**Workplace Violence Prevention Program Coordinator Job Description**

The Workplace Violence Prevention Program Coordinator will develop, implement, and oversee the organization's Workplace Violence Prevention Program. This role requires a deep understanding of workplace safety regulations, risk assessment, training, and crisis management. The coordinator will work closely with HR, security, and management to ensure a safe and secure working environment.

Responsibilities:

* Involve employees and their representatives in developing and implementing the company’s Workplace Violence Prevention Plan.
* Effectively communicate with employees the importance and implementation of the Workplace Violence Prevention Plan.
* Work closely with HR, security, and other relevant departments to coordinate plans and actions to prevent workplace violence
* Act as a point of contact for employees to report concerns or incidents related to workplace violence.
* Communicate with employees regarding workplace violence matters.
* Ensure all staff are aware of the procedures to follow in the event of an incident.
* Supervises response to actual and potential incidents of work place violence, threats of workplace violence and related emergencies.
* Accept and respond to reports of workplace violence by conducting a thorough investigation, an inspection, an investigation report and an incident log.
* Enforce the no-retaliation rules for those that report incidents of workplace violence or are involved in the investigation.
* Maintain privacy of “PRIVACY CONCERN” cases.
* Assure training compliance of employees.
* Develop and provide additional training as needed.
* Identify, evaluate, and correct workplace violence hazards.
* Performs formal inspections and audits at least annually and after any incident of workplace violence.
* Ensure compliance with state and federal regulations regarding workplace violence prevention.
* Maintain accurate records of incidents and training, including logs and reports.
* Report to senior management on the status and effectiveness of the Workplace Violence Prevention Program.