

Workplace Violence Prevention

Location:
Effective Date: [Effective_Date]
Revision Number:1

[C_Officialname]

Purpose

[C_Officialname] does not tolerate workplace violence. We define workplace violence as actions or words that endanger or harm another employee or result in other employee reasonably believing to be in danger. Such actions include but are not limited to the following:

- Verbal or physical harassment
- Verbal or physical threats
- Assaults or other violence
- Any other behavior that causes others to feel unsafe (e.g., bullying, sexual harassment)

Scope

Company policy requires an immediate response to all reports of violence. All threatening Incidents will be investigated and documented by the employee relations department. If appropriate, the company may provide counseling services or referrals for employees.

The following disciplinary actions may also be taken:

- Oral reprimand
- Written reprimand
- Suspension
- Termination

Responsibility

It is the responsibility of all employees to report all threatening behavior to management immediately. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents are to be reported within the first 24 hours.

Management, supervisors and all safety personnel are responsible for the observation of personnel and identification of potential workplace violence exposures. All matters reported and/or identified are to be fully investigated. Findings will be presented to management and an action plan developed to minimize and eliminate the potential threat.

Procedures

Evaluation of Security Procedures

- A physical security survey will be conducted once a year on [Effective_Date]. As our company continues to grow and expand, so does potential violence exposure. Reassess all facets of the work environment to include secure entrances, public access, restroom facilities, parking lots, workstations and closed-circuit surveillance cameras.

Incident Response Team

- The following individuals are named in the event to respond to a potential threat or live situation. The Incident Response Team will coordinate all facets of the response including the initial response in emergency situations, contacting of local authorities and intervention of the subject and victim.

[Insert name of individual #1 – phone number]

Prepared by [B_Officialname]

This Workplace Violence Prevention policy is a guideline to reduce the likelihood of workplace violence from occurring. It may not prevent all incidences from occurring. It does not address potential compliance issues with Federal, State or local OSHA or any other regulatory agency standards. Nor is it meant to be exhaustive or construed as legal advice. Consult your licensed commercial Property and Casualty representative at [B_Officialname] or legal counsel to address possible compliance requirements. © 2004, 2011 Zywave, Inc. All rights reserved.

[Insert name of individual #2 – phone number]

[Insert name of individual #3 – phone number]

[Insert name of individual #4 – phone number]

[Insert name of individual #5 – phone number]

Training of Management and Employee Groups

- Initial training to management and employees will consist of the introduction of this policy, scope and responsibilities. Review reporting procedures and expectations with employees. Management will provide incident forms and detailed procedures for front-line supervisors to follow. Retraining will be conducted annually on [Effective_Date]

Evaluation and Intervention

- In order to assess this risk, the following suggested questions should be inquired of individuals familiar with the offender's behavior, both prior to and after any alleged threat or action. Refer to Appendix A for the Individual Assessment Form.

Risk Assessment

Note: Perpetrators of workplace violence can be both men and women; however, for the purposes of the questions to be asked, he is used to refer to the offender. They include the following:

- Why has the offender threatened, made comments that have been perceived by others as threatening, or has taken this action at this particular time? What is happening in his own life that has prompted this?
- What has been said to others (e.g., friends, colleagues, coworkers) regarding what is troubling him?
- How does the offender view himself in relation to everyone else?
- Does he feel he has been wronged in some way?
- Does he accept responsibility for his own actions?
- How does the offender cope with disappointment, loss or failure?
- Does he blame others for his failures?
- How does the offender interact with coworkers?
- Does he feel the company is treating him fairly?
- Does he have problems with supervisors or management?
- Is he concerned with job practices and responsibilities?
- Has he received unfavorable performance reviews or been reprimanded by management?
- Is he experiencing personal problems such as divorce, death in the family, health problems or other personal losses or issues?
- Is he experiencing financial problems, high personal debt or bankruptcy?
- Is there evidence of substance abuse or mental illness/depression?
- Has he shown an interest in violence through movies, games, books or magazines?
- Is he preoccupied with violent themes, interested in publicized violent events, or fascinated with weapons?
- Has the offender identified a specific target and communicated with others his thoughts or plans for violence?
- Is he obsessed with others or engaged in any stalking or surveillance activity?
- Has the offender spoken of homicide or suicide?
- Does he have a past criminal history or history of past violent behavior?
- Does the offender have a plan for what he would do?

- Does the plan make sense? Is it reasonable and is it specific?
- Does the offender have the means, knowledge and wherewithal, to carry out his plan?

Assessment Review and Action

Upon completion of the assessment, review results with management. Options are to be considered in terms of intervention. If a threat is imminent, local authorities should be immediately contacted.

Consider job rotation, change in reporting manager or other work environment change to reduce or eliminate the source of conflict.

Full documentation of the perceived or real threat must be well maintained. If an incident occurs, complete the appropriate job site investigation and witness statement forms.

Communication

Communicate course of action with all management, victim and subject in question. Clearly define the course of action this policy lays forth in terms of discipline.

Individual Assessment

Date of assessment: _____

Individual's name: _____

Supervisor: _____

1. Why has the offender threatened, made comments that have been perceived by others as threatening, or taken this action at this particular time? What is happening in his or her own life that has prompted this?
2. What has been said to others (e.g., friends, colleagues, coworkers) regarding what is troubling him?
3. How does the offender view himself in relation to everyone else?
4. Does he feel he has been wronged in some way?
5. Does he accept responsibility for his own actions?
6. How does the offender cope with disappointment, loss or failure?
7. Does he blame others for his failures?

8. How does the offender interact with coworkers?

9. Does he feel the company is treating him fairly?

10. Does he have problems with supervisors or management?

11. Is he concerned with job practices and responsibilities?

12. Has he received unfavorable performance reviews or been reprimanded by management?

13. Is he experiencing personal problems such as divorce, death in the family, health problems, or other personal losses or issues?

14. Is he experiencing financial problems, high personal debt or bankruptcy?

15. Is there evidence of substance abuse or mental illness/depression?

16. Has he shown an interest in violence through movies, games, books or magazines?

17. Is he preoccupied with violent themes; interested in publicized violent events; or fascinated with and/or recently acquired weapons?

18. Has the offender identified a specific target and communicated with others his thoughts or plans for violence?

19. Is he obsessed with others or engaged in any stalking or surveillance activity?

20. Has the offender spoken of homicide or suicide?

21. Does he have a past criminal history or history of past violent behavior?

22. Does the offender have a plan for what he would do?

23. Does the plan make sense, is it reasonable and is it specific?

24. Does the offender have the means, knowledge and wherewithal to carry out his plan?

Form completed by: _____

Other individuals present: _____

Completed on: _____

Time: _____

Signature: _____