Workplace Violence

Safety Training Handout

Workplace violence is preventable when employees recognize the warning signs and report inappropriate behavior.

- **Workplace violence takes many forms**
  - Threatening behavior, such as shaking fists or throwing objects
  - Verbal or written threats
  - Verbal abuse
  - Harassment
  - Physical attacks, starting with pushing or shoving, but can escalate

- **You should ask three questions before trying to handle a work altercation yourself**
  - Is this the first time it’s happened?
  - Is the other person usually calm and rational?
  - Are you and the other person ready to “move on?”

- **Be on the lookout for outside threats**
  - Abusive spouses and boyfriends/girlfriends
  - Armed thieves
  - Drifters
  - Security threats, such as broken windows, lights, people that don’t appear to belong in the building, etc.

- **Reducing stress prevents violence**
  - Recognize when stress or anger is getting the best of you
  - Talk with a friend, loved one or co-worker: Talking it out can relieve personal stress
  - Take a break from work (a walk, long lunch, a day off)
  - Ask HR for suggestions
  - Exercise to relieve stress