Exercise 1:

**Title: Workplace Violence Prevention in California |** *Risk Factors and Controls*

Target Audience: All employees.

Exercise Objective: To recall the risk factors for workplace violence, as well as the engineering and administrative controls put in place by the facility to prevent workplace violence.

Instructions: Have trainees complete the worksheet below. Then discuss the results as a group and answer any questions.

**1.** Identify three factors that create a higher risk for violence to occur in the workplace. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.** Identify three factors that increase the severity of a workplace violence incident. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3.** Identify the engineering controls for workplace violence prevention at your facility. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4.** Identify the administrative controls for workplace violence prevention at your facility. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Guidance:

**Title: Workplace Violence Prevention in California |** *Risk Factors and Controls*

**1.** Factors that create a higher risk for violence to occur in the workplace:

* Working directly with the public
* Working alone
* Working at night
* Working where alcohol is served
* Mobile workplaces
* Working with unstable or violent persons
* Working in high-crime areas
* Guarding valuable goods or property
* Working in community-based settings

**2.** Factors that increase the severity of a workplace violence incident:

* Inadequate security systems, such as a lack of door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems
* Unrestricted movement of the public in the facility
* Ineffective systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, such as alarms or panic buttons
* Blocked escape routes
* No posting of emergency telephone numbers for law enforcement, fire, and medical services
* No access to a telephone with an outside line
* No designated safe area where employees can go to in an emergency
* Employees’ lack of skill in safely handling threatening or hostile service recipients
* A lack of communication between management and employees

**3.** Engineering controls ***[modify to your facility]***:

* Security cameras, silent alarms, and other security equipment can warn of threats and trigger emergency response.
* Controlling access to the facility with locked doors, employee badges, and other measures can keep unauthorized people out of the workplace.
* Keeping the workplace well lit inside and outside can discourage crime and other potential violence.

**4.** Administrative controls ***[modify to your facility]***:

* Procedures for reporting problem behavior on the part of coworkers, customers, and others
* Conflict resolution techniques
* “Buddy" system for specified emergency events