

Not Now, Not Ever. *Together*

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# Domestic and family violence safety plan for individual employees

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This workplace safety planning tool is to record discussions about risks for an employee experiencing domestic and family violence and to identify strategies, actions and support to contribute to an employee's safety and wellbeing in the workplace.

Workplace in this safety plan refers to all workplaces, including those related to flexible and blended work arrangements such as working from home, remote or isolated work situations, and distributed work centres.

The [Guide to domestic and family violence risk and safety planning for individual employees](#) (the Guide) and an organisation's risk and safety policies and procedures are critical for informing domestic and family violence risk and safety planning. Refer to Appendix A in the Guide for an example domestic and family violence workplace risk assessment.

Safety is an important aspect of wellbeing in the workplace. Planning to support an employee's domestic and family violence safety should consider intersectionality and its impact on risk and safety.

Intersectionality identifies an individual's relevant characteristics and group memberships. For example, women, people with disability, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse groups, LGBTIQ+ community, young people, older people, and rural and remote communities.

Intersectionality shows that employees have their own unique experiences of discrimination, which can impact on their domestic and family violence risk and their opportunities to take action and access support. It is critical to understand and work with an employee to help address their individual needs when providing support.

Workplace agreements to support an employee experiencing domestic and family violence also need to consider an individual's rights (including human rights), responsibilities, dignity and choices. An individual has a better understanding of their unique risk than anyone else. The attitudes and actions taken by a support person plays an important role in contributing to an employee's risk and safety.<sup>1</sup>

This tool can be kept as a confidential record according to your agency's policy and procedures.

If someone is in imminent danger call **000**.

## Privacy statement

The information you have provided us about your domestic circumstances will be used for ensuring your safety and the safety of your colleagues in the workplace. We will only use your information or provide it to third parties for these purposes. Your personal information will be handled in accordance with the [Information Privacy Act 2009](#).

\* [Guide to domestic and family violence risk and safety planning for individual employees](#).

<sup>1</sup> Project Report: Concepts of Safety June 2018 Domestic Violence Service Management Sightlines Professional Services Division

Item reference	Helpful information an employee may choose to provide	Record information	Resources
1.	<p><b>Employee details</b></p> <ul style="list-style-type: none"> <li>• Full name</li> <li>• Employee ID</li> <li>• Position</li> <li>• Employment status</li> <li>• Work phone number</li> <li>• Work email</li> <li>• Personal and/or alternative secure email</li> </ul>		<ol style="list-style-type: none"> <li>1. <a href="#">Workplace support package   Queensland Government</a></li> <li>2. <a href="#">Supporting Women At Work   Basic Rights Queensland</a></li> </ol>
2.	<p><b>Manager or colleague details</b></p> <ul style="list-style-type: none"> <li>• Full name</li> <li>• Work email</li> <li>• Work phone number</li> </ul>		
3.	<p><b>HR representative</b></p> <ul style="list-style-type: none"> <li>• Full name</li> <li>• Position</li> <li>• Work email</li> <li>• Work phone number</li> </ul>		
4.	<p><b>Employee contacts</b></p> <p><b>1. Full name</b> (first point of contact in an emergency)</p> <ul style="list-style-type: none"> <li>• Phone number (s)</li> <li>• Email</li> <li>• Relationship</li> </ul> <p><b>2. Full name (other contact)</b></p> <ul style="list-style-type: none"> <li>• Phone number (s)</li> <li>• Email</li> <li>• Relationship</li> </ul> <p><b>3. Full name (other contact)</b></p> <ul style="list-style-type: none"> <li>• Phone number (s)</li> <li>• Email</li> <li>• Relationship</li> </ul>		

Item reference	Helpful information an employee may choose to provide	Record information	Resources
5	<p><b>Individual needs</b></p> <ul style="list-style-type: none"> <li>Can you describe your situation and what we need to consider to ensure we provide the best support for you at work?</li> </ul>		<ol style="list-style-type: none"> <li><a href="#">DFVP Strategy   Department of Justice and Attorney-General</a></li> <li><a href="#">Family, domestic and sexual violence in Australia 2018 report   Australian Institute of Health and Welfare</a></li> <li><a href="#">Resources   ANROWS – Australia's National Research Organisation for Women's Safety</a></li> <li><a href="#">Vulnerable groups - National Domestic and Family Violence Bench Book</a></li> <li><a href="#">Diversity awareness online training for workplaces   Queensland Human Rights Commission</a></li> </ol>
5a	<p><b>Women</b></p>		<ol style="list-style-type: none"> <li><a href="#">Understanding the issue   White Ribbon Australia</a></li> </ol>
5b	<p><b>Person with disability</b></p>		<ol style="list-style-type: none"> <li><a href="#">Violence against people with disability   1800RESPECT</a></li> <li><a href="#">Make your workplace accessible   Queensland Government</a></li> </ol>

