Mile High Market

Workplace Violence Prevention Plan

Effective date: 2026-07-01 | Prepared with Agate Compliance | Law as of: 2025-01-01

> **What this is:** This is the written Workplace Violence Prevention Plan for Mile High Market, required of California employers under Labor Code section 6401.9. It explains how the company finds, prevents, reports, and responds to workplace violence, how employees are trained, and how records are kept. It is kept where employees can read it at any time.

Mile High Market does not allow workplace violence of any kind. We are committed to a safe workplace for every employee. This plan explains how we find, prevent, and respond to workplace violence. It is part of how we keep people safe at work, and all employees and managers are expected to follow it.

Scope

This plan applies to all employees of Mile High Market and to every worksite we control. It is in effect at all times and in all work areas. It covers these locations: 1200 Colfax Ave, Denver, 88 Broadway, Denver. A copy is kept where employees can reach it at any time, and we will give a copy to any employee, employee representative, or Cal/OSHA representative who asks.

This plan is kept as a separate document that works alongside the Injury and Illness Prevention Program (IIPP) of Mile High Market.

Definitions

Workplace violence: any act of violence or threat of violence that happens at work. It includes the threat or use of physical force that could cause injury, trauma, or stress, whether or not someone is hurt, and any incident involving a firearm or other dangerous weapon. It does not include lawful self-defense or defense of others.

Threat of violence: any spoken or written statement (including texts, messages, or online posts) or any conduct that shows an intent, or is reasonably seen as an intent, to cause physical harm or to make someone fear physical harm, and that serves no lawful purpose.

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The four types of workplace violence:

- **Type 1:** violence by someone with no real business at the worksite (for example, during a robbery).
- **Type 2:** violence by a customer, client, patient, student, or visitor.
- **Type 3:** violence by a current or former employee, supervisor, or manager.
- **Type 4:** violence by someone who does not work here but has a personal relationship with an employee.

Emergency: an unexpected situation that could be life threatening or cause serious injury.

Log: the violent incident log this plan requires.

Who Is Responsible

Dana Reyes (Store Manager) is responsible for setting up, running, and maintaining this plan. Employees can reach this person at dana.reyes@example.com, (303) 555-0123 with any question about the plan.

The following people share responsibility for the plan:

- Dana Reyes (Store Manager): overall plan owner
- Sam Ortiz (Shift Lead): incident response and log

Employee Involvement

Mile High Market wants employees to take an active part in this plan. Employees help by spotting and reporting hazards, sharing ideas to fix them, helping shape the training, and taking part when incidents are reviewed. We ask for employee input when the plan is created and each time it is reviewed, and we welcome concerns at any time.

Where employees are represented by an authorized employee representative, Mile High Market will involve that representative in developing, implementing, and reviewing this plan, including identifying and correcting hazards and shaping training.

Coordination at Shared Worksites

When Mile High Market shares a worksite with other employers, we will coordinate this plan with them so everyone understands their role. This coordination makes sure all workers at the site get the required training, and that any workplace violence incident involving any worker is reported, investigated, and recorded.

Reporting and No Retaliation

Employees can report a violent incident, a threat, or any workplace violence concern to Dana Reyes using in person, by phone, or by email. Reports can also be made to law enforcement. Mile High Market will accept

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and respond to every report. No one will face retaliation for making a report in good faith. Retaliation against a person who reports is not allowed and will be addressed.

Communication With Employees

We will keep employees informed about workplace violence matters. This includes how to report an incident, threat, or concern to the company or to law enforcement without fear of payback; how concerns will be looked into; and how employees will be told the results of an investigation and any actions taken to fix the problem.

Following the Plan

Mile High Market expects all employees, including supervisors and managers, to follow this plan. We support this through training, clear communication, and fair, consistent follow-up when the plan is not followed.

