MVMA
Massachusetts Veterinary Medical Association

# Veterinary Practice **Workplace Safety Checklist**

***Help protect your team by preparing for, recognizing, and responding to workplace threats.***



## 1. CREATE A SAFETY & RESPONSE PLAN

- ☐ Establish procedures for recognizing and responding to threats.
- ☐ Assign staff roles and identify emergency contacts.
- ☐ Outline how to summon help.



## 2. TRAIN YOUR TEAM

- ☐ Provide regular workplace violence prevention training.
- ☐ Practice de-escalation techniques and emergency response.
- ☐ Use AVMA resources or invite local experts.



## 3. CONSIDER EMERGENCY ALERT SYSTEMS

- ☐ Evaluate panic buttons or other alert systems.
- ☐ Ensure systems are accessible, functional, and understood by staff.



## 4. ESTABLISH DISCREET WAYS TO GET HELP

- ☐ Create code words, phrases, or silent signals.
- ☐ Teach staff how to alert coworkers without escalating a situation.



## 5. REVIEW & PRACTICE EMERGENCY PROCEDURES

- ☐ Review evacuation routes and shelter-in place procedures.
- ☐ Ensure staff know how to contact law enforcement.
- ☐ Conduct regular drills and refresh training.

***BE PREPARED. STAY ALERT. KEEP YOUR TEAM SAFE.***