

Lozano Smith's WVPP Implementation Checklist outlines a representative framework and key provisions to include in the LEA's WVPP. This includes components during the development of a WVPP and considerations for successful implementation and ongoing maintenance of the WVPP.

Development of WVPP – Key Provisions and Requirements

- Inclusion of definitions
- Designation of WVPP administrator(s)
- Reporting and notification procedures
- Emergency response procedures
- Hazard identification and evaluation
- Incident response and investigations
- Hazard correction
- Training procedures and protocols
- Review and revisions
- Obtaining active employee involvement – policies and procedures
- Employee compliance
- Communication with employees
- Coordination with other employers
- Access to records
- Recordkeeping
- Employer reporting responsibilities
- Violent Incident Log

Implementing and Maintaining the WVPP

The following outlines representative areas within the WVPP that should be updated, monitored, and calendared throughout the year to ensure ongoing compliance.

- Updating WVPP administrator information, as needed
- Conducting and scheduling periodic inspections
- Corrective action following workplace violence incident, if needed
- Training
- Review and revisions, if needed
- Ongoing recordkeeping

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