

# **Workplace Violence Prevention planning committee meeting**

9/6/07

## **AGENDA**

### **Meet the committee members**

### **The purpose of this committee**

- We must evaluate risks to our employees
- Compose a written policy and procedures
- Ensure compliance with the Law, by implementing a workplace violence prevention program, by including training.

### **Tasks**

#### **Risk Assessment**

Are we going to contract assessment out or complete within the agency?  
How should we evaluate our worksites?  
What information should be asked?  
Information on past incidents.

#### **Parole Workplace Violence Prevention Policy**

If Parole is to have a zero tolerance for WPV must have a written policy including consequences of making threats or committing acts of violence.  
Set up levels of WVP and decrease of discipline.

#### **WPV Reporting procedures**

Is there any Changes to the Unusual Incident Report?  
Identify types of violence (maybe even levels)

#### **Preventative Measures**

Work practices, safety measures:  
Emergency procedures - entering a residence - leaving the office -  
OSST - Firearms safety - Stress management - Conflict resolution

#### **Training**

We have a DVD now available for initial orientation and annual training.  
Employees need know what is considered violent behavior; how to avoid or stop it, report incidents, and what the consequences are for committing violence in the workplace.

#### **Contact List**

Employee Assistance, Human Resources, Local Emergency Personnel

### **Set date and location of next meeting**