Violence Risk Hazard Assessment Guide

Completing a Violence Risk Hazard Assessment can sometimes be difficult and confusing. Here are some tips and instructions to help get you through the task.

There are five steps to completing the Violence Risk Hazard Assessment.

**Step 1: Identify who will complete the risk assessment**
You are encouraged to involve employees, supervisors, JOHSC members, health and safety reps and/or unions in the risk assessment process. Although optional, it is considered best practice to establish a dedicated workplace violence committee (this could be your JOHSC) or a risk assessment team that will report directly to the employer.

**Step 2: Gather information and review documents**
All relevant documents should be gathered and given to the assessment team or committee. The team or committee should review these documents in advance of performing the Violence Risk Hazard Assessment. Reviewing these documents can provide key information as to where some gaps may lie. Another key element to reviewing documents is searching for trends. Trends may identify particular jobs or locations that have higher risks.

**Step 3: Complete the Violence Risk Hazard Assessment tool**
To complete the assessment tool you must first understand probability and severity. Probability is the likelihood a violent event will occur. It is easiest to think of this in terms of percentage (refer to step 3 of violence risk assessment). There are many variables you have to look at when determining the probability. You must consider what controls you may already have in place to prevent or deter violent events (i.e. cameras, locked doors, two-way radio, etc.). You must also refer to trends you may have found while completing your document review. If a violent event occurred within the last 6-12 months, then the probability that a violent event will occur is in this area higher than an area that has seen no events. Another suggestion is to do research. Are there violent events occurring in your neighborhood and/or similar organizations. These too can affect probability.

Severity is the most serious, reasonable possible outcome for the hazard you are considering. In other words, the consequence of exposure to the hazard. It is very important to consider the most reasonable outcome. Of course, it is possible anything could lead to a fatality, but realistically, what would the worst outcome be (i.e. scratches, bruising, broken bones, etc.). When looking at severity, it is also important to consider trends you may have found, in particular types of injuries that may have occurred from previous events.
Example:

<table>
<thead>
<tr>
<th>Hazard Category</th>
<th>Controls in Place</th>
<th>Applicable?</th>
<th>Probability</th>
<th>Severity</th>
<th>Risk Level</th>
<th>Next Steps/Recommended Controls</th>
</tr>
</thead>
</table>
| Building entrance control and security system | - Coded doors / security doors  
- Employee ID cards and guest passes with sign-in/out  
- Clearly labelled staff areas  
- Closed-circuit video system  
- Alarms (silent or sounding)  
- Process to identify problem area if alarms activated  
- Mirrors (convex)  
- Regular security patrols / safety checks  
- Worksites connected to other organizations  
- Security Guard  
- Policies  
- Procedures  
- Other | Yes | 2 | 2 | 4 | Fix the broken camera |

In this scenario, the Hazard Category has a low risk result. You can see that the organization has put in many controls to help deter violent events from occurring. It is very important to include all of the policies, procedure and best practices into the controls as well.

Determining Probability:
In this scenario the committee or team evaluated the probability as low. As a team they had considered all of the controls already in place. Combining that with their trend finding, in which no recent events had occurred, they had determined that the likelihood of a violent event occurring due to the hazard category was unlikely (2), meaning there was a likelihood of less than 25% chance of a violent incident occurring.

Determining Severity:
In this scenario the committee or team evaluated the severity as low. They considered the policies, procedures, best practices and training into consideration when determining the severity of the hazard category. If a violent incident was to occur, the team determined that employees were competent enough to minimize the impact. A severity rating of 2 was given, meaning the most likely harm an employee may receive is Minor (marginal-minor injury-cuts, bruises, etc.).

Determining the risk level:
To determine the risk level, refer to your risk matrix.
### Risk Assessment Matrix

<table>
<thead>
<tr>
<th>Probability (likelihood of occurrence)</th>
<th>Insignificant (1)</th>
<th>Minor (2)</th>
<th>Moderate (3)</th>
<th>Major (4)</th>
<th>Catastrophic (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certain (5)</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>Likely (4)</td>
<td>4</td>
<td>8</td>
<td>12</td>
<td>16</td>
<td>20</td>
</tr>
<tr>
<td>Occasional (3)</td>
<td>3</td>
<td>6</td>
<td>9</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>Unlikely (2)</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>Rare (1)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

**Low Risk (1-8)** – not significant, should be addressed through regular health and safety measures and procedures

**Medium Risk (9-15)** – significant risk, include in the workplace violence prevention program

**High Risk (16-25)** – significant and unacceptable risks, immediate action required

- Risk Level is simply multiplying the Probability by Severity. We had determined that both the probability and severity were a 2, meaning the risk level is a 4 (2x2=4).

