



Emergency Procedures: Workplace Violence

Workplace violence often begins with inappropriate behavior or signs that, when detected and reported, may help prevent its occurrence. The following information is a starting place for workplace violence education and a safer, healthier workplace for everyone.

Examples of workplace violence:

- Threats direct or implied.
- Physical conduct that results in harm to people or property.
- Conduct which harasses, disrupts, or interferes with another individual's performance.
- Conduct that creates an intimidating, offensive, or hostile environment.

Potential warning signs:

- Verbal, nonverbal or written threats.
- Fascination with weapons or violence.
- New or increased stress at home or work.
- Expressions of hopelessness or anxiety.
- Insubordinate behavior.
- Dramatic change in work performance.
- Destruction of property.
- Drug or alcohol abuse.
- Externalization of blame.

Risk factors that contribute to workplace violence:

- Termination of employment.
- Disciplinary actions.
- Ongoing conflicts between employees.
- Domestic or family violence.
- Financial problems.

Workplace violence prevention:

- Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
- Tell your supervisor when you notice unusual or suspicious behavior.
- Attend a violence prevention seminar that includes training in conflict resolution and positive ways of dealing with hostile individuals.

- Get acquainted with the Cleveland State University police officers. Do not hesitate to call for help.
- Finally, remember; a safe workplace is everyone's responsibility.

Reporting workplace violence:

- Incidents of workplace violence concerning FACULTY should be reported to the Office of the Provost.
- Incidents of workplace violence concerning STAFF should be reported to the Department of Human Resources Development and Labor Relations.
- Incidents of workplace violence concerning STUDENTS should be reported to the Department of Student Life.

All incidents should also be reported to University Police at extension 2111.