July 1, 2024
Procedure steps	<ol style="list-style-type: none"> <li>1) <b><u>An employee should call 9-1-1 if a threat/act of violence is imminent and serious once it is safe to do so.</u></b></li> <li>2) Click here for a copy of <a href="#">Oxnard's Workplace Violence Prevention Plan</a>.</li> <li>3) Employees should use the <a href="#">Workplace Violence Reporting Form</a> to report an incident, threat or concern related to workplace violence.</li> <li>4) You may also include photos, video, or other supporting documents when uploading the report using the link in step #5</li> <li>5) Complete the Workplace Violence Reporting Forms and submit to the City's Occupational Health and Safety Administrator using the <a href="#">Workplace Violence Google Form</a>.</li> <li>6) If you have any ideas, concerns and or wish to make an anonymous suggestion, please click the <a href="#">Google Survey Link</a>.</li> <li>7) To review the Violent Incident Log, contact the Occupational Health and Safety Administrator at, (805) 385-7590 or by email, <a href="mailto:safety@Oxnard.org">safety@Oxnard.org</a></li> </ol>