WHS DOCUMENTS & TEMPLATES

DOC-FDV-TPL · Family and Domestic Violence Policy and Workplace Safety Plan

Product Overview

For: Any employer, of any size, that wants to support workers affected by family and domestic violence and keep its workplace safe

Version 1.0 · 22 November 2026

Support workers affected by family and domestic violence and keep your workplace safe: a policy written in trauma-informed, plain words, a workplace safety plan you complete with the worker, and a confidential record of the support you provide.

The policy covers its purpose and scope, what family and domestic violence means in plain words, your commitment, confidentiality and its limits, responding to a disclosure step by step, leave and flexible work (with Australia's paid family and domestic violence leave as the worked example), workplace safety measures, what to do when a worker may be using violence, support services, who does what, training, and records and review.

The Workplace Safety Plan is completed with the worker, at their pace: contacts, safe words or signals, reception and phone screening, parking and arrival, changes to work location or hours, what to do if the person using violence comes to work, and emergency steps. The Confidential Record of Support Provided records what was asked for and given. All three are in Word, with PDF copies.

Written to work in any country, with Australian law as the worked example. The guide says what to check where you work. In Australia, its state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Family and domestic violence policy: purpose, scope, definitions, commitment, confidentiality, disclosures, leave and flexible work, safety measures, workers who use violence, support services, roles, training and review	02_TEMPLATE/Family and Domestic Violence Policy.docx and .pdf
Workplace safety plan, completed with the worker: contacts, safe words, screening, parking and arrival, changes to work, if the person comes to work, emergency steps	02_TEMPLATE/Workplace Safety Plan.docx and .pdf
Confidential record of support provided: what was asked for, agreed and given, who was told, and any information shared	02_TEMPLATE/Confidential Record of Support Provided.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief with Australia as the worked example, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

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SAMPLE · Family and Domestic Violence Policy and Workplace Safety Plan · Buy the full editable version:
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How to Use This Template

How to complete, adapt and keep the family and domestic violence policy and workplace safety plan

1 What this template is for

Family and domestic violence often follows people to work. A workplace that responds well can be a safe place, a source of income that makes leaving possible, and a link to help. A workplace that responds badly can put the person and others at risk. This policy, the safety plan and the support record give managers a clear, kind and safe way to respond.

The approach is trauma-informed: the worker is believed, is never required to disclose, leads the decisions about their own safety, and is never disadvantaged for asking for support.

2 How to use it

Step	What to do
1	Name two support contacts, and fill in the placeholders, including any extra leave you offer on top of the law.
2	Check the leave and flexible work rights where you work (in Australia, the Fair Work Ombudsman's current information, and any award or agreement).
3	Find your local support services, including crisis accommodation, legal help and services for people who use violence.
4	Adapt the policy with your workers and, where you can, a specialist family and domestic violence service.
5	Have the chief executive or owner approve it, then train managers, support contacts and reception staff.
6	Use the Workplace Safety Plan with each worker who wants one, and the support record for every request.
7	Review the policy every year and after any serious incident.

3 Who does what

Who	What they do
Support contacts	Receive disclosures, arrange leave, changes and safety plans, and keep the confidential records
Managers	Respond to disclosures, approve leave and changes promptly, and keep information confidential
Reception and security	Screen calls and visitors and follow the safety plan
Chief executive or owner	Approves and resources the policy

4 The law, in brief

Health and safety laws differ by country and, in some countries, by state or province. Check the law, regulator and codes or guidance that apply where you work. Some industries, such as mining, have extra laws. Section 5 shows how the law works in Australia, as the worked example. Elsewhere, start with your health and safety regulator's website.

5 The law in Australia (the worked example)

Health and safety laws require a business to manage risks to the health and safety of workers and others at work, so far as is reasonably practicable. When family and domestic violence comes into the workplace, through threats, a

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YOUR LOGO
Right-click > Change Picture

[Company name]

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Family and Domestic Violence Policy

Supporting workers affected by family and domestic violence, and keeping our workplace safe

1 Purpose

Family and domestic violence can affect anyone, and it often follows a person to work: through phone calls, messages and emails, a person turning up at the workplace, time needed for court, medical or housing appointments, or the effects on health and concentration. **[Company name]** wants every worker affected by family and domestic violence to know they can ask for help at work, that they will be believed and treated with respect, and that their job is safe. This policy sets out the support we offer, how we keep the workplace safe, and what we do when a worker may be using violence.

2 Scope

This policy applies to everyone who works for us, including employees, casual and part-time workers, contractors, labour hire workers, apprentices, students and volunteers, at our workplaces, when working from home or elsewhere, and when using work phones, vehicles, email or systems. A worker does not have to tell us they are affected to be covered by it.

3 What we mean

Term	In plain words
Family and domestic violence	Violent, threatening or abusive behaviour by a partner, former partner, family member, carer or someone the person lives with, that controls them or makes them afraid. It can happen in any relationship, culture, age group or gender, and it is never the fault of the person experiencing it
Forms it can take	Physical and sexual violence; threats and intimidation; emotional and psychological abuse; controlling money or work (financial abuse); isolating a person from family and friends; stalking and monitoring, including through phones, apps, tracking and social media; and coercive control, a pattern of behaviour that takes away a person's freedom
Family member	Read widely: a partner or former partner, a relative, a carer, a member of the household, and anyone the person regards as family under their culture or community
Person experiencing violence	The worker affected. We use their words for their situation and do not label them
Person using violence	The person whose behaviour is violent, threatening or controlling. They may or may not work here

4 Our commitment

- We believe the person, we do not judge them, and we never blame them for the violence or ask why they stay
- The person leads the decisions about their own safety and support. We do not take over or act without them, except where someone is in immediate danger
- Nobody is treated unfairly, disciplined or disadvantaged because they are experiencing family and domestic violence or ask for support
- We take reasonable steps to keep the workplace safe for the person and for everyone else, as we would for any other risk
- We make support easy to find, and we train managers to respond well

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[Company name]

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Workplace Safety Plan

Completed with the worker, at their pace and with their agreement. The worker keeps a copy only if it is safe for them to do so

Before you start

- This plan is the worker's. Complete it together, in private. They decide what goes in it, who sees it, and when it changes.
- Fill in only what is needed for safety at work. You do not need details of what has happened.
- Agree where the plan is kept: **[Support contact]** keeps it confidential and separate from the personnel file.

Worker (name or reference)		**Completed with (name and role)**	
Date		**Next review date**	

1 Contacts

Who	Name	Phone or how to reach them
My support contact at work		
Back-up support contact		
Reception or security		
Someone I trust outside work		
Employee assistance program		**[Support service]**
Support line (in Australia, 1800RESPECT)		1800 737 732
Police (local station or non-urgent)		
Emergency		Your local emergency number (000 in Australia)

2 Safe words or signals

A word, phrase or signal that means I need help now	
Who knows it	
What they do when they hear or see it	

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. Support workers affected by family and domestic violence and keep your workplace safe: a policy written in trauma-informed, plain words, a workplace safety plan you complete with the worker, and a confidential record of the support you provide.

What the full product contains

- **Family and domestic violence policy: purpose, scope, definitions, commitment, confidentiality, disclosures, leave and flexible work, safety measures, workers who use violence, support services, roles, training and review**
  02_TEMPLATE/Family and Domestic Violence Policy.docx and .pdf
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  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

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