

CARANICHE
AT WORK

Developing a Workplace Safety Plan

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While the information in this resource is focused on keeping the victim safer at work, safety planning in general is an important way to try and keep a victim of family violence safer whether at home or at work, and whether still in the relationship with the perpetrator or not. If they haven't developed safety plan for their home and community life, it is recommended that they speak with a professional service, such as their EAP provider or a family violence specialist service to develop one.

Many victims will have good ideas about ways they can be kept safer at work, so it is important to start the safety plan by asking them what it should contain

As it is impossible to cover every potential scenario and capture the uniqueness of each workplace, this safety plan resource is not exhaustive and may need to be tailored to fit your organisation. It does however identify common points to consider when developing a workplace safety plan. The following list provides prompts to consider when developing the plan:

Physical Workspace

- Is the building open to the public, isolated, secure?
- Do employees work outside of the workplace building (e.g. outdoor spaces, building sites, etc.)
- Do employers work together or on their own?
- Are the carpark areas safe and visible?

Security

- Can the employee's phone calls (or emails) be pre-screened?
- Do relevant employees (reception staff, security) know the details of the perpetrator?
- Can other employees identify the perpetrator?
- Do employees know what action to take if they recognise the perpetrator?
- Is there a court order in place?

Changes to Schedule

- Can the employee be moved to another worksite temporarily or permanently?
- Can the employee's contact details be changed?
- Is it possible to amend the start and finish times or arrange for different ways for them to work, such as from home if that is the safer option?

Safety Plan Template

This template is an example only and is not exhaustive.

Schedule

Item	Yes/No	Changes	Notes
Can work hours be altered?			
Can work site duties be changed?			
Can phone or emails addresses be changed?			
Can phone calls or emails be screened?			
Have other employees been instructed to disclose victim's whereabouts?			
Other			

Other employees and clients

Item	Yes/No	Changes	Notes
Are there employees such as reception in public areas of the building?			
Are they aware of the situation?			
Has a photograph of the perpetrator been shared?			
Is there a process to be followed if the perpetrator enters the building?			
Other			

Physical Workspace

Item	Yes/No	Changes	Notes
Carpark			
Walkways			
Secure site			
Travel			
Other			

Learn more about how your workplace can respond to family violence.

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This Resource accompanies the Caraniche at Work Report, Family Violence: a workplace issue.

