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



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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.