

Frequently Asked Questions: School of Social Work Workplace Violence Prevention Training

What are the dates of the workplace violence prevention training sessions?

The trainings are scheduled for:

Sept. 5, 2018, 10–11:30 a.m.

Dec. 4, 2018, 12–1:30 p.m.

Must I attend both of the training sessions?

This is not a series; you only have to attend one training session.

Is there a cost for this training?

No, it is free for all UW employees.

I'm not located in Seattle. Can I complete the training online or at another location?

Yes. You can view this training via Zoom webinar at [this link](#).

Are there parking reimbursements?

No. Please speak with your unit's director if you require transportation reimbursement.

How will UW record whether I take this training or not?

Environmental Health & Safety (EH&S) tracks some workplace trainings in its "My Training" system and verifies completion. However, only certain trainings appear in that database. Others, such as Workplace Violence Prevention training, Sexual Harassment Prevention, and Active Shooter training, will be recorded by Central HR in the future.

It is recommended that employees keep their certificates of completion for future reference and share with supervisors or departmental HR to verify participation.

Note: Supervisors may check employees' trainings by entering their NetID. However, training records were not migrated to the new Workday system that was launched in 2017

How will SSW track this training?

Central HR is not using a system to track the trainings at this time. However, all attendees will be asked to sign in at specific trainings. Afterward, certificates of completion will be sent via email to participants and will also be filed with HR and their supervisors.

What are the consequences of not completing the training?

There are no consequences to employees for not completing this training. However, as a university, we've found that problems arise when employees and students lack safety information. All supervisors, the EH&S chair, the facilities manager, the building

coordinator and departmental HR units should work together to make sure that all employees are up to date on their trainings.

What if I've already taken this training?

If you've completed this training in the last two years, please submit verification that you have taken. An invitation to the training or a completion certificate serves as verification. Send verification to sswhr@uw.edu.

How often do I need to take this training?

Workplace violence prevention training is mandatory and must be taken every two years while employed at UW. Your date of completion is required to determine when you will need to retake the training.

What other trainings are mandatory?

You can view all mandatory trainings, varying by type of employee, on the [EH&S website](#). Three trainings are required for all UW employees:

1. Asbestos General Awareness
2. Prevention of Sexual Harassment
3. Workplace Violence Prevention

Active shooter training is recommended but not required. Supervisors should check with their employees to ensure that the proper trainings have been completed.

Why is workplace violence prevention training important?

- In the last eight academic years, 22 UW students have died by suicide. Seven of those deaths occurred in the 2016–2017 academic year.
- In terms of workplace violence, UW has had experienced eight homicides on campus in the last 40 years. Six of those were related to relationship violence.

Do student employees, including PhD students, need to take this?

Yes, it is mandatory for all UW employees, including student employees. Doctoral students who are teaching and who are in the UW payroll system are required to take this training.

Do students, who are not employees, required to take this training?

During orientation, Safe Campus sets up trainings with students to ensure their safety on campus, including workplace violence prevention. If students are not employed by UW, they are not required to take the training.

However, any student with a NetID is free to sign up for the course. Then School of Social Work does not have the capacity to train non-employee students; however, they may register for classes offered by Safe Campus at their training [website](#).

Who is conducting this training?

Kiana Swearingen, a training and communications specialist from UW's Safe Campus group, is conducting this training. Karina has an extensive background in developing training materials, coordinating marketing campaigns, analyzing statistics, compiling reports, and maintaining program records and policies.

What should I expect to get from this training?

Preventing violence is a shared responsibility at UW. This training familiarizes you with key warning signs and teaches you what to do in situations that may lead to violence, as well as showing you how to support colleagues and students. Subjects covered include relationship violence, stalking, sexual harassment and suicide, as well as a brief overview at UW policies and the UW Title IX protocol.

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Can I bring non-UW employees to this training?

No. The 305 conference room has a limited capacity. Please do not invite any non-employees.

Do I need to bring anything with me to this training?

The workplace violence prevention training uses Poll Everywhere to poll online in real time, as a training tool. To use Poll Everywhere, you will need a phone (smartphone not required) or laptop with you. You can prepare in advance by downloading the Poll Everywhere app (available for free at your app store). If you would like to create an account to use on your computer, follow these [instructions](#) on UW-IT's website.

Where can I find more information on Safe Campus?

Check out the Safe Campus [FAQs section](#).