

WHAT ABOUT VIOLENCE IN THE WORKPLACE?

Violence in the workplace takes many forms; from raised voices, profanity and sexual harassment, to robbery and homicide. While homicide in the workplace is rising, 75 % of work-related homicides are committed by unknown assailants while committing a robbery or other crimes. Despite media hype, the attacker usually isn't a disgruntled co-worker. To assess a workplace's vulnerability to violence, ask yourself these questions:

- Is your office secure? Do you have easy-to-use phone systems with emergency buttons, sign-in policies for visitors, panic buttons, safe rooms, security guards, office access controls, good lighting, and safety training?
- Does your employer take care in hiring and firing? Before hiring, are employment gaps, history, references, and criminal backgrounds thoroughly examined? Are termination procedures defined clearly with attention to advance notice?

- Could you recognize potentially violent employee's? Signs of stress that could erupt into violence include: depression, frequent absences, talking in a louder-than-normal voice, being startled easily, increased irritability and impatience and concentration and memory problems.
- Are you encouraged to report unusual or worrisome behavior? Is there a clear, written policy that spells out procedures in case of violence, and sanctions for violators? Make sure you know to whom you should report unusual behaviors.
- Do you work in a supportive, harmonious environment? Is there culture of mutual respect? Does your employer provide an employee assistance program (EAP)?



CITY of HOLLADAY

Salt Lake County Sheriff's Office
Holladay City Precinct

Take Crime Prevention To Work

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SALT LAKE COUNTY SHERIFF'S OFFICE

Sheriff James M. Winder

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When you go to work, don't leave your crime prevention sense at home. Almost any crime that can happen at home, or in your neighborhood, can happen in the workplace. But common sense prevention skills can help make life at work safer for everyone.



HELP PREVENT OFFICE THEFT AND OTHER CRIMES

- Keep your purse, wallet, keys, or other valuable items with you at all times or locked in a drawer or file cabinet.
- Check the identity of any strangers who are in your office. Ask whom they are visiting and if you can help them find that person. If this makes you uncomfortable, inform security or management about your concerns.
- Always let someone know where you will be—whether it's coming in late, working late, going to the photocopier or mail room, going out to lunch, or a meeting.
- If you bring personal items to work, such as a coffee pot, radio, or calculator, mark them with your name or initials.
- Report any broken or flickering lights, dimly lit corridors, doors that don't lock properly, or broken windows. Don't wait for someone else to do it.
- Be discreet. Don't advertise your social life or vacation plans and those of your co-workers to people visiting or calling your place of work.



TAKE A LOOK AT COMMON TROUBLE SPOTS

- **Reception area:** Is the receptionist equipped with a panic button for emergencies, or a camera with a monitor at another employee's desk?
- **Stairwells:** Don't use the stairs alone. Talk to the building manager about improving poorly lit corridors.
- **Elevators:** Don't get into elevators with people who look out of place or behave in a threatening manner. If you find yourself in an elevator with someone who makes you nervous, get off as soon as possible.
- **Restrooms:** Attackers can hide in stalls and around corners. Make sure restrooms are locked and only employees have keys. Be extra cautious when using public restrooms.
- **After hours:** Don't work late alone. Create a buddy system for walking to and from parking areas.
- **Park in lots and garages:** Choose a well-lit area to park. Always lock the doors and roll up the windows. If you see anyone hanging around, call the police. Check inside the car before getting inside.