

California Restaurant Cal/OSHA SB 553 Compliance Checklist

Operational Workplace Violence Prevention Plan (WVPP) & Shift Safety Audit

Governing Regulation: California Labor Code § 6401.9 (SB 553) | Cal/OSHA Division of Occupational Safety and Health

Target Organization: ComplianceKitchen Resource Library (compliancekitchen.ai/guides/sb-553-workplace-violence-prevention/)

Upgrade Notice: Upgrade from manual sheets to automated digital logging and inspection readiness at compliancekitchen.ai/templates.

1. Plan Administration & Written Policy Audit

Verification Item	Requirement & Legal Standard	Compl iant?	Notes / Responsible Person
Written WVPP Established	Customized, site-specific written plan active and available to all employees at all times (LC § 6401.9(c)(1)).	☐ Yes ☐ No	
Designated Safety Lead	Named General Manager, Safety Coordinator, or Administrator with active oversight authority.	☐ Yes ☐ No	Lead: _____
Employee Anti-Retaliation Policy	Clear, documented procedure allowing staff to report threats/concerns without fear of reprisal.	☐ Yes ☐ No	
Annual Plan Review	Mandatory annual review and post-incident evaluation schedule established.	☐ Yes ☐ No	Last Review Date: _____

2. Facility Physical Hazard Assessment (Quarterly Audit)

Physical Area	Inspection Checkpoints	Compl iant?	Corrective Action Required
Kitchen & BOH Access	Exterior kitchen delivery and alley doors remain locked to outside entry at all times. Never propped open.	☐ Yes ☐ No	

Physical Area	Inspection Checkpoints	Compliant?	Corrective Action Required
Alley & Dumpster Lighting	Rear loading dock, trash corrals, and employee parking areas illuminated with minimum 5-foot-candle lighting.	☐ Yes ☐ No	
Cash Handling & Drop Safe	Drop safes operational; drawer limits enforced; cash counting conducted behind locked doors out of public sight.	☐ Yes ☐ No	
Sightlines & Panic Hardware	Unobstructed sightlines between host stand, dining room, and service bar. Panic chimes/phones operational.	☐ Yes ☐ No	
First Aid & Emergency Exits	Emergency exit paths clear, lighted EXIT signs operational, and first aid kits fully stocked.	☐ Yes ☐ No	

3. Night-Shift, Closing, and Lone Worker Protocols

Safety Protocol	Operational Standard	Compliant?	Supervisor Sign-off
Two-Person Closing Rule	Minimum of two employees present on-site during all closing tasks, cash counts, and building lockup.	☐ Yes ☐ No	
Daylight / Buddy Trash Runs	Trash runs completed prior to dusk or conducted strictly in buddy pairs with rear floodlights active.	☐ Yes ☐ No	
Closing Escort SOP	Staff departing after dark exit together in illuminated groups to vehicles or transit stops.	☐ Yes ☐ No	
Delivery & Stage Screening	Vendor delivery personnel and third-party contractors logged and escorted in staff-only zones.	☐ Yes ☐ No	

4. De-Escalation & Incident Response Protocols

Category	Standard Operating Procedure	Verified?
Type 1: Criminal Intent / Robbery	Complete compliance with demands; no heroics; 911 emergency dial; lock doors post-incident; preserve crime scene.	☐ Yes ☐ No
Type 2: Customer / Alcohol Disputes	6-foot safety buffer; calm de-escalation tone; two managers present for patron ejections; zero physical confrontation.	☐ Yes ☐ No
Type 3: Coworker Conflict	Immediate supervisor mediation; zero-tolerance physical threats policy; mandatory documentation in internal log.	☐ Yes ☐ No

Category	Standard Operating Procedure	Verified?
Type 4: Personal / Domestic Spillover	Confidential HR reporting; discreet emergency contacts; visitor restrictions communicated to host/security team.	☐ Yes ☐ No

5. Violent Incident Log & Recordkeeping (5-Year Mandate)

California Labor Code § 6401.9(d) requires all violent incidents, threats, and physical altercations to be recorded in a dedicated Violent Incident Log containing zero personally identifiable information (PII).

- ☐ Incident Date, Time, and Shift Recorded
- ☐ Location Identified (Dining Room, Bar, BOH, Restroom, Alley, Parking)
- ☐ Violence Type Classified (Type 1, 2, 3, or 4)
- ☐ Detailed Objective Narrative of Circumstances Documented
- ☐ Physical Injuries, First Aid, and Medical Dispatch Documented
- ☐ Law Enforcement Notification & Police Report # Recorded
- ☐ Corrective Actions Implemented (Lighting, Locks, Employee Barred)
- ☐ **5-Year Retention Confirmation:** Log archived digitally or in physical binder for minimum 5 years.

6. Annual Interactive Staff Training Verification Roster

Every employee must receive interactive training upon initial hire and annually thereafter.

- **Facility / Unit Name:** _____
- **Training Instructor & Title:** _____
- **Training Date:** ____ | **Language(s) Delivered:** ____

Employee Name (Print)	Employee Signature	Job Role / Department	Date Signed
1.			
2.			
3.			
4.			
5.			

Employee Name (Print)	Employee Signature	Job Role / Department	Date Signed
6.			
7.			
8.			

General Manager / Administrator Attestation

I hereby certify that the physical hazard inspections, night-shift safety protocols, and employee training outlined in this checklist have been executed in compliance with California Labor Code Section 6401.9.

Manager Name: _____

Manager Signature: _____ **Date:** _____

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