

# There are Fundamental Steps to Prevent Workplace Violence. What are They?

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There are Fundamental Steps to Prevent Workplace Violence. What are They?

1. Train; investigate; review security policies and procedures.
2. Train; investigate; update equipment issues.
3. Update; review; enforce security policies.
4. Enforce security policies; update; review employee training programs.

## **ANSWER**

1. Train; investigate; review security policies and procedures.

## **WHY IS IT RIGHT**

Here are ten ways to prevent workplace violence in your workplace:

Create a policy that prevents harassment.

**Be sure to involve each level of the facility, such as the managers, employees, and executives and keep them informed about the new policy.**

Distribute the policy as wide as possible and be sure to know that every employee understands it.

**Create an effective line of communication.**

Communication is a key factor in preventing workplace violence. Violent intruders thrive on silence from the victims and any witnesses. Encourage your team members to communicate by having regular team meetings.

**Training sessions and awareness is a key factor in workplace violence prevention.**

Take the time to have training sessions and provide awareness of a violent intruder. Emergency Response Plans should be drawn up and Emergency Response and Preparedness Training should be provided as well.

**Establish a "Zero-tolerance" code of conduct.**

When you refuse to tolerate signs of harassment and danger, you promote workplace violence prevention. Be sure to check that all employees are aware of your facility's

code of conduct.

**Encourage your employees to accept individual differences.**

Help your teams to understand that the differences between each member are a vital factor in team strength. Activities can help the teams get to know each other and recognize an individual's strengths and weaknesses.

**Prevent conflicts from turning into harassment or violence.**

Monitor your teams and how they work together. Resolve these conflicts quickly as soon as they begin.

**Demonstrate respect in the workplace and show your team members you value them.**

Encourage each person to be open-minded to team members and give each of them an important role showing that their work is meaningful. Treat everyone else with respect, they in return will be shown respect.

**Communicate what qualifies as unacceptable behavior and the consequences employees will face from committing violent, threatening acts.**

Define these unacceptable behaviors clearly and precisely and give clear examples.

**Encourage everyone to report any and all violent incidents.**

Ensure your employees of the confidentiality in which they can report incidents and assure each of them that no retaliation will be made against anyone reporting acts of violence.

**Reduce the risk involved in handling the assets of your company.**

Robbery is a large factor in workplace violence. You can reduce the risk of this by keeping the amounts of the assets to a minimum, use electronic and install a locked drop safe.

**WHY IS EVERYTHING ELSE WRONG**

Without proper training and investigative procedures, the signs of employee anti-social, disrespectful and illegal behavior will not be identified as hazards and dangers in the workplace.