

**LINQM**

**WORKPLACE VIOLENCE PREVENTION PLAN**

## INTRODUCTION

In California, all employers, with certain limited exceptions, are required to establish, implement, and maintain an effective, written Workplace Violence Prevention Plan (WVPP) that meets the requirements of Senate Bill 553, which adds Section 6401.9 to the California Labor Code. This section 6401.9 is included in its entirety in Appendix 1. It should be noted that the Division of Occupational Safety and Health (Cal/OSHA) has been tasked to develop and adopt standards to meet the requirements of this bill by December 31, 2026. Those eventual standards may differ from the requirements set forth by Senate Bill 553, but at this time, this plan is intended to meet the original requirements of Senate Bill 553. A review and revision of our plan will be made when Cal/OSHA adopts its workplace violence prevention standards.

## POLICY

**Linqm** is committed to providing a safe work environment in which employees are free from acts of aggression, intimidation, bullying or violence. **Linqm** will not tolerate conduct of this kind and will take every step deemed necessary by senior management to prevent its occurrence, including disciplinary action up to and including termination, referral to law enforcement, or both. Any employee reporting an incident or credible threat of workplace violence will be taken seriously and will not be subject to retaliation.

“Workplace violence” is defined as any act of violence or threat of violence that occurs in the workplace. It includes, but is not limited to:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

The purpose of this Workplace Violence Prevention Plan (WVPP) is to meet the spirit of California’s Labor Code Section 6401.9 and establish a framework that can be used to prevent workplace violence from occurring as much as possible, while also providing guidance for minimizing injuries or fatalities in such an event. The pillars of this framework are education, training, open communication, and effective planning. This WVPP shall be in effect at all times and in all work areas.

## STANDARD OF CONDUCT

All employees are expected to always adhere to a professional standard of conduct during business. Employees must follow the clients policy and Linqms policy. **Linqm** reserves the right to take disciplinary action against any employee, up to and including termination, and/or referral to law enforcement where warranted, for even a first offense involving the following confirmed behavior during business:

- Bullying or physical intimidation
- Verbal or physical threats of violence to others or self
- Rough-housing or violent horseplay
- Excessive or repeated arguing with customers, vendors, co-workers or management
- Destruction of property, whether company, public or private third party
- Possession of a firearm, knife, explosive, or other weapon on company premises,

- including in one's vehicle
- Fighting, assault and/or battery

## **COORDINATION WITH OTHER EMPLOYERS**

Linqm follows the WVPP policy of client. All clients have a WVPP policy that all employees should follow. This also means that any workplace violence incident that occurs to any employee, ours or the clients, must be reported, investigated, and recorded.

## **RESPONDING TO REPORTS OF WORKPLACE VIOLENCE**

Employees may report workplace violence incidents to their supervisor, manager, safety and health manager, security, human resources representative, or even leadership. Following the chain of command does not necessarily apply to incidents of workplace violence. Also note, if a serious act of violence is being committed, it would be appropriate to call emergency services (911) immediately, and then contact a company representative.

*All reports of workplace violence incidents will ultimately be sent to our Human Resources Department to manage. HR will record the incident and determine appropriate next steps, such as contacting the authorities, interviewing those involved in the incident, contacting outside resources for assistance, determining corrective actions and disciplinary measures, etc. HR may also involve seek the assistance of the safety team / threat assessment team / safety committee in determining and implementing corrective actions. HR will also keep senior leadership apprised of the situation as needed. Confidentiality will be maintained as much as possible. Contact [HR@Linqm.com](mailto:HR@Linqm.com)*

## **COMPLIANCE**

Management will ensure that all workplace security policies and procedures are clearly communicated and understood by all affected workers. Managers and supervisors will enforce the rules fairly and uniformly.

All affected employees will follow all workplace security directives, policies, and procedures, and assist in maintaining a safe work environment.

LINQM ensures the following:

- Workers will not be threatened with adverse action or retaliated against in any way if they refuse to report to or leave a workplace or worksite because they have a reasonable belief that the workplace or worksite is unsafe.
- Workers will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.