Item reference	Helpful information an employee may choose to provide	Record information	Resources
5c	Person from LGBTIQ+ community		11. <a href="#">Supporting people who identify as LGBTI   1800RESPECT</a>
5d	Person from Aboriginal and Torres Strait Islander community		12. <a href="#">Improving cultural understanding in Aboriginal and Torres Strait Islander communities   1800RESPECT</a> 13. <a href="#">Find local support   Queensland Government</a>
5e	Person from culturally and linguistically diverse background		14. <a href="#">Supporting people from CALD, migrant and refugee experiences of violence   1800RESPECT</a> 15. <a href="#">Domestic and family violence resources in different languages   Queensland Government</a> 16. <a href="#">Find local support   Queensland Government</a>
5f	Young person		17. <a href="#">Young people experiencing domestic and family violence   Queensland Government</a> 18. <a href="#">DFV advice for young people   Domestic Violence Resource Centre Victoria</a>

Item reference	Helpful information an employee may choose to provide	Record information	Resources
5g	<b>Older person</b>		19. <a href="#">Elder abuse   Queensland Government</a> 20. <a href="#">Risk factors for older people   Domestic Violence Resource Centre Victoria</a>
5h	<b>Person from rural and remote community</b>		21. <a href="#">Domestic and family violence in regional, rural and remote communities: An overview of key issues   Child Family Community Australia</a>
6	<b>Safety plan start date</b>		
7	<b>Safety plan review arrangements</b>		
8	<b>Sign here</b> Either: 1. Type name and date in the boxes provided, or: 2. Print out, sign and write in date.	Manager/Colleague:  Employee:	Date:  Date:

Item reference	Helpful information an employee may choose to provide	Record information	Resources
9	<p><b>Are you connected to a domestic and family violence service?</b></p> <p><b>What information or referrals might you want to help support you and your family?</b></p>		<p>22. <a href="#">Find local support   Queensland Government</a></p> <p>23. <a href="#">Employee assistance programs   Queensland Government</a></p> <p>24. <a href="#">DFV advice for men   Domestic Violence Resource Centre Victoria</a></p> <p><b>If someone is feeling afraid or unsafe, they can seek confidential advice from DVConnect:</b></p> <ul style="list-style-type: none"> <li>• <b>Womensline: 1800 811 811</b> (24 hours, 7 days a week)</li> <li>• <b>Mensline: 1800 600 636</b> (9am–midnight, 7 days a week)</li> </ul> <p><b>Financial support:</b></p> <p>25. <a href="#">Brokerage and emergency crisis payment arrangements   Queensland Government</a></p>
10	<p><b>Are you feeling safe at the moment?</b></p> <p><b>If you feel you are in danger, do you want help to contact the police?</b></p>		<p>26. <a href="#">Guide to domestic and family violence risk and safety planning for individual employees</a></p> <p><b>If someone is feeling afraid or unsafe, they can seek confidential advice from DVConnect:</b></p> <ul style="list-style-type: none"> <li>• <b>Womensline: 1800 811 811</b> (24 hours, 7 days a week)</li> <li>• <b>Mensline: 1800 600 636</b> (9am–midnight, 7 days a week)</li> </ul> <p>27. Use the <a href="#">Information Sharing Guidelines May 2017 – End domestic and family violence reform program</a>   Publications   <a href="#">Queensland Government</a> to help with decision making.</p>

Item reference	Helpful information an employee may choose to provide	Record information	Resources
11	<p><b>Who else might be in danger that we need to consider in your workplace arrangements (e.g. children or other family members)?</b></p>		<p>28. <a href="#">Employee assistance programs   Queensland Government</a></p>
12	<p><b>Are you concerned the situation is getting worse, are things escalating?</b></p> <p><b>Are there any upcoming heightened risk periods (e.g. court proceedings, child access changes, or events that may lead to escalation of domestic and family violence.)?</b></p>		<p>29. <a href="#">Workplace support package   Queensland Government</a></p>
13	<p><b>What workplace support and adjustments might help you manage your safety?</b></p>		<p>30. <a href="#">Support for employees affected by domestic and family violence (Directive 03/20)   Queensland Government</a></p> <p>31. <a href="#">Apply the DFV directive   Queensland Government</a></p> <p>32. <a href="#">Flexible work   Queensland Government</a></p>
14	<p><b>Is there a need to transfer or relocate you to another office/work location?</b></p>		

