Seven Tips to Prevent Violence in Your Workplace

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Workplace violence can be broadly defined as any physical assault, threatening behavior, or act of verbal abuse occurring in the work setting—and if it's an issue in your workplace, it's for good reason, considering the number of workplace violence stories we see unfold in the media every day.

If you're concerned about workplace violence in your own organization, you can begin to create a safer work environment and immediately decrease the chance of workplace violence incidents with these tips. Having a set of procedures in place can help you stay prepared for any type of situation.

✔ **Assess your work environment.**
Critically examine all areas of your work environment, including parking lots, entryways, reception areas, work areas, and offices. Is the lighting adequate? Are there convenient escape routes? Do you have a method to summon assistance?

✔ **Pay attention to warning signs.**
Many people who become violent communicate their intentions in advance. Threats from customers, coworkers, or third parties should be reported immediately.

✔ **Promote respect.**
The best way to prevent violence in the workplace is to foster a day-to-day attitude of respect and consideration in your work environment.

✔ **Eliminate potential weapons.**
Take a mental inventory of objects available in your immediate work area that could be potential weapons. Remove or secure objects that could be thrown.

✔ **Know your violence response procedures.**
Violence response procedures are simple plans designed to minimize injury during a violent incident. These procedures should include a plan to summon assistance and move people to a safe area.

✔ **Trust your instincts.**
Don't ignore your internal warning system. If you sense impending danger, react accordingly.

✔ **Use a team approach.**
If you are in a situation in which hostility could occur, use the buddy system.

All employees have a right to a violence-free workplace. By following these tips, effectively enforcing workplace violence prevention policies, and implementing training, organizations can minimize their workplace violence risks.

About CPI

CPI is the standard-setting provider of behavior management training that equips employees to have an immediate, tangible, and lasting positive impact on the people and organizations they serve. Through a variety of specialized offerings, CPI empowers professionals with a set of practical actions they can apply both in and out of the workplace.

Since 1980, more than six million professionals have participated in CPI's training programs, and thousands of organizations worldwide have successfully implemented CPI's safe, nonharmful techniques and developed comprehensive crisis prevention and intervention plans. CPI's *Nonviolent Crisis Intervention*® training and the *Prepare Training*® program focus on prevention and offer proven strategies for safely defusing anxious, hostile, and violent behavior at the earliest possible stage.

CPI offers training both on site and at select locations in more than 150 cities worldwide. Learn more about how CPI educates, empowers, and enriches at **crisisprevention.com**, or call **800.558.8976**.