

May 7, 2012

**MEMORANDUM #029-12HR**

**TO:** Agency Administrators

**FROM:** Bobbie Chappell, Director of Human Resources

**VIA:** Rip Colvin, Executive Director

**RE:** Safety Notes from April 2012

Please find attached the April issues of Safety Notes from Risk Management. I am sure you will find them to be informative. Please feel free to distribute to other interested parties. Thank you.

*Please note my email address has changed to [Andy.Snuggs@jac.myflorida.com](mailto:Andy.Snuggs@jac.myflorida.com).*

**Andy Snuggs, Senior Human Resources Coordinator**

Human Resources

227 North Bronough Street, Suite 2100

Tallahassee, FL 32301

Phone: (850) 488-2415, ext. 291

Fax: (850) 922-9445

Email: [Andy.Snuggs@jac.myflorida.com](mailto:Andy.Snuggs@jac.myflorida.com)

“Bullying is not okay. Period.”

~ *Jim C. Hines*

Sometimes victims do not realize they are being bullied.

Here are a few signs that can help determine if you are:

- **Work Means Misery**—If you are particularly anxious the night before the start of your workweek, there’s a good chance you’re experiencing workplace bullying.
- **Lots of yelling**—Overt workplace bullies tend to make their feelings known by yelling.



# Safety Notes

VOLUME 2, ISSUE 10



## Workplace Bullying

When most employees think of workplace violence, images of a co-worker getting physically attacked usually come to mind. Although physical assault is one obvious aspect of violence in the workplace, most employees don’t think about another type of workplace violence which is much more subtle: workplace bullying.

According to a U.S. survey conducted by Zogby International, about 37 percent of American workers have been bullied at their office. Workers who are bullied often suffer stress-related health problems like anxiety and sometimes post-traumatic stress disorder.

Bullying in the work environment can take many forms and can be seen in behaviors such as a supervisor continuously yelling at a subordinate or an employee being overly critical of another employee’s work.

## Getting Started

Workplace bullying can be detrimental to a work environment. If an employee witnesses this happening, actions must be taken to confront the bully and prevent any further harassment. Today’s Safety Notes link offers resources and tips to prevent bullying in the workplace.

[Bully-Free Workplace Checklist](#)



# Safety Notes



VOLUME 2, ISSUE 7

“Nonviolence means avoiding not only external physical violence, but also internal violence of spirit. You not only refuse to shoot a man, but you refuse to hate him.”

~Martin Luther King, Jr.

According to OSHA, about 2 million people are affected by workplace violence each year.

The most common types of victims of workplace violence are:

- Workers who exchange money with the public.
- Workers who work alone or in small groups.
- Health-care and social service workers.
- Retail workers.
- Workers whose offices are in high-crime areas.
- Any worker who has extensive contact with the public.

## Recognizing Workplace Violence

According to a study by the American Association of Occupational Health Nurses (AAOHN), 20 percent of the entire workforce has seen an act of workplace violence, yet the majority of them cannot distinguish potential characteristics a workplace violence offender may display.

Recognizing these types of characteristics and having a system for reporting them confidentially to a superior can be the difference between a safe workplace and one that could experience people displaying workplace violence. Learn the warning signs that lead to workplace violence in this week’s *Safety Notes* link (below).



[Workplace Violence: 25 Red Flags](#)

## Workplace Violence Definition

Many employees do not know the exact definition of workplace violence. The National Institute for the Prevention of Workplace Violence defines it as:

“Acts of aggression or violence, that occur in, or are related to the workplace, whether intentional or reckless, including assaults, threats, disruptive, aggressive, hostile or verbal or emotionally abusive behaviors that generates fear for one’s safety or entails a perceived risk of harm to individuals, or damage to an organization’s resources or capabilities.”