Responding to Emergencies

If workplace violence happens or is about to happen, Mile High Market will respond quickly. We will alert employees to the presence, location, and nature of the emergency using an overhead page and a group text alert. We have evacuation and shelter steps that fit each worksite. Employees can get help from assigned responders (if any), security (if any), and law enforcement.

Security support at this worksite: a contracted guard on site Friday and Saturday 6pm to close. Employees should contact security as described above when they need help during an emergency.

Finding and Fixing Hazards

Mile High Market will find and evaluate workplace violence hazards through regular scheduled inspections, and through employee reports and concerns. We will inspect when this plan is first set up, after any workplace violence incident, and any time we learn of a new or previously unknown hazard.

Known workplace violence factors for our type of work (neighborhood grocery and liquor store) include:

- handling cash or valuables.
- working during late-night or early-morning hours.

For each factor, we use safety rules and physical safeguards suited to the worksite, and we review them during inspections.

When we find a workplace violence hazard, we will correct it in a timely way. Serious hazards get priority. We track corrections until they are complete.

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After an Incident

After a workplace violence incident, Mile High Market will respond to protect employees and will investigate what happened. The investigation looks at the facts from the employees involved, any witnesses, and the findings, so we can prevent it from happening again. We record the incident in the violent incident log.

Training

Mile High Market provides effective training to employees. Training uses content and language that fit employees' education level, literacy, and language. We provide training when the plan is first set up and every year after that. Training covers: our plan and how to get a free copy; how to take part in the plan; the rules and definitions of the law; how to report incidents or concerns without fear of payback; the workplace violence hazards for each job and what we do about them; how to get help and stay safe; and the violent incident log and how to get records. Training also includes a chance to ask questions and get answers from a person who knows our plan.

We provide extra training when a new or previously unknown workplace violence hazard is found, and when we change the plan. This extra training can be limited to the new hazard or the change.

Violent Incident Log

Mile High Market keeps a violent incident log for every workplace violence incident. We base each entry on information from the employees who experienced the violence, witness statements, and investigation findings. We leave out personal identifying information that could identify anyone involved. Each log entry records:

- the date, time, and location of the incident;
- the type or types of workplace violence involved;
- a detailed description of what happened;
- who committed the violence (for example, a customer, a stranger with criminal intent, a coworker, a supervisor, or a partner or relative);
- the situation at the time (for example, working alone, a low-staffing period, a poorly lit area, or a community setting);
- where it happened (inside the workplace, a parking lot or outside area, or elsewhere);
- the kind of incident (such as a physical attack without a weapon, an attack with a weapon, a threat, a sexual assault or threat, an animal attack, or other);
- the consequences, including whether security or law enforcement was contacted and how they responded, and the actions taken to protect employees; and
- the name, job title, and date completed for the person filling out the log.

We review the log during our regular plan reviews.

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Reviewing the Plan

Mile High Market reviews this plan at least once a year, whenever we notice a problem with it, and after any workplace violence incident. Employees and any authorized employee representatives take part in the review. We update the plan as needed. Next scheduled review: 2027-07-01.

Recordkeeping

Mile High Market keeps the records this law requires:

- records of hazard identification, evaluation, and correction for at least five years;
- training records for at least one year, including dates, a summary of the training, who gave it and their qualifications, and the names and job titles of those who attended;
- violent incident logs for at least five years; and
- records of incident investigations for at least five years.

We make these records available to Cal/OSHA on request. We make hazard, training, and log records available to employees and their representatives, on request and at no cost, within 15 days. Investigation records do not include medical information.

Plan adoption. Mile High Market adopts this Workplace Violence Prevention Plan as of the effective date above. The company is responsible for putting it into practice and keeping it current.

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Signature of responsible person

_____ _____

Printed name and title Date

This document is administrative compliance software output, not legal advice. Mile High Market is responsible for reviewing the plan for accuracy and for implementing it. Generated 2026-06-19 • library 0.1.0-UNVERIFIED • document ID 4f699f0815f5fc63.

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