

Your Right To Personal Safety

Editor's note: Our Tailgate Training Tip Sheets are [available in Spanish at www.gemplers.com](http://www.gemplers.com).

KEY POINTS:

- You have a right to personal safety both on and off the job.
- You are not responsible for another person's behaviors.
- We have policies that prohibit threatening behaviors in the workplace. This includes requiring you to immediately report any potentially violent behavior.
- Help is available if your personal safety is at risk either at work or off the job.

Note to trainer: Follow this script or use it to help guide you through a 10- to 15-minute training session for your ag/hort workers. You may photocopy this sheet for your employees' personal use. However, it may not be published or sold.



What is personal safety?

- You've undoubtedly heard us talk about safety in the past. It may have focused on chemical safety, tool or machinery safety, or overall safety on the job.
- There's also another type of safety. That's personal safety – both here and outside of work.
- Certain behaviors of others can pose a threat to your personal safety. These include:
 - sexual harassment, including unwanted sexual advances
 - verbal, sexual or physical abuse (including hitting of any type)
 - threats of violence, either in person, or by note, letter or telephone
 - the display of a gun or any other type of weapon that could harm you, a co-worker, a family member or another person
 - the overuse of alcohol or other drugs, which can result in threatening actions
- It's critical that you seek help if you are faced with any of these types of behaviors. Let us know right away.



Note to trainer: Tell trainees who they may contact at work if their personal safety is threatened or if they know of anyone threatening the safety of others.

Your right to be safe

- Often, people who engage in threatening behaviors try to blame others for their actions.
- For example, a person who beats his or her spouse or friend may convince that person that he or she deserves it or is at fault.
- Or, a person who abuses alcohol or other drugs may deny that there is a problem – and blame his or her actions on someone else.
- It's important to know that you are not responsible for another person's actions.
- You, your co-workers and your family members all have a right to be safe and secure.
- Don't let anyone convince you that you deserve to be threatened or abused.



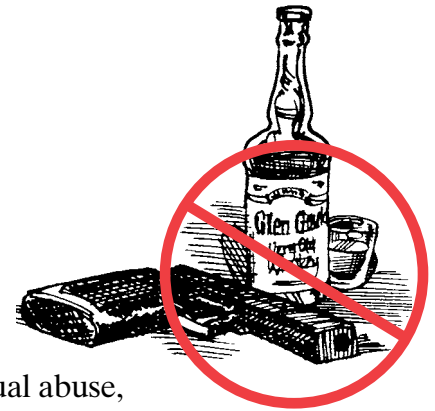
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See our [full line of safety supplies](#), including respirators, eye and ear protection, coveralls, first aid and more.

Your Right To Personal Safety

Our policies against violence

- We have policies prohibiting violence or threats of violence in the workplace by employees, supervisors, managers, customers, vendors or other visitors to our property.
- We require you to immediately report any violation of our policies. These policies include:
 1. No guns or weapons of any type on our property, including in lockers, personal trucks or cars.
 2. No violent acts or threats of violence, including fights, physical or sexual abuse, unwanted sexual advances, or the destruction of equipment or other property.
 3. No alcohol or illegal drugs. We also prohibit the use of any drug or medication that may affect an employee's ability to perform his or her job task.
 4. Violators of these policies will be subject to disciplinary action. Any supervisory or non-supervisory employee who brings a weapon onto our property will be subject to immediate discharge.



Help is available

- While we can't require you to report threats to your personal safety that occur off the job, we urge you to talk to someone you trust.
- Our supervisors and other managers responsible for safety and personnel issues are available to help you, whether your safety is at risk here or elsewhere.
- There are also a number of resources in the community where you can get help. Many of these resources are available at no charge.

Note to trainer: Tell trainees where to find information on such community resources as emergency shelters, rape crisis centers, area hospitals and police.

- If a co-worker indicates that he or she is being abused, express your concern and support. Let the person know that he or she has a right to be safe, and that resources are available before the situation escalates. But be careful not to **tell** the person what to do.
- If you think you may have a problem with alcohol, other drugs or potentially threatening behavior, know that help is also available for you. We encourage you to talk to a manager here or to contact a resource in the community for help.



Are there any questions?

Note to trainer: Take time to answer trainees' questions. Then review the **Personal Safety Do's and Don'ts**.

PERSONAL SAFETY DO'S AND DON'TS

DO:

- Immediately report any violence or threats of violence by a co-worker, supervisor, manager, customer, vendor or other visitor to our property.
- Become familiar with the resources that are available to help you if your personal safety is at risk.
- Know that you are not responsible for another person's threatening actions.

DON'T:

- Let anyone convince you that you or your family members deserve to be threatened or abused.
- Tell a person you believe is being abused what to do. Instead, offer support and let the person know about the resources available for help.
- Be afraid to seek help yourself if you feel threatened on or off the job.

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