### Next Steps/Recommended Controls:

As a group, you must determine the best course of action, if any, to fix or improve any controls, etc. associated with the hazard category. In the example, the team noticed that not all of the cameras had been working. They recommended that they needed to be fixed.

### Step 4: Document Action Log

- Track all recommended actions including who is responsible to address the recommendation(s) and verification of the implemented control(s) addressed in the identified hazard.

### Step 5: Sign Off on the Assessment

- Ensure the appropriate people sign off on the completed violence risk assessment.
Workplace Violence Prevention – Hazard Risk Assessment

The Process

1. Identify WHO will complete the risk assessment
2. Gather information and review documents
3. Complete the Violence Risk Assessment Tool
   - Establish risk level
   - Identify recommended actions / controls
4. Document action log
5. Sign off on assessment

Assessment Location

- Building Name
  (Example: South Building, Organization Name)

Date of Assessment:

Name of Organization:

Municipal Address:

(St, City, Province, Postal Code)
Step 1 - Identify WHO will be completing the Risk Assessment:

The Employer is responsible for identifying the risk of violence in the workplace using a workplace violence hazard risk assessment. The assessment is done in consultation with the Joint Occupational Health and Safety Committee (JOHSC) or Health and Safety Representative (if applicable) and a copy of the final assessment report must be given to them.

You are encouraged to involve frontline employees, supervisors, and unions (if applicable) in the risk assessment process. Your workplace violence prevention plan will be the better for it. Although optional, it is considered a best practice to establish a dedicated workplace violence committee (e.g. this could be your JOHSC) or a risk assessment team that would report directly to the Employer. The duties of this committee will be to assess the vulnerability to workplace violence at the current worksites and provide recommendations to the Employer on preventive actions to be taken.

<table>
<thead>
<tr>
<th>Name of Assessor(s)</th>
<th>Position</th>
<th>Department/Work Location</th>
<th>JOHSC Committee Member / Representative</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
Step 2 - Gather Relevant Information then Review:

All relevant documentation should be **gathered** and provided to the Assessor(s) or Assessment Team so that they can **review** documents for reports of incidents involving workplace violence. Look for trends and identify jobs and locations that are most at risk. Sources of information suggested to review include:

<table>
<thead>
<tr>
<th>Information Records Review</th>
<th>Review Completed</th>
<th>Date</th>
<th>Trends/Findings</th>
</tr>
</thead>
</table>
| Example: Incident Reports                          | Yes              | Apr 1, 2016| 6 employees have been assaulted by residents  
1 employee has been assaulted while travelling with a resident  
The petty cash was recently stolen and is not secured  
Only ½ of the employees have been trained on workplace violence prevention  
There have been 2 reports of verbal harassment  
One safety plan was developed for an employee as a result of a domestic violence issue that had potential to enter the workplace |

**Security/Safety Checks**

**Existing Policies, Procedures, Work Practices**
- Gather existing H&S program materials and other supporting programs that may address workplace violence  
- Review procedures that may relate to specific jobs

**Employee feedback from company "suggestion boxes"**

**Incident Reports**

**Accident investigations**

**Training records**

**Minutes from Joint Health and Safety Committee Meetings**

**Community information**
- Contact your local law enforcement branch for local crime statistics, or Statistics Canada  
- Review local news stories relating to violence in your community or business
<table>
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<tr>
<th>Information Records Review</th>
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<tbody>
<tr>
<td><strong>Violence in Similar Workplaces</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>- Communicate with similar organizations about their experiences</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>- Connect with your safety association</td>
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<td></td>
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<tr>
<td><strong>Workplace Inspection Reports</strong></td>
<td></td>
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<tr>
<td><strong>Workers’ Compensation Board Claims</strong></td>
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<td></td>
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<tr>
<td><strong>Other relevant records or information:</strong></td>
<td></td>
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</tr>
</tbody>
</table>
Step 3 - Conduct the Risk Assessment

Complete both sections of the Violence Risk Assessment Tool, applying the following information:

i) Estimate the probability of the hazard resulting in an incident(s) of workplace violence.

