RISK ASSESSMENT CHECKLIST

| Assessor name: |  |
| --- | --- |
| Initial assessment date: |  |
| Reassessment date: |  |
| Today’s date: |  |
| Last assessment date (if applicable): |  |
| Next planned assessment review date: |  |

[Organization Name] acknowledges that employees may be at risk of workplace violence. This checklist is intended to be used alongside the Occupational Health and Safety Act (OHSA) to serve as a mechanism to implement best practices beyond compliance that advance [Organization Name]’s alignment with industry practices when dealing with workplace violence.

## RATIONALE

This checklist intends to provide action plans where needed per five focus areas to prevent workplace violence:

* **Leadership Support and Worker Participation:** The leadership’s commitment to workplace violence prevention empowers workers and employers to become involved in and prioritize the successful implementation of a workplace violence prevention program.
* **Hazard Identification and Risk Assessment:** Identifying the risks of exposure to violence in particular work settings and putting in place controls to prevent and minimize the occurrence of workplace violence are both integral elements of risk assessment. Workers, unions, and the health and safety committee or representatives, and employers are key in identifying and assessing workplace risks.
* **Risk Mitigation, Hazard Prevention, and Controls:** The risk assessment is for pinpointing appropriate next steps to address identified risks by implementing controls that reduce or eliminate the risks of violence, change the environment, and build and maintain administrative and work practices controls.
* **Education and Training:** Education ensures that all employees are aware of possible hazards. It also encourages heightened awareness and competence about workplace protection by establishing policies, measures, and procedures. All workers should be adequately protected from workplace violence while differentiating between staff roles and environments that necessitate specific workplace violence training for some workers.
* **Performance Reporting and Evaluation:** Using established and standardized key performance indicators, companies can analyze their own capabilities and vulnerabilities when it comes to workplace violence. These findings can assist in formulating plans to combat existing problems. It is imperative that workplace violence programs be evaluated so that organizations can demonstrate their commitment to continuous improvement, transparency, and accountability in the prevention of workplace violence.

## PART 1: Leadership Support and Worker Participation

| Criterion | | Meets Requirement | | | | Requires Action  (Yes/No) | Details/Explanation |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Yes | No | Partly | N/A |
| 1 | Our CEO is personally accountable for workplace violence prevention initiatives and leads and champions them. |  |  |  |  |  |  |
| 2 | Our organizational culture is centered on workplace violence prevention: |  |  |  |  |  |  |
| It is incorporated into the strategic plan, vision statement, mission statement, policies and procedures, contracts, mandates, action plans, and safety plans. |  |  |  |  |  |  |
| Utilizes best practices strategies such as PSHSA VARB tools and promising practices currently being implemented in other health care facilities. |  |  |  |  |  |  |
| 3 | We have assigned executives, managers, supervisors, and workers to serve as representatives accountable to the CEO for championing, implementing, and monitoring workplace violence prevention initiatives. |  |  |  |  |  |  |
| 4 | A crisis management/chain of command team and their roles and responsibilities are established and defined in our policies. |  |  |  |  |  |  |
| 5 | The management shows that it places a high value on workplace health and safety by making an effort to talk about these topics in meetings and enacting risk mitigation strategies. |  |  |  |  |  |  |
| 6 | The organization has a documented policy and program for preventing workplace violence. |  |  |  |  |  |  |
| 7 | The workplace violence prevention policy and the program involve procedures, practices, and training and education requirements pertaining to identifying, reporting, and addressing domestic violence, abuse, and/or harassment. |  |  |  |  |  |  |
| 8 | The amount of security guards on duty who have been trained in the use of force is sufficient to deal with workplace violence. |  |  |  |  |  |  |
| 9 | All new hires, as well as visitors to our premises, are made aware that workplace violence will not be tolerated. Our company: |  |  |  |  |  |  |
| holds accountable all perpetrators of workplace violence |  |  |  |  |  |  |
| implements plants to raise organization's and the public's accountability and responsibility for adopting best practices in workplace violence prevention |  |  |  |  |  |  |
| 10 | Workplace violence prevention initiatives are championed by our workers and their Health and Safety Committee (HSC) or Representative (HSR). |  |  |  |  |  |  |
| 11 | We use workers' and HSC/HSR-generated recommendations. |  |  |  |  |  |  |
| 12 | All employers, supervisors, practice leaders, and workers are informed that they may report workplace violence, including domestic violence. |  |  |  |  |  |  |
| 13 | Everyone in the organization is aware that they must report any form of workplace violence, including domestic violence. |  |  |  |  |  |  |
| 14 | Workers are aware of who to contact in the event of an incident and how the incident will be investigated. |  |  |  |  |  |  |
| 15 | Wherever possible, the reporting and investigation of complaints are conducted in a confidential manner. |  |  |  |  |  |  |
| 16 | Our organization has a policy that details the employer's reporting responsibilities to the HSC/HSR and the union. |  |  |  |  |  |  |
| 17 | Our organization responds to all verbal and written reports of workplace violence. |  |  |  |  |  |  |
| 18 | Incidents of workplace violence are investigated by a leader, to discover the root cause and implement action plans to reduce or mitigate workplace violence. |  |  |  |  |  |  |
| 19 | Affected staff is informed of measures and procedures to be implemented, as well as expectations for resolving problems found in the investigation. |  |  |  |  |  |  |
| 20 | We have developed and implemented safety plans for those who are victims of domestic and/or workplace violence. |  |  |  |  |  |  |
| 21 | Post-incident support includes debriefing, counseling, and referral to or facilitation of care. |  |  |  |  |  |  |

