

# WORKPLACE VIOLENCE PREVENTION

## TAKE ACTION TO PREVENT VIOLENCE IN YOUR WORKPLACE

**WORKPLACE DESIGN** includes factors such as workplace layout, use of signs, locks, physical barriers, lighting and electronic surveillance. Building security is one instance where workplace design issues are very important.

You should consider:

- Positioning the reception area, sales or service counter so that it is visible to fellow employees and members of the public.
- Positioning office furniture so that employees are closer to a door or exit than a client and employees cannot be cornered.
- Installing physical barriers, such as pass-through windows or bullet-proof enclosures.
- Minimizing the number of entrances to the workplace.
- Using coded cards or keys to control access to the building or certain areas within the building.
- Using adequate exterior lighting around the workplace and near entrances.
- Strategically placing fences to control access to the workplace.

**WORK PRACTICES** include all the things you do while you are doing the job. People who work away from a traditional office setting can adopt many different work practices to reduce their risk.

For example:

- Prepare a daily work plan so you and others know where and when you are expected somewhere.
- Identify a designated contact at the office and a back-up.
- Keep your designated contact informed of your location and consistently adhere to the call-in schedule.
- Check the credentials of clients.
- Use the "buddy system", especially when you feel your personal safety may be threatened.
- Do not enter any situation or location where you feel threatened or unsafe.

Canadian Centre for Occupational Health and Safety