**Domestic and family violence – Workplace safety checklist**

**This checklist will assist managers and employees in identifying the most suitable supports and safety measures if domestic and family violence (DFV) has been identified. The roles of employees, managers and co-workers, and individual employee circumstances, will differ in each workplace.**

**This checklist should be completed on a regular basis (e.g. annually) and a plan implemented to improve safety in the workplace, particularly if ‘no’ responses are provided below.**

***The following issues have been addressed (where necessary) to mitigate any risk to the employee:***

**Yes ❑ No ❑ N/A** **❑**

Does the workplace have readily available, up to date contact and referral information for emergency and DFV services/ counselling services available to the employee?

**Yes ❑ No ❑ N/A** **❑**

The employee has been encouraged to access the Employee Assistance Program (EAP) and/or seek advice from specialist DFV, legal and counselling services.

**Yes ❑ No ❑ N/A** **❑**

The employee’s regular movements in the workplace including start/finish times and childcare arrangements have been ascertained.

**Yes ❑ No ❑ N/A** **❑**

Point and method of contact in the event the employee is late or absent from work has been ascertained.

**Yes ❑ No ❑ N/A** **❑**

Any times when the employee is at greater risk, such as after hours/early in the morning, or quieter/busier times of the day have been ascertained.

**Yes ❑ No ❑ N/A** **❑**

Any locations where the employee is at greater risk, such as in isolated/public locations/reception areas have been ascertained.

**Yes ❑ No ❑ N/A** **❑**

The employee’s travel arrangements to and from work and car park location have been ascertained.

**Yes ❑ No ❑ N/A** **❑**

Appropriate security is in place in the workplace, including the employee’s access to and from the workplace and car parking/public transport.

**Yes ❑ No ❑ N/A** **❑**

The workplace has the capacity to respond to emergencies and undertakes regular evacuation and emergency lockdown drills.

**Yes ❑ No ❑ N/A** **❑**

The workplace contains a ‘safe area’ or staff only area.

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Possible actions to support employee safety at work:***

**Yes ❑ No ❑ N/A** **❑**

Contact information for emergency services and specialist DFV, legal and counselling/EAP services have been provided to employee and relevant staff members.

**Yes ❑ No ❑ N/A** **❑**

Employee’s contacts in the case of an emergency have been obtained, are safe to contact and up-to-date.

**Yes ❑ No ❑ N/A** **❑**

A copy of the employee’s Domestic Violence Protection Order (DVO), where one exists, has been provided to the employer and is stored securely.

**Yes ❑ No ❑ N/A** **❑**

Is the workplace listed on the DVO? Discuss need for this, if not listed.

**Yes ❑ No ❑ N/A** **❑**

Use of locked entries/exits or provision of cards, keys or security codes to access staff-only areas.

**Yes ❑ No ❑ N/A** **❑**

Use of reception desks and a sign-in procedure for visitors.

**Yes ❑ No ❑ N/A** **❑**

Installation of door chimes or other means to notify workers when someone enters the workplace.

**Yes ❑ No ❑ N/A** **❑**

Installation of personal or fixed alarms (either audible or silent).

**Yes ❑ No ❑ N/A** **❑**

Use of video surveillance, including posting signs to inform people of the surveillance.

**Yes ❑ No ❑ N/A** **❑**

Emergency plan has been developed, with processes for contacting the police when workers observe threatening behaviour.

**Yes ❑ No ❑ N/A** **❑**

Steps to be taken once aware of an emergency incident or potential incident are well known, easily available and are rehearsed regularly.

**Yes ❑ No ❑ N/A** **❑**

Regular security patrols and alarm checks are implemented.

**Yes ❑ No ❑ N/A** **❑**

Staff are trained in non-confrontational questioning techniques in the case of an intruder’s presence in the workplace and the importance of not revealing information such as location and movements of the employee.

**Yes ❑ No ❑ N/A** **❑**

Abusive phone calls are screened, records of calls retained where possible, and any incidents reported to Police.

**Yes ❑ No ❑ N/A** **❑**

There is a clear reporting process to the Police for incidents of violence, stalking or threats.

**Yes ❑ No ❑ N/A** **❑**

Provision of safe parking spaces (well-lit, close to the entrance and secure if possible), and co-workers to escort the employee to their car or public transport.

**Yes ❑ No ❑ N/A** **❑**

If a work uniform is in place, discuss whether it is safe for employee to wear (consider visibility/hazards).

**Yes ❑ No ❑ N/A** **❑**

IT has been consulted to change employee’s work contact details and removal of information from websites, internal directories and databases if possible.

**Yes ❑ No ❑ N/A** **❑**

Employee has been provided with work mobile phone or other communication or monitoring/tracking device.

**Yes ❑ No ❑ N/A** **❑**

Shorten or vary start and finish times for the employee, if required.

**Yes ❑ No ❑ N/A** **❑**

Ascertain if the employee needs short- or long-term leave to address issues arising from the violence (financial, medical, legal, child care, accommodation).

**Yes ❑ No ❑ N/A** **❑**

There are clear sightlines to the employee (examine landscaping, layout and buildings that might restrict view).

**Yes ❑ No ❑ N/A** **❑**

Relocate employee to a more secure area of the workplace. Ensure employee is not isolated from others.

**Yes ❑ No ❑ N/A** **❑**

Is there a need for employee to work temporarily or permanently from another location to provide safety?

**Yes ❑ No ❑ N/A** **❑**

Where the employee is located on the same site as the person using violence, examine relocation and transfer options for the person using violence.

**Yes ❑ No ❑ N/A** **❑**

If there is a DVO in place, do the terms preclude the parties from working in proximity to one another? Is so, this must be complied with.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Employee Considerations:***

**Yes ❑ No ❑ N/A** **❑**

Do you believe you or anyone else in the workplace is in imminent danger?

**Yes ❑ No ❑ N/A** **❑**

Have you got existing supports e.g. friends, family, co-workers, specialist DFV, legal and counselling services?

**Yes ❑ No ❑ N/A** **❑**

Is the violence impacting on your current work performance? If so, discuss with your manager possible actions to support you.

**Yes ❑ No ❑ N/A** **❑**

Are there any reasonable adjustments/flexible conditions that can be implemented to support you in managing your safety and/or accessing supports?

**Yes ❑ No ❑ N/A** **❑**

Have you advised your manager, security and/or HR representatives about your situation and worked collaboratively to develop a *DFV Workplace Safety Plan*?

**Yes ❑ No ❑ N/A** **❑**

Have you established with your manager who will need information about your circumstances to ensure your safety and the safety of others?

**Yes ❑ No ❑ N/A** **❑**

Have you agreed on the level of information and detail required by co-workers, front office, security, HR etc?

**Yes ❑ No ❑ N/A** **❑**

Have you provided your employer with a copy of your DVO, if you have one in place?

**Yes ❑ No ❑ N/A** **❑**

If you believe you are being stalked at the workplace, have you advised your manager and Police?

**Yes ❑ No ❑ N/A** **❑**

Have you provided a photo or description of the person using violence and details about their car to the workplace?

**Yes ❑ No ❑ N/A** **❑**

Can you provide your manager with as much information as possible about the person using violence, e.g.:

* Does the person have access to your workplace?
* Is there a concern about the person presenting at or contacting you at the workplace?
* Does the person work at the same workplace?
* If the person works at the same workplace, have they used violence at work or using work resources?
* Is there a DVO in place? If yes, is the workplace named?
* Has the DVO been breached?
* Is the person likely to be a safety risk to others?
* Does the person have access to weapons? (contact police if so)