## PART 2: Hazard Identification and Risk Assessment

| Criterion | | Meets Requirement | | | | Requires Action | Details/Explanation |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Yes | No | Partially | N/A |
| 1 | Our organization has appointed a workplace violence risk assessment lead. They ensure that a risk assessment process is in place, risk assessments are conducted, and control measures are in place. |  |  |  |  |  |  |
| 2 | We conduct a pre-risk survey of the employees prior to risk assessment. |  |  |  |  |  |  |
| 3 | We assess the risk of workplace violence associated with, the nature of the workplace, type of work, client population, conditions of work/workflow, and communication. |  |  |  |  |  |  |
| 4 | Workplace violence-prevention skills and competencies are distributed across our entire team. |  |  |  |  |  |  |
| 5 | Workplace violence risk assessments are performed in consultation with the JHSC, the occupational health and safety team, staff, and other relevant parties. |  |  |  |  |  |  |
| 6 | We provide the JHSC with copies of all risk assessments, whether they are written or not. |  |  |  |  |  |  |
| 7 | A process has been implemented to reassess risk on a regular basis. |  |  |  |  |  |  |
| 8 | The policy and program continue to protect workers from workplace violence as we re-assess risk on a regular basis. |  |  |  |  |  |  |

## PART 3: Risk Mitigation, Hazard Prevention, and Controls

| Criterion | | Meets Requirement | | | | Requires Action | Details/Explanation |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Yes | No | Partially | N/A |
| 1 | Risk control and/or risk elimination have been established at our organization. |  |  |  |  |  |  |
| 2 | We have instituted environmental measures to prevent workplace violence hazards from occurring. |  |  |  |  |  |  |
| 3 | We have implemented measures and procedures to complete regular risk assessment reviews and updates. |  |  |  |  |  |  |
| 4 | We have mechanisms in place to close any holes in root cause investigations of hazards, near misses, accidents, and illness. |  |  |  |  |  |  |
| 5 | Frontline staff help us design controls and solutions to combat workplace violence. |  |  |  |  |  |  |
| 6 | We work with the HSC or HSR to solicit input on workplace violence prevention methods, the current procedures, and preventing future occurrences of workplace violence. |  |  |  |  |  |  |
| 7 | We take measures to avoid workplace violence such as having security guards or staff trained in security immediately available and implementation of environmental and physical plant safety measures. |  |  |  |  |  |  |
| 8 | We have an electronic and visual flagging system that tracks a person’s violent history, triggers, negative behaviours, and safety measures. |  |  |  |  |  |  |
| 9 | Information is provided for protecting workers from violence by a person with a history of violent behaviour, and mitigating risk. |  |  |  |  |  |  |
| 10 | Our organization promotes safe work practices by communicating pertinent safety information during high-risk periods. |  |  |  |  |  |  |
| 11 | We set up safety plans for individuals whom we know pose a significant risk of workplace violence and offer safety assistance such as security support, coping strategies, and preferred interventions. Every staff member should be familiar with the safety plan. |  |  |  |  |  |  |
| 12 | Our organization has instituted mechanisms through which workers can signal for help and summon immediate assistance, including the use of personal panic alarms with GPS, two-way voice activation, and linked to security. |  |  |  |  |  |  |

