

# Hospital Pre-Registration – Quick Reference Guide

## WORKPLACE VIOLENT INCIDENT REPORTING SYSTEM FOR HOSPITALS

DEPARTMENT OF INDUSTRIAL RELATIONS - DIVISION OF OCCUPATIONAL SAFETY AND HEALTH



Hospitals must pre-register with Cal/OSHA before users can register to submit reports.

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### Gather the following information:

- ✓ Name and contact information for hospital representative
- ✓ Name and contact information for individuals authorized to submit reports
- ✓ Generic facility email address for workplace violence reporting
- ✓ OSHPD ID for facility –To look it up go to *Other Resources on our*

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### Go to our webpage and download the *WPV Hospital Registration Spreadsheet*.

<http://www.dir.ca.gov/dosh/Workplace-violence-reporting-for-hospitals.html>

#### Workplace Violence Incident Reporting System

##### Hospital Pre-Registration

- Hospitals must pre-register with Cal/OSHA by providing the name and contact information for the hospital representative who has the authority to authorize user registration requests and user account deletions. Cal/OSHA sent a [letter](#) on February 1, 2017 to all licensed hospitals with instructions on how to pre-register. Note: The April 1, 2017 deadline referenced in the letter has been extended to July 1, 2017.
- Hospitals must use the [WPV Hospital Registration Spreadsheet](#) in order to complete the pre-registration process. If you are having issues with accessing the spreadsheet, please email [DOSHWPV@dir.ca.gov](mailto:DOSHWPV@dir.ca.gov) for assistance.
- If you are a hospital administrator and believe that your hospital facility has not pre-registered with Cal/OSHA before July 1, 2017, please email [DOSHWPV@dir.ca.gov](mailto:DOSHWPV@dir.ca.gov).

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### Enter the password.

The password is in the letter mailed to each facility February 2017. If your facility did not receive the letter, email [DOSHWPV@dir.ca.gov](mailto:DOSHWPV@dir.ca.gov)

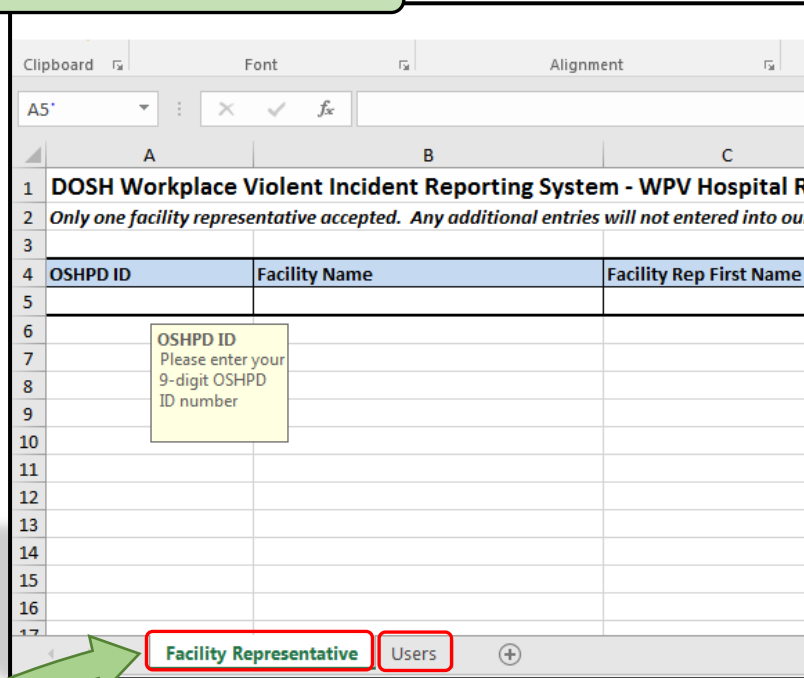
Password

'WPV-hospital-registration-sprea...' is protected.

Password:

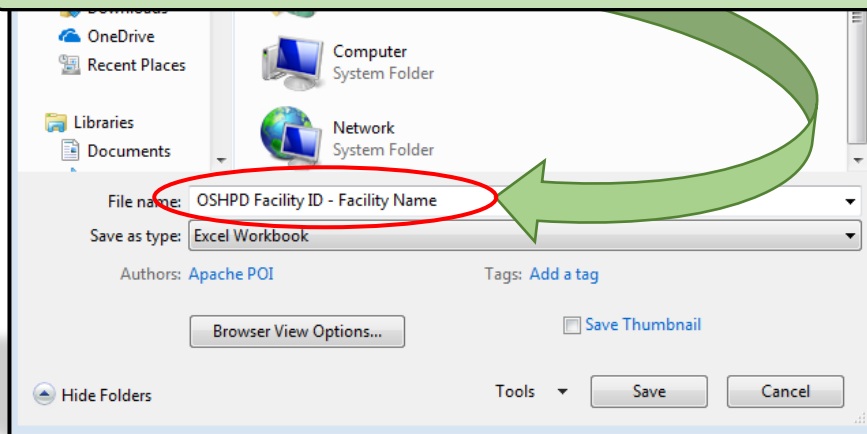
OK Cancel

Complete the spreadsheet.



Complete both the *Facility Representative* and *Users* information (on separate tabs).

Save the completed spreadsheet and email it to [DOSHWPV@dir.ca.gov](mailto:DOSHWPV@dir.ca.gov). Your filename should include your OSHPD ID and facility name.



## Notes:

- Only an authorized hospital representative may pre-register a hospital facility.
- Contact [DOSHWPV@dir.ca.gov](mailto:DOSHWPV@dir.ca.gov) if you have difficulty accessing the spreadsheet.
- Once your facility registration is processed, you will receive a confirmation email.
- For more information, watch the tutorial *Hospital Pre-registration* here: <https://youtu.be/OxQelzblFuw>