

Safety Meeting
Workplace Violence



Company: _____ Presenter: _____ Date: _____

Violence in the workplace happens in restaurants, post offices, convenience stores, manufacturing facilities, construction sites, delivery services, hospitals.....just about every workplace across the nation and in every country. The problem continues to get worse, not better.

There aren't many statistics or information available on violence in the workplace though researchers are beginning to turn their attention to this issue. Everyone is at risk, so it's important to develop the attitude that it could happen to you, anywhere, anytime. Management must not tolerate any violence or any threats of violence by anyone at any level of the business.

Most physical assaults result from minor arguments which get out of control. Assaults do not solve problems, they create problems. Don't let emotions interfere with reason. Assaults include all instances of actual or attempted physical contact with the intent to do bodily harm or use or display of a dangerous weapon. A threat is a statement or expression of intent to hurt or intimidate another person.

Eliminate the following phrases from your vocabulary: "I'm going to get you after work"...."I'll kill you"...."I'll get you" or other threatening phrases. Anyone can lose his or her temper, but it takes a mature, intelligent person to keep control when provoked. Give the other person the benefit of the doubt and prevent assaults. In the workplace, courtesy is contagious.

Promptly notify your supervisor and report the assault, even if it's a minor assault. Minor assaults are indications there may be underlying problems that could lead to additional violence. It's better to walk away from arguments than to engage in violence, or activity that could lead to violence.

What can you do to help reduce these violent acts? As we've stated, realize the fact that it can happen to you....anytime....anywhere. If you're alert and aware of this possibility, your common sense and good judgment can prevent these acts.

In the workplace, be courteous and don't lose your head. Quite often, innocent remarks can lead to confrontations. If you see a potential problem, report it, so intervention can take place before the problem gets out of hand. If you see a troubled employee, who's always involved in temper tantrums or loses his or her temper frequently, they may need help, so advise management to see what can be done about this behavior.

When someone is violent or in a state of behavior that's not acceptable, don't challenge them....wait until they cool off. Certainly, this type of behavior can't be tolerated, but let

management handle the problem. If you have recommendations about safety, security, training, labor-management relations, personal safety or anything you believe will help improve the company, be sure to give your recommendations to management. Many times, management is not fully aware of potential problems, but with your help and communications, potential problems can be solved before they become bigger problems.

Violence has no place in our society, but it's a fact of life. With your awareness, communications, effort and concern, you can help make your workplace safer and reduce these acts of violence. It's the right of everyone to be safe in their environment, but it's also your responsibility to help bring about that safety by getting involved, staying alert and doing your part to make it a reality.

SAFETY REMINDER: If you argue or fight, you might lose everything, including your life.

Employee Signatures

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