

Workplace Violence

What Supervisors Must Do Checklist

If you are faced with any prohibited behavior* as identified by the University of Washington Policy and Procedure on Workplace Violence, here are the steps you must take:

If direct threat to harm persons or property

- **Call 9-911 immediately or 911 for off-campus sites.**
- Give the dispatcher detailed information as to the direct threat.
- Give a description of the subject making the threat.
- Give the location or last known location of the subject making the threat.
- Isolate or evacuate other people if there is fear.
- UWPD will coordinate with other UW departments for further action if needed, i.e. UW Workplace Violence Assessment Team.

If not a direct threat and it involves a UW employee

- Call your Human Resources Consultant.
- If it is a Workplace Violence issue, HR will call together a UW Workplace Violence Assessment Team.
- It is important to document and provide all behaviors, statements, inappropriate actions to the Assessment Team.

*Prohibited behavior includes: is violent; threatens violence; harasses or intimidates others; interferes with an individual's legal rights of movement or expression; or disrupts the workplace, the academic environment or the University's ability to provide service to the public.

Examples of a direct threat:

- Fighting.
- Destruction of property.
- Person makes a statement that they are suicidal or homicidal.
- Person makes a statement that they will harm someone.
- Person displays a gun, knife, or other instrument that could cause harm.
- Person makes a statement that they will go get a weapon.
- Person is out of control by yelling, screaming, flailing arms, or throwing dangerous objects.

Preventive and Ongoing Actions

- Communicate the UW Workplace Violence Policy to all new employees and provide periodic reminders of this policy to staff and managers.
- Train all supervisors of the warning signs (see below).
- Communicate expectation that all incidents that might be perceived as workplace violence must be actively responded to in accordance with the above guidelines.
- If you have concerns about a particular work area, request a safety assessment to be conducted by UWPD or Medical Center Public Safety Department.

Warning Signs

- Threatening statements to kill/harm self or others, direct or veiled.
- References to or preoccupation with other incidents of workplace violence.
- Intimidating, belligerent, insubordinate, defiant or challenging.
- Confrontational, angry, easily provoked, unpredictable, restless, or agitated.
- History of violent, reckless, or antisocial behavior.
- Alleged fondness or fascination with firearms.
- Blames others for anything that goes wrong, with no sense of own responsibility.
- Shows recent marked performance decline.
- Changes in personality, mood or behavior.
- Excessive crying.
- Decline in personal grooming.
- Crosses behavioral boundaries, such as:
 - Excessive phone calls
 - Personal emails
 - Visits
- Substance Abuse.
- Cultural issues – disgrace for failing.
- Failing in school.
- Serious stress in their personal life
 - Financial
 - Family
 - Marital problems