

UC Workplace Violence Prevention Training Quick Reference for Managers

Know:

- UC Workplace Violence Prevention Training is a [new annual mandatory training](#) for UCSF Campus faculty, staff and students/trainees who are also employees.
- A similar training is already in place for UCSF Health employees (*Workplace Violence Prevention in Healthcare*).
- Campus training takes approximately 25 minutes to complete and is assigned in the UC Learning Center.
 - The week of April 14, UCSF employees will receive an automated request to complete this required training.
 - Once assigned, current employees have approximately 60 days to complete the training.
- The UC Learning Center will send automated messages to employees for the initial training assignment, a reminder message, and then an “overdue” if training is still outstanding on the deadline date.

Share: Why this training matters

- UCSF is committed to providing a work environment that is free from harassment, violence, and threats of violence. Violence in the workplace is an occupational health and safety hazard that can cause physical and emotional harm. We believe physical and emotional safety is a right and responsibility of every person.
- Employees are responsible for taking all mandatory trainings to protect them, the University and our mission. Mandatory training is a priority for the UC Office of the President and compliance is reviewed regularly by the UC Board of Regents. California LAB Code 6401.9: Workplace Violence Prevention for General Industry requires UCSF to provide workplace violence prevention awareness training to all campus employees upon hire and annually thereafter.

Do: Manager’s Role

- Talk with your direct reports/teams about the importance of completing mandatory training.
- Set calendar reminders for a regular cadence (ex: quarterly) to review your team’s mandatory training/status completion in HR Umbrella. Share additional messaging with your staff as needed using the manager template message and customize as needed to remind overdue employees about their responsibility to remain compliant with training.
- Reserve time for training/help employees reprioritize to carve out dedicated time to complete their training.
- Make training and development a regular part of check in’s/conversations with direct reports.
- If you have questions or need additional information, contact:
 - Campus - campusworkplaceviolenceprevention@ucsf.edu
 - Health - workplaceviolenceprevention@ucsf.edu