

June 5, 2012

MEMORANDUM #031-12HR

TO: Agency Administrators

FROM: Andy Snuggs, Interim Director of Human Resources

VIA: Rip Colvin, Executive Director

RE: Safety Notes from May 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.

Andy Snuggs, Director of Human Resources

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

“Never ever deprive another human being of personal dignity, respect, or hope, nor allow someone under your control to do so.”

-Larry J. Chavez

Ways to Reduce or Minimize Violence:

- Present a calm and caring attitude.
- Never threaten a person, even if they are threatening you.
- Do not give orders.



- Acknowledge the person's feelings.
- Avoid any behavior that can be interpreted as aggressive.

Safety Notes

VOLUME 2, ISSUE 13



Diffusing Potential Violence

Situations in the workplace can sometimes lead to workers getting into verbal and even physical confrontations. Everybody has a certain threshold where if things get too stressful or if one more comment is said to them, they can snap. Usually workers at these points give off signs that are quite obvious to their colleagues.

Learning how to recognize these signs and techniques to calm the person down can ultimately save your workforce from a possible violent situation.

Getting Started

The following resource has a scenario of a worker about to commit an act of violence. On this website, you will see 5 ways to diffuse a situation that could turn out violent. This article was created by Critical Incident Associates' Larry J. Chavez, who has worked with multiple situations like these.

[Diffusing Impending Violence](#)

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Safety Notes

VOLUME 2, ISSUE 11

"I object to violence because when it appears to do good, the good is only temporary; the evil it does is permanent."

-Mahatma Gandhi

Ways to Avoid Aggressive Behavior at Work:

- **Inform management**— Let a supervisor know what is happening and be sure to document any aggressive behavior.
- **Be candid**— If someone's aggressive behavior is impeding your work, you must address the issue with that person.
- **Remain professional:**—Do not share your personal life— this could lead to people spreading rumors about you and other office conflict.

Preventing Workplace Violence

Situations that involve workplace violence are often sporadic and unpredictable. Employees will rarely know if an act of violence is upon them. For this reason, preventing workplace violence has become a major concern.

Critical components of a workplace violence prevention program are training, safety awareness, threat assessment, and security. Focusing on workplace violence prevention programs can save lives and money.

Visit the link below for a handbook on workplace violence provided by the USDA.

[USDA Preventing Workplace Violence](#)

Getting Started

Generally, there are three types of physical violence that can happen in the workplace:

1. Type I- Violence by outsiders or strangers
2. Type II- Violence by people receiving your service
3. Type III- Violence by acquaintances or co-workers

[Workplace Violence Prevention Scenarios](#)



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State of Florida Loss Prevention
Program
StateLossPreventionProgram@myfloridacfo.com
(850)413-4756



Safety Notes

VOLUME 2, ISSUE 12

“Our society has gotten to the point where we might soon become less and less shocked by any kind of violence.”

-Stanley Crouch

Other Weapons that People could conceal include:

- Brass Knuckles



- Knives or Swords



- Electronic weapons



Recognizing Weapon Violators

Although many workplaces may seem safe, there is always a possibility of somebody bringing a weapon into the workplace illegally. Whether it's a co-worker or customer, somebody having a weapon illegally in the workplace can be extremely dangerous.

Weapons violators can be any ethnicity and can be from any socioeconomic class. There is no specific profile that a weapon violator can fit, rather there are only certain physical behaviors that he or she usually show.

Horrific shootings and attacks happen every year in offices, schools, and universities.

Recognizing these physical behaviors can help save a life. Today's link will show you several ways to recognize concealed weapons.



[Safety BLR: 7 Ways to Recognize Weapon Concealment](#)

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