

Workplace Safety Plan: A Guide for Employees and Supervisors

1. Notify Public Safety of any potentially violent situations or any other incidents in which a member of the University community feels uncomfortable or in fear.
2. Obtain a civil order for protection and make sure that it is current and on hand at all times. Include the workplace on the order. A copy should be provided to Public Safety, your supervisor, the reception area (if applicable), and Human Resource Office. Public Safety can also issue a formal No Trespass Order for the University Properties.
3. Supervisors should give immediate co-workers some knowledge of the potential risk. As the unknown actions of the threatening party may put them at risk as well.
4. Supervisors and/or co-workers should call the police immediately if the suspect individual arrives at the work place. If a protection order is in place this will directly violate the civil order for protection.
5. Provide a physical description and/or picture of the suspect individual to all immediate staff and to Public Safety.
6. Identify an emergency contact person should your employer be unable to contact you.
7. Review the safety of your parking arrangements, alter routine habits.
8. Request that a Public Safety Officer escort you to and from your car.
9. Request a change and/or unpredictable rotations of your work schedule, work site, or work assignment if such a change is possible and would enhance your safety at work.
10. Have your telephone calls screened at work.
11. Request additional security measures for your work site. It may be possible to install security cameras or silent alarms at your work site, relocate your workstations to a more secure area, or provide you with a cellular phone for emergency use at work.
12. Review the safety of your childcare arrangements. If you have a protective order, make sure the provider has a copy.
13. Limit information about employees that is disclosed by phone. Information that would help locate possible victims or information which indicate what time he/she will return should not be provided. (You may want to consider this an appropriate policy to have in place at all times for all employees.)
14. Assure employees that they can use company assistance and resources without their jobs being in jeopardy and that they can trust their employer.
15. Procedures for calling for help:

Dial 911 for immediate police services or medical needs; give your exact location, including the city if calling from a cellular phone

Public Safety 765-658-4261

16. Locate and decide upon an emergency escape route.
17. Supervisors should maintain a record for accounting for all employees if a facility is evacuated