

[COMPANY NAME]

Components of a Workplace Safety Plan¹

1. Consider obtaining a protective order 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 the police, your supervisor, Human Resources, the reception area, the Legal Department, health professionals, and Security if the abusive partner may come to the worksite. Ask coworkers and/or supervisors to call the police if the perpetrator threatens, harasses you at work or violates the civil protective order, in any way.
2. Consider providing a picture of the perpetrator to reception areas and/or Security.
3. Consider identifying an emergency contact person should your employer be unable to reach you.
4. Review the safety of your parking arrangements.
5. Consider having Security escort you to and from your car or public transportation and/or obtaining special parking access.
6. Consider requesting a change and/or unpredictable rotations of your work schedule, worksite, or work assignment if such a change is possible and would enhance your safety at work.
7. Consider having your telephone calls screened at work.
8. Consider requesting additional security measures for your worksite. It may be possible to post security near your worksite, install security cameras or silent alarms at your worksite, relocate your work station to a more secure area, or provide you with a cellular phone for emergency use at work.
9. Review the safety of your childcare/educational arrangements. If you have a protective order, make sure the childcare provider/school has a copy.
10. Review your travel route between the employee's home and work.

¹ This sample workplace safety plan is based on materials from the following source: Donna Norton, Esq., Stephen T. Moskey, Ph.D., and Elizabeth Bernstein. *The Workplace Responds to Domestic Violence – A Resource Guide for Employers, Unions and Advocates*. The National Workplace Resource Center on Domestic Violence, the Family Violence Prevention Fund, January 1, 1998.