<table>
<thead>
<tr>
<th>Risk Category</th>
<th>Risk Name</th>
<th>Characteristic</th>
<th>Chance it will happen (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rare</td>
<td>Rare - Event will likely not be experienced</td>
<td>&lt;5%</td>
</tr>
<tr>
<td>2</td>
<td>Unlikely</td>
<td>Unlikely but could be experienced in several years</td>
<td>25%</td>
</tr>
<tr>
<td>3</td>
<td>Occasional</td>
<td>Will likely happen sometime in next two years</td>
<td>50%</td>
</tr>
<tr>
<td>4</td>
<td>Likely</td>
<td>Will likely happen in next 6-12 months</td>
<td>75%</td>
</tr>
<tr>
<td>5</td>
<td>Certain</td>
<td>Will likely happen often in the next 6-12 months</td>
<td>&gt;95%</td>
</tr>
</tbody>
</table>

ii) Estimate the severity, the most serious, reasonable possible outcome (as opposed to the "most likely" outcome) for the hazard you are considering.

<table>
<thead>
<tr>
<th>Risk Category</th>
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<th>Characteristic</th>
</tr>
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<tbody>
<tr>
<td>5</td>
<td>Catastrophic</td>
<td>Extreme - Fatality / Coma</td>
</tr>
<tr>
<td>4</td>
<td>Major</td>
<td>Critical - Severe injury — loss of, or use of limbs, overnight hospitalization</td>
</tr>
<tr>
<td>3</td>
<td>Moderate</td>
<td>Serious - Medical attention (e.g. Doctor visit, Physio.)</td>
</tr>
<tr>
<td>2</td>
<td>Minor</td>
<td>Marginal - Minor injury – bruises, cuts</td>
</tr>
<tr>
<td>1</td>
<td>Negligible</td>
<td>Insignificant - No injury</td>
</tr>
</tbody>
</table>

iii) Determine the risk

<table>
<thead>
<tr>
<th>Probability (likelihood of occurrence)</th>
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<tr>
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<td>3</td>
<td>6</td>
<td>9</td>
<td>12</td>
<td>15</td>
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<tr>
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<td>6</td>
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<td>10</td>
</tr>
<tr>
<td>Rare (1)</td>
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</tbody>
</table>

- **High Risk (16-25)** – significant and unacceptable risks. Immediate action required.
- **Medium Risk (9-15)** – Significant risks. Include in the workplace violence prevention program
- **Low Risk (1-8)** – not significant. Should be addressed through regular health and safety measures and procedures.

Review the examples of controls provided and check off those controls that are currently in place (workplaces are not required to use all or any of the examples of controls. There may be other controls that are more suitable to the circumstances of your workplace, and to controlling the risks of workplace violence that you identify.)

