SAFETY
TIP OF THE MONTH

PREVENTING WORKPLACE VIOLENCE

Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site. Understanding how workplace violence occurs is an important first step towards prevention. It ranges from threats and verbal abuse to physical assaults and even homicide. It can affect employees, clients, customers and visitors and according to OSHA, is currently the third-leading cause of fatal occupational injuries in the United States.

The following 5 prevention tips will help keep you and our company safe:

1. **Protect yourself**, decide to survive and follow your intuition.
2. **Protect our company** by assessing threats and identifying vulnerabilities.
3. **Secure the workplace** by creating an environment that is unattractive to criminal behavior.
4. **Recognize the warning signs** such as unresolved grievances, bizarre comments, justice seekers or a significant life event.
5. **Share your concerns**. If you see something, say something.

Protect the Environment:
What would be attractive for a "bad guy" to take or do at your workplace? Do you deal with cash, do your employees work late at night by themselves, does your work generate significant frustration in clients and customers? Once you identify the threats, the next steps would be to review your vulnerabilities, is it easy to get into the building? Are there obvious hiding spots? Have you adequately trained your employees? Next take steps to mitigate these concerns.

Protect Staff:
Recognize the warnings signs and behavioral indicators of potential violence that fall under these 4 categories:

Type 1 – Criminal Activity - Includes violence committed by a person who has no legitimate business at the work site

Type 2 – Customers / Clients - Includes violence directed at employees by customers, clients, patients

Type 3 – Coworkers - Includes violence against an employee by a present or former employee, supervisor, or manager

Type 4 – Personal relationships - Includes violence committed in the workplace by someone who has a personal relationship with an employee.

Preventing workplace violence is a team effort. There is no single person that is responsible for keeping the workplace safe, we each have our roles to play.

EVALUATING THREATS

Evaluating threats and determining a course of action is a high-risk activity that shouldn't be undertaken alone; leverage the collective resources and knowledge of a multidisciplinary team. Establishing a formal, team-based approach will help provide structure, strength and more importantly protection vs. an approach that relies on any one person's opinion.

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ESM INSITE

Company Name:	
Date / Time:	
Instructor:	
Training:	**Preventing Workplace Violence**
Training Objectives:	• Review 5 workplace violence prevention tips • Discuss how to protect our workplace environment • Review and discuss the 4 violence categories • Review and discuss evaluating threats and potential vulnerabilities

Print Name	Signature