# Workplace Violence: Recognizing, Preventing And Responding Meeting Kit

## WHAT’S AT STAKE

Workplace violence rarely comes out of nowhere. Most incidents start with small warning signs that go unnoticed or unreported, and when those early cues are ignored, situations can escalate fast. A heated comment, a sudden change in behavior or growing frustration can turn into threats, intimidation or physical harm.

## WHAT’S THE DANGER

The danger with workplace violence is how quietly it can grow. Most situations do not start with shouting or threats. They start with discomfort, tension or small changes in someone’s behavior that feel “off,” and if those signals are ignored, the risk can escalate before anyone realizes what is happening.

**Small Behaviors Can Build Into Big Problems**

Irritation turns into anger. Anger turns into verbal threats. Threats can become physical confrontations. This progression often happens faster than people expect, especially when emotions run high or when someone feels cornered, overwhelmed or unheard. The real danger is assuming it will calm down on its own.

**Warning Signs Are Easy to Miss**

A worker pacing, clenching their fists, glaring at others, raising their voice or repeatedly talking about a grievance are all red flags. These behaviors tell you something is brewing beneath the surface. If no one steps in early, tension can boil over into aggressive actions.

### Violence Rarely Happens Without a Trail

Nearly every violent incident has warning signs before it happens. Changes in tone, sudden hostility, ignoring rules or pushing boundaries are signals that should never be brushed aside. Taking these signs seriously is what prevents a heated moment from becoming a dangerous one.

## HOW TO PROTECT YOURSELF

Staying safe around potential workplace violence starts with trusting your instincts. If something feels off or someone’s behavior suddenly changes, it is worth paying attention. Early action is always safer than waiting to see what happens.

### Recognize and Respond to Early Cues

Pay attention to irritation, agitation, sudden mood shifts or unusual fixations. These signs often appear long before aggression does. When you notice them, create distance, stay calm and avoid taking the behavior personally. Your goal is to keep the situation from escalating.

### Use Calm, Controlled Communication

Your tone and body language matter. Speaking slowly, keeping your hands visible and staying respectful can help lower tension. Avoid arguing or challenging the person, especially when emotions are rising.

### What to Do When Behavior Becomes Concerning

- Keep physical distance and position yourself near an exit
- Do not turn your back or move suddenly
- Notify a supervisor or security immediately
- Stay in well lit or populated areas
- Avoid escalating the conversation or matching aggression
- Follow your company’s reporting procedures

### Know When to Remove Yourself

If you ever feel unsafe, step away. You are not responsible for fixing the situation alone. Leaving the area and getting help protects you and gives trained responders space to manage the problem effectively.

## FINAL WORD

Workplace violence is easier to prevent when warning signs are noticed early. Listening to your instincts, creating space and getting help quickly keeps small behaviors from turning into serious incidents. Safety starts with speaking up before a situation reaches a breaking point.