




# Workplace Violence – Prevention Checklist

 <b>Prevention Checklist</b>
<input type="checkbox"/> Managers are committed to preventing aggression and violence in the workplace.
<input type="checkbox"/> Employees feel that managers will respond to their concerns about possible aggressive or violent acts in the workplace.
<input type="checkbox"/> Managers and supervisors know best practices for resolving conflict.
<input type="checkbox"/> The safety committee, or other volunteers, helps create policy, evaluate risks, and develop procedures for responding to hostile acts.
<input type="checkbox"/> There is a written policy that tells employees hostile acts will not be tolerated and will be dealt with appropriately.
<input type="checkbox"/> There is a written plan to control aggressive or violent behavior in the workplace.
<input type="checkbox"/> The potential for violence and facility weaknesses were identified with a written risk assessment.
<input type="checkbox"/> There is a written procedure that tells employees how to respond to violent acts and a set of follow-up procedures for evaluating incidents and preventing them from recurring.
<input type="checkbox"/> Employees have been trained to recognize, respond to, and report potentially violent acts.
<input type="checkbox"/> All violent acts and reports of violence are evaluated at least once a year.

*This fact sheet is not intended to be exhaustive. The discussion and best practices suggested herein should not be regarded as legal advice. Readers should pursue legal counsel or contact their insurance providers to gain more exhaustive advice*

**For additional information on this topic please contact ACWA JPIA Risk Control Department, Terry Lofing, Administrative Assistant ([tlofing@acwajpia.com](mailto:tlofing@acwajpia.com)) or 800-231-5742**