

LOSS CONTROL

Policyholder Training Series

Policy Training Series (PTS) Important Points:

- All occupations have internal risk of violence that should not be ignored.
- There are ways that you can minimize the danger of assault by taking precautions.
- Those working alone or at night are particularly vulnerable; specific precautions should be considered.
- Recognize the warning signs when dealing with co-workers.

For information about any of FirstComp's Loss Control Services, please call (888) 500-3344 or email losscontrol@firstcomp.com.

Violence in the Workplace

Protecting Yourself

There are certain occupations that seem particularly vulnerable to workplace violence and many others where the risk seems very low. All occupations have internal risk of violence that should not be ignored. Taking precautions and being alert can assist in your protection.

There are a some ways you can minimize the danger of assault by focusing on these precautions:

- Keep phone numbers for security near your phone.
- Create a signal with your co-workers so that you may alert others.
- Meet all visitors in the lobby.
- Do not handle unusual packages and alert security when received.
- Lock up your personal belongings to minimize theft.
- Report signs of break-in to authorities immediately.

Those working alone or at night are particularly vulnerable, therefore those individuals should:

- Let someone know you are working late.
- Keep the door to your work area locked.
- Stay close to a phone.
- Turn on the lights and avoid using dark stairways or halls.
- Let security know when you are leaving.
- Walk to the car with someone else when possible.
- Check under and inside your car and lock the car as soon as you get in.

Recognize these warning signs when dealing with co-workers:

- When threatening violence against others.
- Vowing to get even with others.
- Making a habit of threatening or intimidating others.
- Saying people are out to get him or her.
- Talking a lot about weapons, possibly owning them.
- Blaming others for problems.
- Getting angry very easily and often.
- Responds very defensively when criticized.

The larger the number of signs the greater the risk of more serious action may be. These signs must not be ignored and should be reported to a supervisor or security person. It must not be assumed that they necessarily precede violence. This also presents an opportunity to help a troubled individual.

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