iv) Review all Potential Controls

Add any recommended further actions or controls to be implemented and identify the person(s) responsible and expected completion date, if possible. Recommended Actions should take into consideration the protection of all employees from all types of violence in the workplace, including those who may be more vulnerable to violence.
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<tr>
<td>0</td>
<td>Example: Building entrance control and security system</td>
<td>Coded doors / security doors Employee ID cards and guest passes with sign-in/out Clearly labelled staff areas Closed-circuit video system Alarms (silent or sounding) Process to identify problem area if alarms activated Mirrors (convex) Regular security patrols / safety checks Worksite connected to other organizations Security Guard Policies Procedures: Door is to be locked at shift change (7pm) every night Other: Security cameras located by entrance/exits</td>
<td>Yes</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>Fix the cameras that are not working properly</td>
</tr>
<tr>
<td>1</td>
<td>Outside building and parking lot</td>
<td>- Bolted entries / locks - Designated public entry doors - Clear sight lines - Good lighting - Worksite maintained (i.e. no graffiti) - Motion/movement detectors - Maintained landscaping (e.g. low bushes and shrubbery) - Adequate security fences / features - Property well kept - Building well kept - Policies - Procedures - Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Building entrance control and security system</td>
<td>- Coded doors / security doors - Employee ID cards and guest passes with sign-in/out - Clearly labelled staff areas - Closed-circuit video system - Alarms (silent or sounding) - Process to identify problem area if alarms activated - Mirrors (convex) - Regular security patrols / safety checks - Worksite connected to other organizations - Security Guard - Policies - Procedures - Other</td>
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</tbody>
</table>
| 3 | Security Equipment & Individual security devices | - Personal alarms  
- Visual and audible alarms connected to security systems  
- Process to identify problem area if alarms activated  
- Panic buttons or other call alert systems  
- Cell phones  
- Two-way radios  
- Policies  
- Procedures  
- Other | | | | | |
| 4 | Testing security systems and individual security devices | - Test the security systems regularly  
- Test individual security devices prior to use and regularly while in use  
- Keep records of tests  
- Policies  
- Procedures  
- Other | | | | | |
| 5 | Resident/ Client rooms, Treatment rooms, | - Clear sight lines  
- Means of communication  
- Furniture layout permits ease of egress  
- Windows  
- Controlled access  
- Unobstructed access to exit  
- Aware of heavy or sharp objects  
- Policies  
- Procedures  
- Other | | | | | |
| 6 | Public areas/ shared common spaces | - Widened service desks  
- Barriers (e.g., unbreakable screens)  
- Silent, concealed alarms  
- Other means to summon help  
- Clear sight lines  
- Signage indicating hours of access | | | | | |
| 7 | Isolated areas, hidden areas (utility rooms, file rooms etc.) | - Restricted public access  
- Locked doors  
- Communication devices or alarms  
- Mirrors  
- Policies  
- Procedures  
- Other | | | | | |
<table>
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</tr>
</thead>
</table>
| 8  | Internal and external lighting                       | - Outside lighting does not create shadows or leave dark spots that can be used as hiding places  
- Brightness levels, glare, contrast, and shadows are maintained at levels that are not hazardous  
- Lighting equipment is periodically serviced and maintained  
- Policies  
- Procedures  
- Other |             |                                     |            |            |          |          |                                  |
| 9  | Stairwells and Exits                                 | - Exit signs clearly marked  
- Good lighting  
- No obstructions  
- Panic bars to allow escape  
- More than one exit  
- Policies  
- Procedures  
- Other |             |                                     |            |            |          |          |                                  |
| 10 | Elevators and washrooms                              | - Clear sight lines  
- Restricted public access  
- Communication devices or alarms  
- Regular inspections for unauthorized individuals  
- Separate staff washroom  
- Policies  
- Procedures  
- Other |             |                                     |            |            |          |          |                                  |
| 11 | Location of cash, monetary goods, medicines, tobacco and/or alcohol | - Locked or hidden storage  
- Designated storage with restricted access  
- Unobstructed access to exit  
- Silent, concealed alarms  
- Policies  
- Procedures  
- Other |             |                                     |            |            |          |          |                                  |
| 12 | Storage of personal belongings                       | - Lockers  
- Secure areas  
- Policies  
- Procedures  
- Other |             |                                     |            |            |          |          |                                  |
<table>
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<tr>
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<th>Next Steps/Recommended Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Workstations</td>
<td>- Designed for confidentiality but not impede communication&lt;br&gt;- Appropriate furniture layout for ease of egress / exit&lt;br&gt;- Policies&lt;br&gt;- Procedures&lt;br&gt;- Other</td>
<td></td>
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<tr>
<td>14</td>
<td>Tools and Equipment</td>
<td>- Locked away when not in use&lt;br&gt;- Limited access, authorized access only&lt;br&gt;- Policies&lt;br&gt;- Procedures&lt;br&gt;- Other</td>
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</tr>
<tr>
<td>#</td>
<td>Hazard Category</td>
<td>Controls in Place</td>
<td>Risk Significance</td>
<td>Next Steps/Recommended Controls</td>
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</tbody>
</table>
| 15 | Can employees call for immediate help when workplace violence occurs or is likely to occur? | - Equipment to summon assistance, such as individual or fixed alarms (sounding or silent) or approved cell phones (pre-programmed to call an emergency number), pagers, walkie-talkies, radios  
- Internal and external numbers for employees to call:  
  - at all hours of operations  
  - posted or otherwise readily available  
- An internal code word or words to indicate that help is needed  
- Policies  
- Procedures  
- Other | | |
| 16 | Is public access to the workplace controlled? Is there a system to verify the identity of persons delivering goods and services? | - A single entrance for residents and controlling access to other doors  
- Security alarms on outside doors  
- Door chimes or other means to notify employees when someone enters the workplace  
- Signs about employee-only areas  
- Cards or keys to access employee-only areas  
- Reception desks and sign-in procedures  
- Accompanying non-employees in restricted areas  
- Locking the public entrance and providing a bell  
- Doors locked at certain times  
- Access is restricted to specific doors  
- Employee and visitor identification badges  
- Visual (camera, window) and audio check before opening the receiving area door  
- Schedule deliveries  
- Policies  
- Procedures  
- Other | | |
| 17 | Are employees working in remote or isolated locations within the building or community or alone? | - Provide authorized cell phones, walkie-talkies, radios, or other communication or monitoring devices  
- Establish regular contact times  
- Designate a person to monitor contact with employees, and to follow up if contact is lost  
- Policies  
- Procedures  
- Other | | |
## Workplace Violence Hazard Risk Assessment
### Assessing Internal Measures and Procedures

