

# INFORMATION & TIPS

## Signs of Potential Workplace Violence

*Source: U.S. Office of Personnel Management*

Experts say that while it's difficult to come up with a precise profile of a worker who could turn violent, there are a number of warning signs employees and employers should watch for:

1. Watch out for direct or veiled threats.
2. Look out for intimidating or aggressive behavior.
3. Be alert to employees bringing weapons to the workplace or employees who seem overly fascinated with firearms and/or violence.
4. Pay attention to employees who appear to be going through a difficult time.
5. Look for employees who suddenly start showing up late or not showing up at all that previously were always on time.
6. Pay attention to workers who show contempt for fellow workers and or superiors.
7. Is a worker acting paranoid?

### **Employers should:**

1. Encourage employees to report suspicious or threatening incidents at work.
2. Provide training in stress management for workers.
3. Offer employee assistance programs to help workers deal with stress.

### **Crisis Plan**

According to the U.S. Office of Personnel Management all employers should have a Crisis Plan in place to deal with the worst possible situations. OPM recommends the following:

1. Escape routes: Designated escape routes for all employees

2. Codes: Code words to alert personnel of a threatening situation
3. Check-in times: Regular check-in times for employees or supervisors who work alone or in isolated areas
4. Resource guide: A resource directory containing all important telephone numbers, referral sources, consultants, and emergency procedures
5. Chain of command: A clearly defined chain of command to insure that the proper people are notified in the event of an emergency
6. Planned responses: Pre-planned response units of management and security personnel, violence drills and simulations incorporated into all safety training programs
7. Regular training: Regular in-service training sessions designed to increase employee awareness and readiness.

Visit the U.S. Office of Personnel Management web site (<http://www.opm.gov/>) for more information on workplace violence.