

# How to use the Employer Response Checklist and Workplace Safety Plan

## Domestic and Family Violence (DFV)

### Purpose

These tools help employers respond quickly and safely when an employee is experiencing DFV and ensure the workplace meets its duty of care.

### 1. Employer Response Checklist – DFV

#### What it is:

A step-by-step list to make sure your workplace:

- Responds safely to disclosures of DFV.
- Provides immediate support.
- Puts in place long-term safety measures.

#### When to use:

- Immediately after an employee discloses DFV or a risk is identified.
- When reviewing DFV policies or training staff.

#### How to use:

1. Work through each section of the checklist (Policies, Preparedness, Support, Safety Response, Documentation).
2. Tick off what's already in place.
3. Highlight gaps and assign actions to fix them.
4. Keep an updated copy in HR and with the DFV Contact Officer.

### 2. Workplace Safety Plan – DFV

#### What it is:

A confidential, personalised plan developed with the employee to manage specific risks at work and ensure they can work safely.

#### When to use:

- After the Employer Response Checklist has confirmed there's a DFV-related safety risk.
- Whenever the employee's risk or work situation changes.

#### How to use:

1. Meet privately with the employee and a DFV Contact Officer/HR.
2. Complete the plan together – covering security, work arrangements, communications, and emergency protocols.
3. Store securely and share only with those who need to know.
4. Review regularly or if risks change.

### How they work together

1. Employer Response Checklist = Organisation readiness and immediate actions.
2. Workplace Safety Plan = Tailored, ongoing safety arrangements for one employee.

The checklist ensures you have the right systems in place.

The safety plan ensures you protect the individual.

### Key Contacts

1800RESPECT – 1800 737 732

DVConnect (Women) – 1800 811 811

DVConnect Mensline – 1800 600 636