



DOMESTIC AND FAMILY VIOLENCE WORKPLACE SAFETY PLAN

EMPLOYEE DETAILS

Employee ID:

Position:

Employment status: Full time Part time Casual Job share

Full name:

Phone:

Email:

MANAGER DETAILS

Full name:

Phone:

Email:

HR REPRESENTATIVE

Full name:

Phone:

Email:

EMPLOYEE EMERGENCY CONTACTS

Full name:

Phone:

Email:

Full name:

Phone:

Email:

Workforce safety plan start date

Workforce safety plan review date:

Below is a range of questions provided to help start the conversation between you and the employee. The questions provide a guide, and depending on the situation, the level of detail obtained should only be what is necessary to maintain the safety of the employee and their work colleagues.

QUESTIONS TO ASSESS THE LEVEL OF RISK	EMPLOYEES COMMENTS
Are you in imminent danger? Who else might be in danger (e.g. children or other family members)?	
CONSIDERATIONS IN DETERMINING CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS	CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS
• If employee is in imminent danger, encourage contact with the police • Seek to understand whether the person who is using violence / abuse has access to weapons. If so, seek advice from police	

QUESTIONS TO ASSESS THE LEVEL OF RISK	EMPLOYEES COMMENTS
Do you have an Apprehended Domestic Violence Order in place (ADVO)? If yes, does it cover your workplace?	
CONSIDERATIONS IN DETERMINING CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS	CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS
• If an order exists, clarify what the terms are and if the workplace is specified in the Order • Has the person identified in the Order ever been charged with breaching the Order? Seek advice from HR / police / legal	

QUESTIONS TO ASSESS THE LEVEL OF RISK	EMPLOYEES COMMENTS
Does the person using violence work at the same workplace?	
CONSIDERATIONS IN DETERMINING CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS	CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS
- Consider separating employees to address any safety concerns - If the employee using abuse has used work resources or conducted this behaviour within the workplace, consider reporting this to HR as it may constitute a breach of the Code of Conduct	

QUESTIONS TO ASSESS THE LEVEL OF RISK	EMPLOYEES COMMENTS
Does the person using violence have access to the workplace?	
CONSIDERATIONS IN DETERMINING CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS	CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS
- Determine whether the employee wants to provide the workplace with a photo of the person - Obtain consent from the employee for reception / security to have access to the photo so that they can identify / screen at entry point - Review how visitors access the work place / toilets etc - Ensure there are visitor logs and sign in / sign out procedures	

QUESTIONS TO ASSESS THE LEVEL OF RISK	EMPLOYEES COMMENTS
Can you talk me through your work day? Which parts of the workplace do you frequently attend? Are there times you work alone?	
CONSIDERATIONS IN DETERMINING CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS	CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS
• Clarify standard start and finish times • Review lighting (carpark / external lighting) • Consider visibility of employee within the workplace • Examine the landscaping / building layout to ensure the employee can be seen by others • Reduce or eliminate the risk of the employee working in isolation from others	

QUESTIONS TO ASSESS THE LEVEL OF RISK	EMPLOYEES COMMENTS
Are there circumstances in which you would be more vulnerable (walking to meetings / external workplaces)? Are there any circumstances where other employees may be put at risk?	
CONSIDERATIONS IN DETERMINING CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS	CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS
• Consider the employee's exposure to the public (e.g. reception duties / answering the public phone number) • Ensure the employee does not work in areas easily accessible to the public (reception or by windows) • Ensure the employee is aware of the location of the duress alarm if there is one installed • Identify a safe place for the employee to go to if in danger and how they will get there • Consider any personal hazards associated with the employee's work uniform if relevant	

QUESTIONS TO ASSESS THE LEVEL OF RISK	EMPLOYEES COMMENTS
How do you travel to and from work?	
CONSIDERATIONS IN DETERMINING CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS	CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS
• Identify a safe plan for travel to and from work • If reasonable, arrange for the employee to be escorted to and from their vehicle or public transport (ensure other employees are not placed at risk) • If possible, provide the employee with a well lit parking spot close to the building	

QUESTIONS TO ASSESS THE LEVEL OF RISK	EMPLOYEES COMMENTS
What methods could the person using violence utilise to contact you while at work?	
CONSIDERATIONS IN DETERMINING CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS	CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS
• Provide employee with a new phone number and email address • Ensure all records and directories that the public can access do not include employee contact information • Mark phone number on the intranet as confidential • Manager and employee to consult with IT department to address options for safe communication at work	

QUESTIONS TO ASSESS THE LEVEL OF RISK	EMPLOYEES COMMENTS
Who are your contacts in case of an emergency specific to this matter?	
CONSIDERATIONS IN DETERMINING CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS	CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS
• Check emergency details are up to date in agency employee records • Clarify point and method of contact in the event the employee will be late or absent from work	

QUESTIONS TO ASSESS THE LEVEL OF RISK	EMPLOYEES COMMENTS
Is there any reasonable adjustments the workplace can offer you to support you in managing your safety?	
CONSIDERATIONS IN DETERMINING CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS	CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS
• Offer flexible work arrangements where possible • Consider additional support that may assist (EAP, access to 1800 RESPECT, DV Line or other referral options) • Explore whether the employee needs to access leave (to attend legal / medical / attend to housing etc)	

QUESTIONS TO ASSESS THE LEVEL OF RISK	EMPLOYEES COMMENTS
Is the violence impacting your current work performance and if so, what can we do to support you?	
CONSIDERATIONS IN DETERMINING CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS	CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS
• Encourage employee to share work impacts caused by DFV • Consider providing additional support to assist with work commitments • Discuss messaging to colleagues	

QUESTIONS TO ASSESS THE LEVEL OF RISK	EMPLOYEES COMMENTS
Is there a need to transfer or relocate you to another work location?	
CONSIDERATIONS IN DETERMINING CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS	CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS
• Discuss whether the employee thinks they may require a relocation or transfer • Be aware of the potential loss of support	

QUESTIONS TO ASSESS THE LEVEL OF RISK	EMPLOYEES COMMENTS
What information has already been shared with other employees?	
CONSIDERATIONS IN DETERMINING CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS	CONTROL MEASURES, REASONABLE ADJUSTMENTS, ACTIONS
• You may need to check with these employees to reinforce privacy and confidentiality • Is anyone else in the team in need of EAP? • Does the manager or HR staff member require EAP?	