
Course Syllabus:

A-SAF-043

Workplace Violence



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Materials

Computer (PC, laptop)
Internet Connection: High Speed

Requirements

You should print and maintain a copy of this course syllabus and overview on file at your facility. It is recommended that you provide a copy of this document in the event of a regulatory agency (e.g., OSHA) inspection.

Evaluation

Upon completion of the course of instruction, a comprehensive examination will be offered. In order to earn a Certificate of Completion, you must receive at least 80% on the exam. The exam is comprised of at least 10 questions, randomly selected from a database of questions and address each of the lesson topics covered in the course.

Overview

This training program is intended to familiarize employers and employees with the requirements of the U.S. Occupational Safety & Health Administration's (or OSHA's) General Duty Clause to ensure a safe and healthful workplace.

Goals

This course is divided into separate modules, which include an introduction and two training lessons. The two short training modules include:

- Recognizing Workplace Violence
- Responding to and Reporting Workplace Violence
- Recognizing Warning Indicators
- Responding & Reporting

Lesson Topics

Module 1 – Introduction

- Welcome
- Course Objectives
- WBT Library
- Glossary
- Learning Assessment & Final Exam
- Additional Information

Module 2 – Recognizing Workplace Violence

- Responsibilities
- Management
- Workforce
- Workplace Violence
- Violent Behavior
- Threatening Behavior
- Warning Indicators- Level One
- Warning Indicators- Level Two
- Warning Indicators- Level Three
- Summary

Lesson Topics – cont'd

Module 3 – Responding to & Reporting Workplace Violence

- Responding to Warning Indicators
- When in Doubt
- Reporting Workplace Indicators
- When in Doubt
- Reporting Workplace Violence
- Defensive Actions
- Follow Up Actions
- Employee Assistance Programs (EAP)
- Summary

Conclusion

- Certification Test Code
- Final Exam Prep