**Workplace violence** is any physical assault, threatening behavior or verbal abuse occurring in a workplace setting. Violence can include any threatening statement or behavior which gives an employee reasonable cause to believe that he or she is at risk of an injury. The injury can be physical or psychological.

Violence isn’t just physical assault. It also includes:

* Threats
* Verbal abuse
* Intimidation
* Harassment
* Bullying
* Cyberbullying
* Toxic work environment
* Spillover of domestic violence into the workplace

**Risk Factors**

Below are some risk factors that may increase your likelihood of violence. Which risk factor is relevant to your workplace?

* Working alone or in small groups
* Working with the public
* Working in isolated locations
* Handling money or valuables
* Working nights or early mornings
* Having young or inexperienced staff
* Working in an environment that has a history of violence

Everyone plays a vital role in preventing violence by following safe work procedures, reporting incidents, and helping with risk assessments or investigations. It is important to never underestimate the potential for violence and take every threat seriously.

Preventative controls to decrease the risk of workplace violence may include:

* Physical barriers such as deep counters
* Alarm systems, panic buttons and radios
* Convex mirrors, elevated vantage points
* Bright and effective lighting
* Furniture arranged to prevent entrapment
* Video surveillance and closed-circuit TV
* Training in identifying hazardous situations and appropriate responses in emergencies

**We all have a role in creating and sustaining a positive safety culture.**

* When working alone, follow a check-in procedure
* Having a schedule so no worker works alone
* Seek professional help if you feel threatened

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| **MEETING DESCRIPTION** |
| **Meeting Date:** |  | **Time:** |  |
| **Location:** |  | **Supervisor:** |  |
| **Number in Crew:** |  | **Number Attended:** |  |
| **Attended By:** |  |  | **Absent** |
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| **REVIEW ITEMS FROM PREVIOUS MEETING** | **INCIDENTS/INJURIES REVIEWED** |
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| **TOPICS DISCUSSED** |
| 1. **Violence in the Workplace**
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| **WORKERS CONCERNS** |
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| **CORRECTIVE ACTIONS TO BE TAKEN** |
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| **MEETING CONDUCTED BY** |
| **Supervisor:** |  | **Manager:** |  |
| **Date:** |  | **Date:** |  |