



# Putting the program elements together – It's time for **STEP 3**

## Let's check in...check out what needs to be completed and check it off the list!

The application of the tools provided in **Step 1 and 2** may have resulted in the identification of some gaps or deficiencies in your existing workplace violence prevention program. You may have a long “to do” list to accomplish or perhaps you have a comprehensive program and it is time to consider adding some additional elements.

Regardless of your particular situation, over the next series of steps we will provide a number of templates and resources to address the various elements of a comprehensive workplace violence prevention program commencing with those that are required by legislation. The following checklist summarizes the tools that were provided in Steps 1 and 2 and resources provided in **Step 3**.

### Toolkit resources from Steps 1 & 2

| Confirm The Following Toolkit Resources Have Been Applied: |  |
|--|--|
| Workplace Violence Prevention Program Review               |  |
| Workplace Violence Prevention Employee Perception Survey   |  |
| Workplace Hazard Violence Risk Assessment                  |  |

### Priority #1: workplace legislative compliance

| Possible Outcomes Identified from Steps 1 & 2:   | Step 3 Resource:   |
|--|--|
| Missing Or Deficient Prevention Statement/Policy   | Sample Templates   |
| Missing or Deficient Procedures to Prevent Workplace Violence <ul style="list-style-type: none"> <li>Physical aspects of the workplace (e.g. lighting)</li> <li>Sector of work and activities that workers perform (e.g. dispensing medications, providing personal care, transporting people)</li> <li>Conditions of work (e.g. working alone or in isolation, building security/visitor access, mobile work environments)</li> </ul> | Information on “How to” write a Procedure and Links to Sample Procedures |

### Coming in the next steps: responding to violent incidents

- STEP 4: Reporting/Documenting/Investigating Workplace Violence
- STEP 5: Worker Training/Education/Awareness

**Take STEP 3:** Visit <http://bit.ly/MpAT6D>

