
Checklist for Human Resources Offices

HR offices in each Executive Branch agency or office, in order to ensure compliance with the Violence in the Workplace Policy and Procedures Manual, are required to fill out the following Checklist. The agency HR Professional must place a check mark (√) in the box signifying compliance. This checklist is to be signed and dated by the HR Professional and the Agency Head (or his/her designee) and submitted to the DAS Director of Safety and Security annually, no later than January 31 for the year prior.

Type or Print Agency Name _____

- The Violence in the Workplace Policy Prevention Policy (Appendix A of the State of Connecticut Violence in the Workplace Policy and Procedures Manual, hereinafter the “Manual”) has been customized with agency specific information.
- The agency’s Policy has been distributed to agency employees and it has been posted in prominent places throughout the agency, per page 16 of the Manual.
- The agency’s Policy is included in the agency’s employee orientation documentation and procedures.
- Agency specific, wallet sized "Contact Cards" customized with emergency contact names and phone numbers have been prepared and distributed per page 16 of the Manual.
- A Threat Assessment Team (TAT) has been established to handle workplace violence complaints per page 17 of the Manual.
- Ongoing workplace assessments and prevention strategies have been established per page 17 of the Manual.
- All new full-time employees of the agency, hired after January 1, 2012, have been provided or are scheduled to receive mandatory workplace violence prevention training within six months of hire, pursuant to Public Act 11-33.
- All full-time employees of the agency hired prior January 1, 2012, have been provided or are scheduled to receive mandatory workplace violence prevention training pursuant to Public Act 11-33.
- All other necessary training and education needs have been assessed and provided per page 17 of the Manual.

- All complaints were responded to and investigated. Any necessary response procedures were implemented per page 16 of the Manual.
- Regular reviews of emergency and non-emergency (threatening) incidents were conducted and monitored to ensure their effectiveness per page 17 of the Manual.
- Coordinated with Threat Assessment Team on number and type of incidences for required reports to DAS Statewide Security

HR Professional

Date

Commissioner or Designee

Date

Return to: DAS Director of Safety and Security
450 Columbus Boulevard
Hartford, Connecticut 06103