Item reference	Helpful information an employee may choose to provide	Record information	Resources
15	<p><b>Do you have a Protection Order or Domestic Violence Order (DVO) in place? If yes, does it cover the workplace?</b></p>		<p><b>Information about DVOs:</b></p> <p>33. <a href="#">Abuse, family matters and protection orders   Queensland Government</a></p> <p><b>Understand users of violence in the workplace:</b></p> <p>34. <a href="#">Workplace support package   For government   Queensland Government</a></p>
16	<p><b>Does the person using domestic and family violence work at the same location or in another State Government agency?</b></p>		<p>If an employee using domestic and family violence is in breach of an Order (or a police protection notice), this is a serious criminal offence that must be reported under the <i>Public Service Act 2008 (s 181)</i>.</p> <p>35. <a href="#">Legislation for the public service   Queensland Government</a></p>
17	<p><b>Does the person who uses violence/abuse have access to the workplace?</b></p>		<p>36. <a href="#">Violence   WorkSafe.qld.gov.au</a></p>
18	<p><b>Can you talk me through your workday?</b></p> <p><b>Which parts of the workplace do you frequently attend?</b></p> <p><b>Are there any times you work alone?</b></p> <p><b>Are there any circumstances in which you would be more vulnerable (e.g. walking to a meeting or forum – internal or external workplaces)?</b></p> <p><b>Are there any circumstances in which other employees might be put at risk?</b></p> <p><b>This is to determine reasonable adjustments, if required.</b></p>		<p>37. <a href="#">Flexible work   Queensland Government</a></p> <p>38. <a href="#">Family and domestic violence at the workplace – information sheet   Safe Work Australia</a></p>

Item reference	Helpful information an employee may choose to provide	Record information	Resources
19	<p><b>Do you have an approved flexible work arrangement (e.g. working from home and if so are there heightened risks when working in this capacity)?</b></p> <p><b>Are there times when you are working remotely and you feel most vulnerable?</b></p>		<p>39. <a href="#">Workplace support package   Queensland Government</a></p> <p>40. <a href="#">DFV in the workplace including working from home   The Services Union</a></p> <p>41. <a href="#">Self-isolation and COVID-19   1800RESPECT</a></p> <p>42. <a href="#">Arc app   Domestic Violence Resource Centre Victoria</a></p> <p>43. <a href="#">Sunny App   1800RESPECT</a></p> <p>44. <a href="#">Daisy App   1800RESPECT</a></p>
20	<p><b>How do you travel to and from work?</b></p> <p><b>Could you be at increased risk during these travel periods?</b></p>		
21	<p><b>What methods could the person using domestic and family violence use to contact you while at work?</b></p>		<p>45. <a href="#">Know the facts about women online   eSafety Commissioner</a></p> <p>46. <a href="#">Diverse groups   eSafety Commissioner</a></p> <p>47. <a href="#">TechSafety   Queensland Archives</a></p>
22	<p><b>Is the domestic and family violence impacting your current work performance?</b></p> <p><b>And if so, what can we do to support you?</b></p>		<p>48. <a href="#">Positive performance management (Directive 15/20)   Queensland Government</a></p>

Item reference	Helpful information an employee may choose to provide	Record information	Resources
23	<b>Are you living in departmental housing, do you feel you need to move to keep you and your family safe?</b>		
24	<b>What information has already been shared with other employees?</b>		49. <a href="#">Information Sharing Guidelines May 2017 – End domestic and family violence reform program   Publications   Queensland Government</a>
25	<b>Are other employees being impacted?</b>		50. <a href="#">Employee assistance programs   Queensland Government</a>
26	<b>Are there any other members of the family or friends who may need support?</b>		51. <a href="#">Employee assistance programs   Queensland Government</a>

Item reference	Helpful information an employee may choose to provide	Record information	Resources
27	<p><b>What if two employees in a workplace are making domestic and family violence allegations or are involved in legal proceedings against each other?</b></p>		