

DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH
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Julian Sum, Chief

DATE: February 1, 2017

TO: **CHIEF EXECUTIVE OFFICER**
[Hospital Facility Name]
[Address]
[City, CA Zip code]
[OSHPD ID#]

SUBJECT: Reporting incidents of workplace violence in hospitals

This letter is to inform you of new requirements for General Acute Care Hospitals (GACH), Acute Psychiatric Hospitals (APH), and Special Hospitals (SH) to report incidents of workplace violence to the Division of Occupational Safety and Health (DOSH) per Title 8, CCR, Section 3342 – Workplace Violence Prevention in Health care. You are receiving this letter because your facility appears on a license that is categorized as a GACH, APH or SH with the California Department of Public Health.

Background

After April 1, 2017, licensed GACHs, APHs, and SHs must report to DOSH incidents of physical force against an employee by a patient or a person accompanying a patient, as well as all incidents involving the use of a firearm or other dangerous weapon. DOSH also requires that hospitals identify the hospital facility where the incident occurred. For reporting purposes, a hospital “facility” is an entity which has been assigned a unique identification number by the Office of Statewide Health Planning and Development (OSHPD) and includes all services and service locations covered by that OSHPD ID. For information on the services and service locations covered under your license, visit the Automated Licensing Information and Report Tracking System (ALIRTS), which contains license and utilization data for healthcare facilities in California (<https://www.alirts.oshpd.ca.gov/default.aspx>). You may search for information using your license number or OSHPD ID. (Note: your facility OSHPD ID is referenced above).

Licensed hospitals are free to decide whether each facility on the license makes its own reports, or the reporting function for all facilities on the license is centralized. The DOSH reporting system accommodates either approach. **We recommend that you consult with your central administrative office to inquire about how the reporting will be handled for your facility.**

Reports will be accepted only through the online *Workplace Violent Incident Reporting System*. Each individual who will be submitting incident reports for your facility must have a user account in order to securely access the system. **Before individual user accounts can be created, each hospital facility must pre-register with DOSH. Please pre-register your facility before April 1, 2017.**

Pre-registration

Before pre-registering your facility, you will need to gather the following information:

- OSHPD ID # referenced above
- The name and contact information for the Hospital Representative, the individual who will represent the hospital in matters related to reporting of workplace violence incidents and has the authority to verify individual user registration requests and deletions;
- The names and contact information of individuals that are authorized to submit reports for your facility as of April 1, 2017; and
- A generic email address dedicated to workplace violent incident reporting. A generic email address will ensure that our communication with the hospital is consistent even as individual staff come and go over time. Each hospital chooses who has access to their generic email account.

Step One: Go to our Workplace Violent Incident Online Reporting System for Hospitals webpage at <http://www.dir.ca.gov/dosh/Workplace-violence-reporting-for-hospitals.html> and download the *WPV Hospital Registration Spreadsheet* (in Excel) from the Hospital Pre-Registration section. The spreadsheet asks for the information mentioned above. Note that there are separate tabs for hospital representative and user information. The spreadsheet is password protected [**password provided in hardcopy letter to facility**]. **Please do not share this password.**

Step Two: Save the completed spreadsheet and email it to DOSHWPV@dir.ca.gov. Your filename should include your facility name and OSHPD ID.

Step Three: Once DOSH receives your hospital facility's completed spreadsheet, the hospital representative and users will receive a confirmation email with further instructions on how users will access their accounts so that they may begin submitting incident reports on April 1, 2017.

After February 15, online tutorials for registering and submitting reports will be available on our webpage mentioned above. You may contact Ms. Patricia Coyle directly at pcoyle@dir.ca.gov if you have questions about pre-registration or user account creation.

Please note that the information in this letter is a summary of a portion of the Workplace Violence Prevention in Health Care regulation (Title 8, CCR, Section 3342) relative to reporting of incidents of workplace violence in hospitals. For further information on employer responsibilities under the regulation refer to <http://www.dir.ca.gov/Title8/3342.html>. Facilities are responsible for following all applicable laws and regulations. DOSH's failure to expressly notify facilities of regulatory changes does not relieve facilities of their responsibility for following all laws and regulations and for being aware of all legislative and regulatory changes.

Sincerely,



Juliann Sum, Chief
Division of Occupational Safety and Health