## PART 4: Education and Training

| Criterion | | Meets Requirement | | | | Requires Action | Details/Explanation |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Yes | No | Partially | N/A |
| 1 | Our organization provides education on workplace violence policy and procedures, including how to summon for assistance, how to report incidents, and how the employer will deal with and investigate incidents, complaints, and threats. |  |  |  |  |  |  |
| 2 | Our organization provides training to staff and management on violence committed by clients, visitors, and others. Practical training should be included. |  |  |  |  |  |  |
| 3 | Our organization has implemented specialized education and training to support workers in jobs that have a higher risk of violence, including risk factors for aggression and violence, as well as verbal and physical tactics to defuse, de-escalate, or avoid aggressive behaviour, techniques for responding to violent individuals, and response options in the event of an actual physical attack. |  |  |  |  |  |  |
| 4 | Our organization mandates that all those in the workplace who perform work be trained on workplace violence prevention. |  |  |  |  |  |  |
| 5 | Workplace violence training is a core component of our company's overall violence prevention strategy. |  |  |  |  |  |  |
| 6 | All company violence prevention training is mandatory for workers and management. |  |  |  |  |  |  |
| 7 | Workers and supervisors are trained to identify and report signs of abuse and domestic violence. |  |  |  |  |  |  |
| 8 | We have trained managers, supervisors, and practice leaders to handle workers who are the victims and perpetrators of domestic and other kinds of violence. |  |  |  |  |  |  |
| 9 | We make sure workplace violence-related training is created, established, and provided with HSC/HSR participation. |  |  |  |  |  |  |
| 10 | We have regular re-training, including a component of practical application. |  |  |  |  |  |  |

## PART 5: Performance Reporting and Evaluation

| Criterion | | Meets Requirement | | | | Requires Action | Details/Explanation |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Yes | No | Partially | N/A |
| 1 | Workplace violence prevention is in our quality improvement plan. |  |  |  |  |  |  |
| 2 | Our organization tracks and analyzes key workplace violence indicators, including the numbers of violent incidents, near misses, security calls, code white calls, incidents resulting in the use of force, and clients/visitors with a history of violent behaviour along with their triggers and safety measures to protect everyone. |  |  |  |  |  |  |
| 3 | Our organization tracks incidents and near misses using standardized metrics. |  |  |  |  |  |  |
| 4 | Our organization conducts post-incident investigations to assist in determining the incident's root cause, with feedback provided to the involved worker. |  |  |  |  |  |  |
| 5 | Our organization communicates all incident information to the leadership team/senior management, HSC, and makes it available to all employees. |  |  |  |  |  |  |
| 6 | Our organization, in collaboration with the JHSC, has established a cyclical review process to assess the validity and efficacy of workplace violence policies, measures, and programs. |  |  |  |  |  |  |
| 7 | We conduct an annual evaluation of the efficacy of our workplace violence measures, policies, and procedures. |  |  |  |  |  |  |
| 8 | Our organization assists employers in revising policies, measures, and procedures to deal with concerns regarding workplace violence. |  |  |  |  |  |  |

ACTION PLAN

| For identified need for improvement in each section, provide Action Required, the Person/Department Responsible, and Target completion date. Use a separate sheet of paper if needed | | | | |
| --- | --- | --- | --- | --- |
| PART 1: Leadership Support and Worker Participation | | | | |
| Item # | Area of Improvement | Required Action | Person in Charge | Target Completion |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| PART 2: Hazard Identification and Risk Assessment | | | | |
| Item # | Area of Improvement | Required Action | Person in Charge | Target Completion |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| PART 3: Risk Mitigation, Hazard Prevention, and Controls | | | | |
| Item # | Area of Improvement | Required Action | Person in Charge | Target Completion |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| PART 4: Education and Training | | | | |
| Item # | Area of Improvement | Required Action | Person in Charge | Target Completion |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| PART 5: Performance Reporting and Evaluation | | | | |
| Item # | Area of Improvement | Required Action | Person in Charge | Target Completion |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |