

## Appendix A: Template – Individual DFV Workplace Safety Plan

This individual DFV workplace safety plan accompanies and complements the information gathered in Parts 1 and 2 of the Domestic and Family Violence Workplace Safety Planning Tools booklet. It is intended as a template to be adapted to the needs of the employee and workplace.

Employee name: \_\_\_\_\_

Contact officer name: \_\_\_\_\_

Union representative name: \_\_\_\_\_

Health and safety representative name: \_\_\_\_\_

See Part 2, section 6 Domestic and Family Violence Workplace Safety Planning Tools booklet for contact details

### Specialist DFV service contact details

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Key contact: \_\_\_\_\_

### Details and description of person using violence recorded in Domestic and Family Violence Workplace Safety Planning Tools booklet

Date	Risk	Safety strategy	Who is responsible for what?	Timeframe
dd/mm/yyyy	e.g. vulnerable to stalking to/from transport	e.g. security escort	e.g. contact officer will arrange security escort, security escort will be available at required times, and employee will make use of security escort	e.g. immediate and ongoing


Communication strategy

e.g. 1.  
 Employee has been supplied with a work mobile phone and a contact officer or manager will make contact by (text/phone) at the start and end of each shift.

Domestic Violence Order attached: Yes  No

Expiry date: dd/mm/yyyy

Copy of personal safety plan (e.g. developed with specialist DFV service) attached: Yes  No

Review date: dd/mm/yyyy