FREE PROFESSIONAL RESOURCE

Minimizing Workplace Trauma Checklist

A prevention, response, and follow-through tool for safer, healthier workplaces.

Recognize. Respond. Restore.

Companion to Pocket Guide No. 2: Minimizing Workplace Trauma
by Ahli Victoria Love

Prevent Harm Before It Happens

For leaders and organizations

☐ Policies clearly prohibit violence, threats, harassment, discrimination, bullying, and retaliation.

☐ Employees know at least two ways to raise a concern.

☐ Emergency, security, safety, HR, EAP, union, and accommodation contacts are current.

☐ Workload, staffing, scheduling, role clarity, and psychosocial hazards are reviewed regularly.

☐ Leaders are trained to receive disclosures without diagnosing, interrogating, or promising secrecy.

☐ High performers and senior leaders are held to the same conduct standards.

☐ Workers help identify risks and test solutions.

QUICK CHECK

What requires action now? _____

Who owns the next step? _____ By when? _____

Recognize & Respond Early

For every team member

☐ I distinguish ordinary conflict from patterns, power imbalances, threats, and unsafe conduct.

☐ I describe observable behavior and impact instead of diagnosing people.

☐ I check immediate safety before asking for details.

☐ I use CARE: Create safety, Acknowledge, Respond with options, Evaluate and follow through.

☐ I do not require a person to confront someone they fear.

☐ I explain what happens next and the limits of confidentiality.

☐ I route the concern promptly and protect against retaliation.

QUICK CHECK

What requires action now? _____

Who owns the next step? _____ By when? _____

Document & Escalate Wisely

For concerns and incidents

☐ Date, time, location, people present, words/actions, witnesses, impact, and response are recorded factually.

☐ Facts are separated from assumptions and opinions.

☐ Records are stored securely and lawfully; protected information is not removed without authority.

☐ The report includes when, how, and to whom the concern was raised.

☐ Immediate threats, medical needs, or physical danger are escalated through emergency procedures.

☐ Relevant internal and external deadlines are confirmed.

☐ New incidents or suspected retaliation are documented and reported promptly.

QUICK CHECK

What requires action now? _____

Who owns the next step? _____ By when? _____

Restore Safety & Trust

For follow-through and recovery

☐ The affected person receives a private follow-up and clear contact person.

☐ Interim safety steps are reviewed and adjusted.

☐ Communication uses verified facts and protects privacy.

☐ Support, leave, accommodation, EAP, union, clinical, or legal resources are explained as appropriate.

☐ The organization reviews systems—not only individual behavior.

☐ Corrective actions have an owner, deadline, and measure of success.

☐ Worker voice is used to confirm whether daily conditions actually improved.

QUICK CHECK

What requires action now? _____

Who owns the next step? _____ By when? _____

Emergency & Support Notes

Immediate danger or medical emergency: Call 911 or your local emergency service.
United States crisis support: Call or text 988.
Workplace safety: OSHA, 1-800-321-6742.
Employment discrimination: EEOC, 1-800-669-4000.

This checklist is educational. It does not diagnose trauma and does not replace clinical care, legal advice, emergency procedures, policy, or qualified investigation. Laws and deadlines vary.

Ready to Go Deeper?

The complete pocket guide includes 12 lessons, the CARE response model, leader Q&A;, reflection tools, a 30-day challenge, action plan, pledge, and authoritative resources.

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Available at www.ahtshub.com

Empowering Hearts. Equipping Minds. Inspiring Service.