## **IDENTIFYING AND EVALUATING WORKPLACE VIOLENCE HAZARDS**

Per Senate Bill 553, there are four (4) types of workplace violence to consider when identifying and evaluating risk:

- (I) "Type 1 violence," which means workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
- (II) "Type 2 violence," which means workplace violence directed at employees by

customers, clients, patients, students, inmates, or visitors.

- (III) "Type 3 violence," which means workplace violence against an employee by a present or former employee, supervisor, or manager.
- (IV) "Type 4 violence," which means workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Also, consideration should be given to the following factors that pose a higher risk for violence in the workplace:

1. Exchange of money.
2. Working alone.
3. Working at night and during early morning hours.
4. Availability and guarding of valued items, e.g., money and jewelry.
5. Provision, use, or distribution of alcohol or marijuana.
6. Performing public safety or social service functions in the community.
7. Working with patients, clients, passengers, customers, or students known or suspected to have a history of violence.
8. Workers with a history of assaults or who have exhibited belligerent, intimidating or threatening behavior to others.
9. Any other recognized indicators of violence.

In addition, inspections and reviews will be conducted when the plan is first established, after each workplace violence incident, whenever the company is made aware of a new or previously unrecognized hazard, or whenever there is an employee report or concern regarding workplace violence. The company will also conduct an inspection and review whenever we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a workplace security evaluation has not yet been conducted

As mentioned above, the company will ensure that employees and employee representatives participate in periodic inspection process to identify and evaluate workplace violence hazards.

Periodic inspections of security hazards consist of identifying and evaluating workplace violence hazards and changes in workers' work practices. This may require assessment for more than one type of workplace violence.

## **CORRECTION OF WORKPLACE VIOLENCE HAZARDS**

Hazards that pose a higher risk for violence in our workplace will be corrected in a timely manner, based on the severity of the hazards (with the higher risk situations having higher priority). Workplace violence hazards will be corrected in a timely manner according to the following procedures:

1. When first observed or discovered, based upon the severity of the hazard (higher risk situation will have a higher priority).
2. If an imminent hazard exists that cannot be immediately abated without endangering worker(s) and/or property, all exposed workers will be removed from the situation except those necessary to correct the existing condition. Workers necessary to correct the

hazardous condition will be provided with the necessary protection.

As mentioned above, the company will ensure that employees and employee representatives participate in determining corrective actions to prevent or mitigate workplace violence hazards.

When considering corrective actions, we will use the hierarchy of controls (elimination – substitution – engineering controls – administrative controls – personal protective equipment). Some examples of such controls would be:



- Improve lighting around and at the workplace.
- Provide emergency buttons to workers and install emergency alarms at the workplace.
- Establish a safe room with a lockable door.
- Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
- Procedures for reporting suspicious persons, activities, and packages.
- Post emergency telephone numbers for law enforcement, fire, and medical services.
- Ensure workers have access to a telephone with an outside line.
- Post of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.
- Limit the amount of cash on hand and use time access safes for large bills.
- Worker, supervisor, and management training on emergency action procedures.
- Control access to the workplace and freedom of movement within it that is consistent with business necessity.
- Ensure the adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.
- Provide procedures for a "buddy" system for specified emergency events.
- Ensure adequate worker escape routes.
- Effectively communicate our establishment's anti-violence policy to all workers, supervisors, or managers.
- Improve how well our establishment's management and workers communicate with each other.
- Increase awareness by workers, supervisors, and managers of the warning signs of potential workplace violence.
- Control, access to, and freedom of movement within, the workplace by non-workers, include recently discharged workers or persons with whom one of our workers is having a dispute.
- Provide counseling to workers, supervisors or managers who exhibit behavior that represents strain or pressure which may lead to physical or verbal abuse of co-workers.
- Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.

- Ensure that worker disciplinary and discharge procedures address the potential for workplace violence.

## **POST-INCIDENT RESPONSE AND INVESTIGATION**

Once the immediate threat of the incident has been addressed, we will initiate the following investigation procedures:

1. Visit the incident scene as soon as possible.
2. Interview threatened and injured workers and witnesses.
3. Examine the workplace for factors associated with workplace security, including any previous reports of inappropriate behavior by the perpetrator.
4. Determine the cause of the incident.
5. Take corrective action to prevent the incident from reoccurring.
6. Record the findings and corrective actions taken and complete the violent incident log.
7. Communicate with employees as much as possible with regard to the situation and the corrective actions determined and implemented, understanding that there may be privacy and confidentiality concerns to consider.

