

WORKPLACE SAFETY PLAN

Employees/contract staff who are victims of violence, domestic violence, sexual assault, and/or stalking often know their abuser(s) better than anyone else. If a Workplace Safety Plan(s) is determined necessary to increase personal safety, managers and supervisors will assist the employee/contract staff in developing a plan to help safeguard against potential violence in the workplace.

If it is determined that other employees, contract staff, or volunteers are at risk, it is essential to take measures to provide reasonable protection for them as well.

In developing a Workplace Safety Plan, the following elements should be considered:

- Advise the employee/contract staff to obtain a civil order for protection and ensure the order remains current and on hand at all times, if s/he believes it is likely to increase safety. Suggest the employee/contract staff include the workplace in the order.
- Provide a copy of the civil order for protection to the Appointing Authority, employee/contract staff's supervisor, Human Resources Manager/Consultant, and the front desk reception area, if there is a concern about an abusive party coming to the workplace.
- Provide a picture of the perpetrator and an explanation to the employee/contract staff's Appointing Authority, supervisor, and/or Human Resources Manager/Consultant. Post the picture areas only visible to personnel.
- Identify an emergency contact person to reach in the event the supervisor and/or Human Resources Manager/Consultant are unable to contact the employee/contract staff.
- Identify an alternate contact person for the employee/contract staff to reach when needed during work hours when/if the supervisor is unavailable.
- Have the victim and other essential employees/contract staff identify who should be notified if the perpetrator enters the workplace.
- Review the employee/contract staff's parking arrangement for possible change. If available, have security or a co-worker escort the employee/contract staff to and/or from his/her vehicle.
- If applicable, change and vary the employee/contract staff's work schedule, assignment, and/or location.
- Arrange to have the employee/contract staff's telephone calls screened at work, if feasible.
- Determine what, if any, additional precautionary steps to take for the safety of other employees, contract staff, and volunteers.
- Ask the employee/contract staff what additional suggestions s/he might have to maximize his/her safety at work.