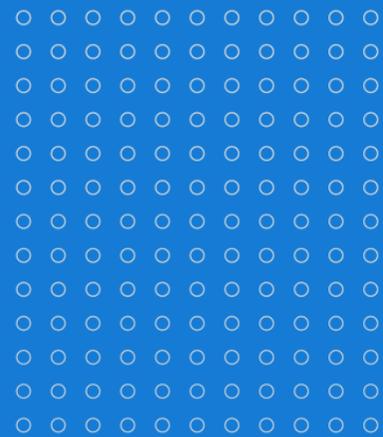


Getting Started Guide

Developing a Workplace Violence Prevention & Intervention Program



#LetsDoSomething





Intro

As high profile acts of targeted mass violence and continue to occur in workplaces across North America, many employers are wondering how best to protect their people, property, and profits. According to OSHA and leading professional associations like ASIS International and SHRM, the short answer is employers should develop and implement a Workplace Violence Prevention Program to identify concerning employee behaviors early, and provide a structured approach to prevent and respond to violence and threats.

Workplace Violence Prevention Program development can often be a challenging process for the business leaders, safety and security managers, and human resource professionals tasked with building a program. This guide is intended to help you take the first steps toward program development as defined in the ASIS/SHRM WVPI.1-2011 American National Standard.

Instructions

Use this document to begin identifying and assembling key stakeholders within your organization that will become the multidisciplinary program development team. Because a shared and fact based understanding of this complicated subject is critical to success, once this list is completed you can begin to assess and identify this team's training needs. You may also want to consult with your in-house or outside counsel as you begin this process.

We also recommend you use this guide in conjunction with other compliance resources available on this topic specific to your industry and federal, state, local laws and regulations.

If you still have questions regarding your compliance obligations, please contact your HUB International Account Manager for assistance.

The information in this checklist is non-exhaustive and it is meant to be educational only and regulations change regularly. As brokers, we cannot provide you with legal or tax advice. Always consult with your own attorney for compliance with all laws applicable to your plan or you as a plan sponsor and employer.

Step 1 – Establishing a Multidisciplinary Team

Because of the unique nature of workplace violence hazards and risks, there is no single function that can effectively own and manage a workplace violence prevention program. The list below identifies common participants, but depending on your industry and structure you may include others not on the list. Additionally, smaller organizations may have single individuals with responsibility for multiple functions and may decide to engage others in the organization to create a more well-rounded team. When this team is established a critical first step is providing them a workplace violence awareness training session to create a shared and fact-based understanding of the hazards and risks you face, as well as familiarizing them with the framework for a strong prevention program. A baseline training will ensure that the team will move forward with a common understanding, vocabulary and approach.

Name	Function	Alternate or Additional Person
1.	Company Leadership	
2.	HR Leader	
3.	Safety Leader	
4.	Security Leader	
5.	Legal Counsel	
6.	Labor Union	
7.	EAP	
8.	Crisis Manager	
9.	Risk Manager	
10.	PR/Communications	
11.	Other	

Step 2 - Consider Your Organization's Needs and Vulnerability

Once your multidisciplinary team is trained, you should begin discussing your general workplace violence vulnerabilities with respect to your known industry hazards and risks. You should also consider how each of the OSHA Violence Types may impact your organization. You can use the list below as a conversation starter for your team and conduct a more formal and in depth organizational needs and risk assessment later.

Violence Types	Likelihood of Occurrence and Specific Concerns?	Current Controls in Place (y/n) and Types of Controls
Type 1 Violence: Criminal Intent		
Type 2 Violence: Customer/Client		
Type 3 Violence: Worker vs. Worker		
Type 4 Violence: Personal Relationships		
Ideological Violence: Targeted and Symbolic		
Industry Specific Hazards		



Next Steps and Additional Support

When your team is assembled and trained, and you are ready to move forward with developing and implementing your program, there are a number of resources available to help you establish a framework and direction for your program.

Contact HUB International's Risk Service Division for additional consulting and training services to support your Workplace Violence Prevention Program development. Tailored services include:

- Professionalism in the Workplace Training
- Bullying in the Workplace Training and Toolkit
- Employer Sexual Harassment Prevention Training and Toolkit
- Workplace Violence Needs & Risk Assessments
- Workplace Violence & Active Shooter Awareness Training
- Physical Security Audits & Inspections
- Workplace Violence Prevention Program Development
- Insurance Policy Review & Tailored Coverage Solutions

Resources

ASIS/SHRM WVPI.1-2011 American National Standard

<https://www.asisonline.org/publications/sg-asis-shrm-workplace-violence-prevention-and-intervention-standard/>

OSHA Workplace Violence Resources

<https://www.osha.gov/SLTC/workplaceviolence/evaluation.html>

<https://www.osha.gov/SLTC/workplaceviolence/index.html>