

# Creating a Workplace Violence Plan

Each campus has an assigned Program Administrator who will create their campus's Plan within the RSS Procedures solution.

## Getting Started

1. We recommend using **Google Chrome** when completing your plans
2. To access Procedures, visit <https://app.riskandsafety.com/procedures> and log in with your campus credentials **OR**
  - If you're already logged in to RSS, go to **Apps** in the top menu, then choose **Procedures**
3. From the Procedures homepage, select **Safety Plans**
4. To create a new plan, choose the round + button in the lower right corner
  - a. For "Template", select **Workplace Violence Prevention Plan**
  - b. Add a title for the Plan
  - c. Provide a description (optional)

## Filling out the Plan

1. The new plan will be in "Draft" status. To fill out the plan, select the round + button in the lower right corner and select **Edit**
2. **Important:** Much of the plan has been templated, but areas written in **red lettering** should specifically be filled out at this time
3. You can add attachments to the different sections by selecting the paperclip icon in the upper right corner
4. After editing each section, select **Save** in the bottom left corner

## Completing the Plan

1. Once you have updated the plan and are ready to publish, select the three-dot menu in the lower right corner and select **Ready for Use**
2. Review the confirmation message and select **Confirm**
3. You can also share or use any of the other following options in Step 1:
  - **Delete** - Permanently deletes the draft
  - **Share** - Grant individuals and Groups access and get a shareable read-only link

- **Clone** - Make an identical copy of the procedure. Note: photos will not be cloned
- **View** - See how the updated (and unpublished plan) looks
- **View Versions** - See any past versions of this plan

## Sharing the Plan

As the owner of the plan, you can provide access and permissions to the plan including a Read-only Link.

### Creating a Read-only Link

1. Once logged in to RSS, select **Apps** in the top menu, then **Procedures**
2. From the Procedures homepage, select **Safety Plans**
3. Choose your plan from the list
4. Select the three-dot menu in the lower right corner and select the share icon
5. Select **Read-only Link**
6. Choose the “Copy to Clipboard” icon **OR** highlight and copy the link
7. Distribute this link and others will be able to view the Plan

### Allowing Others to View the Plan from Procedures

1. When viewing the plan, select the three-dot menu and select the share icon
2. Toggle **ON** the slider for “Anyone on campus can view”
3. Select **Save**

### Providing View or Edit Access to Single Individuals

1. When viewing the plan, select the three-dot menu and select the share icon
2. Search for a person by **name or email** in the field labeled “Search person to grant permission to document”
3. Choose **View** or **Edit** in the dropdown depending on the level of access you would like to provide
4. To remove access, select the trash icon to the right of the person’s name
5. Select **Save**