

Preventing Violence and Crime in the Workplace

Acknowledgements: *ORM, Loss Prevention Unit*
 OSHA
 UL Lafayette University Police Dept.

In this day and age, violence and crime in the workplace must be taken seriously. The University's Violence in the Workplace policy is available in at the following website:

www.louisiana.edu/ehs/

(Click on **Policy**, and then click on section 14)

Here are some helpful tips in dealing with and preventing any violent incidents:

Violence and Crime In The Office/Workplace

Do...

1. Contact University Police (Dial 911) to report any suspicious activity
2. Arrange your office furniture so that you face the door. This avoids a surprise attack from behind. Keep all building doorways clear of obstructions
3. Make sure all file cabinets are locked when not in use. Use passwords for all computers and change these passwords yearly. Use student monitors in all computer laboratories.
4. Have a departmental system of "closing the shop" which includes a daily check of all doors and other items of security.
5. Keep all entrance doors locked after 4:30 pm and on weekends and holidays.
6. Maintain a well-lit workplace. Report any lighting problems to the Physical Plant (x26440).
7. Take threatening phone calls seriously. Notify your supervisor and/or dial 911 immediately if you receive any threats.
8. Supervisors should check references of any applicant they review for job openings.

Don't...

1. Do not leave any valuables unattended. Lock your door when you leave your office.
2. Do not enter a crowded elevator. If you must, then stand in the front of the elevator car – ready to exit at a moments notice.
3. Never give your office key to anyone. Follow the University's key policy (available at www.louisiana.edu/ehs/ - click on **Forms**)
4. Do not allow visitors to your department to report directly to laboratories, classrooms, etc. Ask all visitors to report to the departmental office first.
5. Do not remove any movable property from campus without a Custody Receipt. Contact Barton Broussard (x26441) for more information.

Violence and Crime in the Motor Vehicle

Do...

1. Always keep your vehicle doors locked. Never leave your vehicle unattended while the engine is running.

2. Make sure your vehicle's registration and insurance papers are current and in your vehicle at all times.
3. Keep anything of value locked in the trunk.
4. Always wear your seat belt. It's the law.

Don't...

1. Do not park in poorly lit areas. Have your keys in your hand while walking to your car.
2. Do not get into your car without looking inside for anything suspicious.
3. Never drink and drive. There is no tolerance for this activity.

Personal Safety Tips

1. Keep your University ID card with you at all times
2. Never walk alone at night. Always be aware of your surroundings.
3. Do not give your credit card number over a cordless or cellular phone (other people might be listening).
4. If you leave home or work by yourself, let someone know where you are going (and when you expect to return).
5. If you have (or think you have) been threatened by a coworker, notify your supervisor immediately.
6. If you have a personal friend or family member that you think may commit violence in your workplace, notify your supervisor of this so that the University may prepare properly for such a possibility.

For more information on workplace violence, consult the following:

1. The Workplace Violence Research Institute
<http://www.noworkviolence.com/index.htm>
2. Critical Incident Associates
<http://members.aol.com/endwpv/>
3. The National Institute for Occupational Safety and Health
<http://www.cdc.gov/niosh/violcont.html>
4. The Institute of Workplace Violence Prevention
<http://www.smartbiz.com/sbs/columns/robin1.htm>