We will also provide post-incident assistance to employees as needed through our Employee Assistance Program **or return to work program**

## **CONFIDENTIAL POLICY**

Certain workplace violence events may draw media attention. Please follow our company guidelines regarding dealing with confidential information. Never offer any information to the media and instead, politely and courteously refer them to [HR@linqm.com](mailto:HR@linqm.com)

## **REVIEW OF THE WVPP**

We have established and implemented a system to review the effectiveness of our WVPP at least annually and make revisions as deemed necessary. We will include line employees and their representatives in reviewing the WVPP. The WVPP will also be reviewed whenever a deficiency is observed, or becomes apparent, and after a workplace violence incident. The review includes:

- Sufficiency of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Job design, equipment, and facilities to ensure they are optimized to prevent workplace violence incidents.
- Security risks are being properly identified, evaluated, and corrected.

Should any changes be made to the WVPP during this review process, all affected employees will be retrained.

## **ACCESS TO THE WVPP**

**Linqm** will make our WVPP available and easily accessible to employees, authorized employee representatives, and representatives of the division (Cal/OSHA) at all times.

An employee must provide written authorization to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company WVPP. The employee’s written authorization for their “designated representative” must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

## **VIOLENT INCIDENT LOG**

Per Senate Bill 553, Linqm will record information in a Violent Incident Log for every workplace violence incident. Note, the Excel spreadsheet is to record all violent incidents, and the Word Document is provided by HR@linqm.com the report provided to other employers when our employees experience violence at their locations.

Information that is recorded in the log for each incident will be based on information solicited from the employees who experienced the workplace violence, on witness statements, and on investigation findings. We will omit any element of personal identifying information sufficient to allow identification of any person involved in a violent incident, such as the person’s name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person’s identity.

The log shall be reviewed during the periodic reviews of the plan required mentioned above.

With regard to multi-employer worksites, if an employee of Linqm experiences workplace violence at another client location, we will record the incident on our Violent Incident Log and provide a copy of that report to the employer at the other location. If another company’s employee (for example, a staffing agency placement) should experience workplace violence at our facility, then the other employer will include that information on their own Violent Incident Log and provide us with a copy of that report.

The information recorded in the Violent Incident Log will include all of the following:

1. The date, time, and location of the incident.
2. The workplace violence type or types.
3. A detailed description of the incident.
4. A classification of who committed the violence.
5. A classification of circumstances at the time of the incident.
6. A classification of where the incident occurred.
7. The type of incident.
8. Consequences of the incident.

9. Information about the person completing the log.

For more detailed information about the above required information, see Appendix 1

## **RECORDKEEPING**

Certain records are required to be kept per Senate Bill 553, and **Linqm** will maintain those records as follows:

- Records of workplace violence hazard identification, evaluation, and correction will be created and maintained for a minimum of five (5) years.
- Violent Incident Logs will be maintained for a minimum of five (5) years.
- Records of workplace violence incident investigations conducted will be maintained for a minimum of five (5) years. These records will not contain “medical information” (as defined in subdivision (j) of Section 56.05 of the Civil Code).
- Training records will be created and maintained for a minimum of one (1) year and include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.

All of these required records will be made available to the Division (Cal/OSHA) upon request for examination and copying.

All of these required records will be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.



# APPENDIX 1

**Senate Bill No. 553** (Approved by Governor: September 30, 2023. Filed with Secretary of State: September 30, 2023.)

## **SEC. 4.**

Section 6401.9 is added to the Labor Code, to read:

### **6401.9.**

(a) For purposes of this section, the following definitions apply:

- (1) “Emergency” means unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.
- (2) “Engineering controls” mean an aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the worker and the hazard.
- (3) “Log” means the violent incident log required by this section.
- (4) “Plan” means the workplace violence prevention plan required by this section.
- (5) “Threat of violence” means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.
- (6) (A) “Workplace violence” means any act of violence or threat of violence that occurs in a place of employment.  
(B) “Workplace violence” includes, but is not limited to, the following:
  - (i) The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
  - (ii) An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
  - (iii) The following four workplace violence types:
    - (I) “Type 1 violence,” which means workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
    - (II) “Type 2 violence,” which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
    - (III) “Type 3 violence,” which means workplace violence against an employee by a present or former employee, supervisor, or manager.
    - (IV) “Type 4 violence,” which means workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

(C) “Workplace violence” does not include lawful acts of self-defense or defense of others.

(7) “Work practice controls” means procedures and rules which are used to effectively reduce workplace violence hazards.

(b) (1) Except as provided in paragraph (2), this section applies to all employers, employees, places of employment, and employer-provided housing.

(2) Subject to paragraph (3), the following employers, employees, and places of employment are exempt from this section:

(A) Health care facilities, service categories, and operations covered by Section 3342 of Title 8 of the California Code of Regulations.

(B) Employers that comply with Section 3342 of Title 8 of the California Code of Regulations.

- (C) Facilities operated by the Department of Corrections and Rehabilitation, if the facilities are in compliance with Section 3203 of Title 8 of the California Code of Regulations.
  - (D) Employers that are law enforcement agencies that are a “department or participating department,” as defined in Section 1001 of Title 11 of the California Code of Regulations and that have received confirmation of compliance with the Commission on Peace Officer Standards and Training (POST) Program from the POST Executive Director in accordance with Section 1010 of Title 11 of the California Code of Regulations. However, an employer shall be exempt pursuant to this subparagraph only if all facilities operated by the agency are in compliance with Section 3203 of Title 8 of the California Code of Regulations.
  - (E) Employees teleworking from a location of the employee’s choice, which is not under the control of the employer.
  - (F) Places of employment where there are less than 10 employees working at the place at any given time and that are not accessible to the public, if the places are in compliance with Section 3203 of Title 8 of the California Code of Regulations.
- (3) Notwithstanding paragraph (1), the division may, by issuance of an order to take special action, require an employer that is exempt pursuant to paragraph (1) to comply with this section or require an employer to include employees or places of employment that are exempt pursuant to paragraph (1) in their compliance with this section.
- (c) (1) (A) An employer shall establish, implement, and maintain an effective workplace violence prevention plan.
- (B) The plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of the division at all times. The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation. The written plan may be incorporated as a stand-alone section in the written injury and illness prevention program required by Section 3203 of Title 8 of the California Code of Regulations or maintained as a separate document.
- (2) The plan shall include all of the following:
- (A) Names or job titles of the persons responsible for implementing the plan. If there are multiple persons responsible for the plan, their roles shall be clearly described.
  - (B) Effective procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan, including, but not limited to, through their participation in identifying, evaluating, and correcting workplace violence hazards, in designing and implementing training, and in reporting and investigating workplace violence incidents.
  - (C) Methods the employer will use to coordinate implementation of the plan with other employers, when applicable, to ensure that those employers and employees understand their respective roles, as provided in the plan. These methods shall ensure that all employees are provided the training required by subdivision (e) and that workplace violence incidents involving any employee are reported, investigated, and recorded.
  - (D) Effective procedures for the employer to accept and respond to reports of workplace violence, and to prohibit retaliation against an employee who makes such a report.
  - (E) Effective procedures to ensure that supervisory and nonsupervisory employees comply with the plan in a manner consistent with paragraph (2) of subdivision (a) of Section 3203 of Title 8 of the California Code of Regulations.
  - (F) Effective procedures to communicate with employees regarding workplace violence matters, including, but not limited to, both of the following:
    - (i) How an employee can report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal.
    - (ii) How employee concerns will be investigated as part of the employer’s responsibility in complying with subparagraph (I), and how employees will be informed of the results of the investigation and any corrective actions to be taken as part of the employer’s responsibility in complying with subparagraph (J).
  - (G) Effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following:
    - (i) Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.

