

TIPS FOR PREVENTING WORKPLACE VIOLENCE

Treat coworkers and customers with dignity and respect.

Communicate effectively.

Monitor and modify the work environment to reduce stress.

Develop and improve skills to manage conflict.

Don't encourage actions that could be perceived as threatening or violent.

Take all threats seriously.

Report and encourage others to report threatening or violent behavior to a supervisor.

Respond immediately to threats or violence.

Use the Employee Assistance Program (EAP) as a resource.

Uppdate the Occupant Emergency Plan (OEP) to include emergency procedures.