

## **Conversation Guide for completing the FDV Risk Assessment and Workplace Safety Plan**

Do NOT put yourself or the person disclosing in danger by intervening/ connecting with the person perpetrating the abuse.

Do NOT tell the person sharing their situation what to do. Each individual requires time and space to create a plan that they feel comfortable to action when THEY deem they are ready.

DO listen deeply and without judgement.

DO show kindness and empathy and ensure they understand that they have done nothing to deserve what they are going through.

DO offer a private space where they can spend time on the phone to Centrelink, legal support, or any services that may take time that they don't have outside of the workplace.

### **Individual Needs:**

1. Brief outline of situation and expectations.

**If employee, child or another person is in immediate danger call 000**

Does the perpetrator have access to any weapons? – seek advice from police.

2. Considerations:

- a. FDV leave.
- b. placement of desk in relation to entry and exit points.
- c. is the work area visible or easily accessible to visitors? Does the employee wish to provide a photo of the perpetrator to reception/security?
- d. transfer or relocate to another office/location.
- e. Working with others
- f. Working from home – is this a heightened risk or a support strategy?
  - i. Equipment required.
  - ii. Formalise arrangement.
  - iii. Plan for regular check in. i.e. via video. Agree on safe word if in danger.
  - iv. Agreed plan if unable to contact.
- g. When working remotely what safety measures are taken?
- h. Escort to/from office or worksite
- i. Could personal devices – phone, computer, emails – be monitored by perpetrator?
- j. When/where do you feel vulnerable?
- k. Do you have a personal duress device?

3. Consider high risk situations:

- a. Which parts of the workplace are frequently attended?
- b. Are there times when you work alone?
- c. Do you visit external workplaces?
- d. Regular meetings or times that can be anticipated.
- e. Are there circumstances where other employees might be at risk? (determine reasonable adjustments if required)
- f. How do you travel to and from work (i.e. public transport/ drive/ walk/cycle) establish a plan for safe travel.

4. If yes.

- a. What information / resources would this person have access to? Eg

- i. Outlook calendar
- ii. contacts
- iii. Location
- iv. Work layout
- v. Peers

5. FDV Resources and referrals:

- a. EAP 1300 307 912
- b. Legal Aid
- c. RESPECT 24 hr helpline 1800 737 732
- d. 24hr emergency accommodation helpline 1800 800 588
- e. Safe at Home helpline 1800 633 937
- f. See iRoads Family and Domestic Violence page for more resources and links.
- g. [Communities Family & Domestic Violence Services](#)
- h. [www.esafety.gov.au](http://www.esafety.gov.au) to erase your browser history
- i. Translating and Interpreting Service (TIS) 131450

6. If yes:

- a. Is it being adhered to?
- b. Does it cover the workplace
- c. When does it expire?

7. Police and emergency services to contact:

- a. iRoads Resource Page for accommodation and referral:
- b. [Communities Family & Domestic Violence Services](#)

8. Court proceedings, child access changes, reporting of domestic violence and other events can escalate violence. Consider if any of these are applicable and discuss safety arrangements and leave requirements.

9. Emails, phone, through others. How can these be managed? Do not respond. Hang up a phone. Contact HR FDV Officer or HR Business Partner if this occurs. Consider – is a new phone number required?

11 Does anyone else need EAP or Manager Assistance Services (MAP)

Consider – are there two employees in the workplace making domestic and family violence allegations or are involved in legal proceedings against each other? Explain:

Each domestic and family violence experience and workplace situation will be different. When supporting an employee experiencing family and domestic violence the aim is to balance possible outcomes for the affected employee, while considering the rights of others in the workplace, the rights of others involved in the domestic and family violence situation, including natural justice for alleged users of domestic and family violence and the safety of children.

Employers have obligations to both employees.