WORKPLACE VIOLENCE PREVENTION

TOOLBOX TALK SERIES – WORKPLACE VIOLENCE

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Workplace violence can take various forms, including verbal threats, physical assaults, and harassment. It's essential for all of us to be aware of the signs, take preventive actions, and create a culture of respect and safety.

Key Points:

1. Recognizing Workplace Violence:
   - Discuss the different forms of workplace violence, including verbal, non-verbal, and physical.
   - Encourage employees to report any concerning behaviors, even if they seem minor.
2. Reporting Protocols:
   - Report any workplace violence to your supervisor, Human Resources or Safety and Security.
   - It's not about getting someone in trouble but about maintaining a safe workplace.
3. Creating a Respectful Environment:
   - Promote a culture of respect, kindness, and open communication among all employees.
   - Encourage conflict resolution through dialogue rather than confrontation.
4. Awareness of Personal Safety:
   - Encourage employees to trust their instincts and remove themselves from potentially dangerous situations.
   - Discuss the importance of knowing emergency exits and escape routes.
5. De-escalation Techniques:
   - Utilize de-escalation strategies for diffusing tense situations.
   - Highlight the significance of maintaining a calm and composed demeanor.
6. Zero Tolerance Policy:

- Explain the company's zero tolerance policy for workplace violence.
- Outline the consequences for violating the policy.

7. Security Measures:
   - Review the workplace's security measures:
     - Policies and Procedures
     - Security Systems
     - Access Control
     - Surveillance Cameras
   - Encourage employees to promptly report any security concerns or suspicious individuals.

8. Lone Worker Safety:
   - Discuss safety measures for employees who work alone or in isolated areas.
   - Establish a check-in system to ensure the well-being of lone workers.

9. Confidentiality and Support:
   - Emphasize that all reports of workplace violence will be treated with confidentiality.
   - Inform employees about available support resources, such as the Employee Assistance Program (EAP).

10. Regular Training and Awareness:
    - All employees will be provided with regular workplace violence prevention training.

Workplace violence prevention is a collective effort that requires the vigilance and cooperation of all employees. By recognizing potential warning signs, reporting concerns promptly, and fostering a respectful environment, we can create a safer workplace for everyone. Remember, workplace violence prevention is not just about policies and procedures; it's about caring for each other's well-being and promoting a culture of respect and safety. Let's work together to ensure our workplace remains a secure and harmonious environment for all.