

Plan and Prepare:

Planning and preparing can help eliminate workplace violence, bullying and harassment. Some considerations include:

- Knowing the location of emergency exits and procedures
- Knowing where to access telephones, including local pay phones and “red rockets” available throughout main campus
- Installing panic buttons in your work area
- Comparing procedures with your coworkers or people with similar occupations
- Imagining appropriate responses to various situations you may find yourself in
- Deciding ahead of time how you will respond to various situations
- Inventorying your property. Record all serial numbers.
- Not loaning keys or access cards to anyone. Report lost or stolen cards or keys immediately to Security
- If you are a Supervisor, you have a responsibility to ensure your staff knows the hazards associated with their job tasks
- As employees we have a responsibility to know hazards associated with our jobs
- If you feel that there is a potential for home violence to carry over to the workplace, inform your supervisor and Security. Other internal resources such as Human Rights and Equity Services (HRES) and Employee Labour Relations (ELR) will provide confidential support and can assist in identifying external resources. For example, women’s shelters can provide advice on developing a safety plan
- CAW Local 555’s Women’s Advocate provides confidential information, support and resources
- Other resources for planning and preparing are listed in the Resource Section of this document