

DOB ENTERPRISES PTY LTD

DOB Workplace Violence Policy  
IMS-539-00-POL

## Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
19.02.19	0	Sunette Opperman	Creation	S Rupert	S Rupert



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DOB Enterprises Pty Ltd t/a MBC Recruitment, MBC Nursing, Macquarie Labour Hire and Watchout Training and Traffic Control (DOB) recognises that harm, both physical and emotional may not always be the result of work practices. Health and safety hazards can also arise from the threat or actual incidence of violence and includes any act in which a person is abused, threatened, intimidated or assaulted at work.

**Objective:** The objective of this policy is to assist in reducing the threat and managing any incident relating to harm caused by violent and aggressive behaviour while at work.

This will be achieved by:

- Assessing the risk of potential workplace violence
- Developing procedures to aid in the identification, management and reporting of workplace violence
- Reporting all incidents of workplace violence (actual and potential incidents)
- Putting in place an Investigative procedure to identify all factors. (put in place measures to prevent reoccurrence).

**Scope:**

This procedure covers all persons who are directed and/or engaged to undertake tasks at DOB workplaces / locations including employees, independent contractors, work experience students, trainees, apprentices, volunteers.

**Policy:**

When there is the potential for workers to experience workplace violence DOB is committed to reducing the threat and managing any incident in the workplace to protect the health and safety of workers and others.

DOB will engage a 3-part approach to workplace violence:

1. Prevention:
  - a. Training workers about what constitutes workplace violence
  - b. Creating awareness of the health and safety risks associated with violence
  - c. Encouraging reporting
2. Investigation:
  - a. All reports will be investigated by suitably trained persons
  - b. All cases will be investigated in a fair, unbiased manner following set guidelines
3. Control:
  - a. Control strategies will be put in place that include (where relevant):
    - i. Re-assigning tasks/shifts/work locations
    - ii. Mediation (internal or external)
    - iii. Counselling
    - iv. Disciplinary action that could result in termination of employment.



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