- (ii) Evacuation or sheltering plans that are appropriate and feasible for the worksite.
    - (iii) How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement.
  - (H) Procedures to develop and provide the training required in subdivision (e).
  - (I) Procedures to identify and evaluate workplace violence hazards, including, but not limited to, scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns. Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
  - (J) Procedures to correct workplace violence hazards identified and evaluated in subparagraph (I) in a timely manner consistent with paragraph (6) of subdivision (a) of Section 3203 of Title 8 of the California Code of Regulations.
  - (K) Procedures for post incident response and investigation.
  - (L) Procedures to review the effectiveness of the plan and revise the plan as needed, including, but not limited to, procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan. The plan shall be reviewed at least annually, when a deficiency is observed or becomes apparent, and after a workplace violence incident.
  - (M) Procedures or other information required by the division and standards board as being necessary and appropriate to protect the health and safety of employees, pursuant to subdivision (h).
- (d) (1) (A) The employer shall record information in a violent incident log for every workplace violence incident.
- (B) Information that is recorded in the log for each incident shall be based on information solicited from the employees who experienced the workplace violence, on witness statements, and on investigation findings. The employer shall omit any element of personal identifying information sufficient to allow identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity. The log shall be reviewed during the periodic reviews of the plan required in subparagraph (L) of paragraph (2) of subdivision (c).
  - (C) For purposes of this section, at a multiemployer worksite, the employer or employers whose employees experienced the workplace violence incident shall record the information in a violent incident log pursuant to subparagraph (A) and shall also provide a copy of that log to the controlling employer.
- (2) The information recorded in the log shall include all of the following:
- (A) The date, time, and location of the incident.
  - (B) The workplace violence type or types, as described in clause (iii) of subparagraph (B) of paragraph (6) of subdivision (a), involved in the incident.
  - (C) A detailed description of the incident.
  - (D) A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
  - (E) A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
  - (F) A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
  - (G) The type of incident, including, but not limited to, whether it involved any of the following:
    - (i) Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.

- (ii) Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
  - (iii) Threat of physical force or threat of the use of a weapon or other object.
  - (iv) Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
  - (v) Animal attack.
  - (vi) Other.
- (H) Consequences of the incident, including, but not limited to:
- (i) Whether security or law enforcement was contacted and their response.
  - (ii) Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
- (I) Information about the person completing the log, including their name, job title, and the date completed.
- (e) (1) The employer shall provide effective training to employees, as specified in paragraphs (2) and (3). Training material appropriate in content and vocabulary to the educational level, literacy, and language of employees shall be used.
- (2) The employer shall provide employees with initial training when the plan is first established, and annually thereafter, on all of the following:
- (A) The employer's plan, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
  - (B) The definitions and requirements of this section.
  - (C) How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
  - (D) Workplace violence hazards specific to the employees' jobs, the corrective measures the employer has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
  - (E) The violent incident log required by subdivision (d) and how to obtain copies of records required by paragraphs (1) to (3), inclusive, of subdivision (f).
  - (F) An opportunity for interactive questions and answers with a person knowledgeable about the employer's plan.
- (3) Additional training shall be provided when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.
- (f) (1) Records of workplace violence hazard identification, evaluation, and correction shall be created and maintained for a minimum of five years.
- (2) Training records shall be created and maintained for a minimum of one year and include training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.
  - (3) Violent incident logs required by subdivision (d) shall be maintained for a minimum of five years.
  - (4) Records of workplace violence incident investigations conducted pursuant to subparagraph (K) of paragraph (2) of subdivision (c) shall be maintained for a minimum of five years. These records shall not contain "medical information," as defined in subdivision (j) of Section 56.05 of the Civil Code.
  - (5) All records required by this subdivision shall be made available to the division upon request for examination and copying.
  - (6) All records required by paragraphs (1) to (3), inclusive, shall be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.
- (g) The division shall enforce this section by the issuance of a citation alleging a violation of this section and a notice of civil

penalty in a manner consistent with Section 6317. Any person who receives a citation and penalty may appeal the citation and penalty to the appeals board in a manner consistent with Section 6319.

(h) The division shall propose, no later than December 31, 2025, and the standards board shall adopt, no later than December 31, 2026, standards regarding the plan required by this section. The standards shall include, at a minimum, the requirements of this section and any additional requirements the division deems necessary and appropriate to protect the health and safety of employees.

(i) Subdivisions (b) to (g), inclusive, shall be operative on and after July 1, 2024.