

# CHECKLIST | WORKPLACE VIOLENCE: SUPERVISOR RESPONSE

Presented by RiskSOURCE Clark-Theders

Date:

Review conducted by:

When an incident involving threatening behavior or violence occurs in your workplace, it is important that you, as the supervisor, actively engage the situation as soon as possible. There will be concerns that require your immediate attention, follow-ups with affected employees and a review of existing company policy. Follow these steps:

WHEN NOTIFIED OF AN INCIDENT	YES
Immediately respond to the scene of the incident to assess the situation.	<input type="checkbox"/>
Evaluate the medical needs of any employees involved in the incident. Enact the company's emergency response plan if an employee is in need of immediate medical care.	<input type="checkbox"/>
Contact local law enforcement to inform them of the situation. Be prepared to describe the incident and identify any involved parties.	<input type="checkbox"/>
Gather statements from any witnesses.	<input type="checkbox"/>
Inform victims of their legal right to prosecute their attackers.	<input type="checkbox"/>

FOLLOW-UP	YES
Discuss the circumstances of the incident with staff members. Encourage employees to share information about ways to avoid similar situations in the future.	<input type="checkbox"/>
Offer stress debriefing sessions and post-traumatic counselling services to help affected employees recover from a violent incident.	<input type="checkbox"/>
If the offender was an employee, review the situation to determine the appropriate disciplinary action. While threatening behavior may be discussed with the employee and then monitored, termination is often the safest response to physical acts of violence.	<input type="checkbox"/>
Investigate all violent incidents and threats and monitor trends by type or circumstance so corrective actions can be instituted.	<input type="checkbox"/>
Review the existing workplace violence policy to see if any changes are warranted to prevent similar incidents in the future.	<input type="checkbox"/>
Discuss any changes in the workplace violence program during regular employee meetings.	<input type="checkbox"/>

*This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, provincial or local standards. Consult your licenced commercial property and casualty representative at RiskSOURCE Clark-Theders or legal counsel to address possible compliance requirements. © 2017 Zywave, Inc. All rights reserved.*