

CHECKLIST #27

PREVENTION AND RESPONSE TO WORKPLACE VIOLENCE

- Establish an atmosphere of awareness and encourage employees to report suspicious activity or behavior, strangers, unexplained events, unscheduled deliveries or suspicious mail.
- Maintain strict hiring policies that include background checks.
- Establish written workplace anti-violence policies and security procedures with zero tolerance for any instance of violence.
- List prohibited conduct.
- Monitor current employees' behavior.
- Train managers and supervisors how to recognize and resolve problems.
- Maintain a working environment that is open to communication and respectful to all employees.
- Balance a violence-free workplace with employee rights.
- If you find yourself struggling to wade through these complicated laws, you may want to consult an employment law attorney.
- Institute appropriate security procedures to prevent attacks on the facility or your employees, by restricting access to your facility and incorporating crime prevention techniques.
- Establish a procedure to alert management and staff and law enforcement of a potential threat ("panic button," intercom, code word).
- Ensure all employees understand the Emergency Evacuation Procedures.