STAYING SAFE
PREVENTING WORKPLACE VIOLENCE

Recognize Early Warning Signs

- Raised voice or aggressive tone
- Pacing or agitated movements
- Refusal to follow direction
- Personal space invasion

Complete training to recognize early warning signs of escalating behaviour and respond confidently.
Visit the Workplace Violence Prevention Program web page for details.

If you feel unsafe: Call Campus Security at 905.721.3211 / ext. 2400 from a campus phone. Leave the area immediately and notify your supervisor.

Position yourself near an exit. Maintain a clear path to leave. Instead of staying behind a desk, position your chair near the exit, so you can leave the space easily if needed.

Remove or secure items that could be used as weapons (such as scissors or other sharps).

Maintain visibility in your workspace by keeping windows at least partially uncovered so others can see in if needed.

If behavior escalates or interaction feels unsafe: Pause and create space, seek support and resume only when safe.

- **Let a colleague know if a situation is escalating, so they can stay aware and provide support if needed.**
- **Return to the conversation only once it is safe to do so, and the situation has de-escalated.**

Your health is important, remember to practice self-care.
Visit the Wellness at Work web page to access supports and resources.

Everyone has a role in maintaining a safe workplace.
Report accidents, injuries, hazards, and near misses.

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