

# Workplace Violence

Workplace violence is something many people think will not happen to them, but it is a subject that should be taken seriously. Workplace violence includes threats, hitting, harassment, obscene calls, bomb threats, rape, shoving, shooting, and sabotage. Instances of workplace violence include anything that causes physical or emotional harm.

## Supervisors

- ◆ Call for help as soon as possible.
- ◆ Have an emergency plan in place, and know how to quickly and safely execute it.
- ◆ Approach the subject(s) calmly.
- ◆ Talk to the subject(s) and make sure they know you understand what has upset them.

## Coworkers or bystanders

- ◆ Call 9-1-1 and tell your supervisor or security personnel immediately.
- ◆ Carefully describe the subject(s) and situation as thoroughly as possible.
- ◆ Do not attempt to resolve the situation yourself.
- ◆ Leave the area to get to a safe place, away from the situation.

## Victims

- ◆ Do not change anything at the scene of the incident.
- ◆ As soon as safely possible, retreat to a secure location and seek help.
- ◆ In the event of a rape, do not change clothing or wash yourself until you are treated.



- ◆ Do not resist individuals holding a gun. If they want money or possessions, give it to them.

### **Prepare in advance**

- ◆ Create an emergency plan that includes contingencies for workplace violence.
- ◆ Educate employees about workplace safety.
- ◆ Know who to contact in emergency situations.
- ◆ If you feel unsafe in the workplace, ask someone to escort you and/or screen calls.
- ◆ Always tell security or supervisors about trespassers or suspicious individuals.
- ◆ Address problems quickly and calmly, before the situation can escalate and worsen.
- ◆ Be aware of warning signs, including unusual changes in coworkers, depression, aggression, or drug and alcohol use.