<table>
<thead>
<tr>
<th>#</th>
<th>Hazard Category</th>
<th>Controls in Place</th>
<th>Risk Significance</th>
<th>Applicable?</th>
<th>Probability</th>
<th>Severity</th>
<th>Risk Level</th>
<th>Next Steps/Recommended Controls</th>
</tr>
</thead>
</table>
| 18 | Do employees work at times of increased vulnerability, such as late at night, early in the morning, or at very quiet times of day? | - Provide employees training on workplace security measures and in the proper use of individual security devices  
- Have employees leave the building in groups  
- Procedures for opening, closing, or securing the workplace when there is a shift change over  
- Policies  
- Procedures  
- Other | | | | | |
| 19 | Do employees administer restricted goods (e.g. medications, tobacco, alcohol) or carry other valuable medical equipment? | - Develop measures and procedures to protect employees and prevent robbery.  
- Store restricted goods in secure locations accessible to authorized personnel  
- Policies  
- Procedures  
- Other | | | | | |
| 20 | Do employees handle cash and/or gift cards, protect or secure valuables?    | - Depositing cash in a locked drop safe/time-lock safe  
- Establishing the maximum amount of cash that can be stored in the till (large amounts should be deposited in locked drop safes or time-lock safes)  
- Posting a sign notifying the public of the locked drop safes or time-lock safes  
- Front desks or tills (cash) should:  
  - Face the main entrance  
  - Have clear sight of the main doors  
  - Not have sight lines blocked by the storage of large items  
  - If there is more than one till, place them away from each other but close enough that they are within view of each other.  
- Deposits outside of workplace:  
  - Varying employees’ travel times and routes  
  - Using a buddy system or escorts when carrying money  
  - Joining with neighbouring businesses to coordinate security  
  - Providing appropriate communications or individual security devices for summoning help  
- Policies  
- Procedures  
- Other | | | | | |
### Workplace Violence Hazard Risk Assessment
#### Assessing Internal Measures and Procedures

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<th>Risk Significance</th>
</tr>
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</table>
| 21 | Is the facility environment appropriate for the client / resident needs / challenges of care? | - Staffing level is appropriate for client / resident needs and challenges of care  
- Sufficient information is received through the assessment process regarding client / resident history (e.g. medications, substance abuse, history of violence etc.)  
- At intake and/or upon acceptance of new clients or residents, employees are informed about the details of the individual (behaviours; potential or real challenges etc.)  
- Procedures to identify, evaluate, and inform employees about the risk of violence related to specific situations or residents, including possible triggers for violence  
- Employee wellness program to address stress and fatigue  
- Policies  
- Procedures  
- Other | Applicable? | Probability | Severity | Risk Level | Next Steps/Recommended Controls |
| 22 | Are employees and supervisors trained in all relevant measures and procedures for protecting themselves from potential workplace violence associated with client contact? | - Risks of workplace violence arising from their job or location  
- Relevant measures and procedures  
- De-escalation techniques  
- CODE White  
- P.I.E.C.E.S™  
- U-First™  
- GPA™  
- MANDT™  
- Non-violence Crisis Intervention™  
- Other | | |
| 23 | Are employees and supervisors trained in all relevant measures and procedures for protecting themselves from potential workplace violence associated with performance management or communicating organizational change? | - Risks of workplace violence arising from their job or location  
- Relevant measures and procedures  
- De-escalation techniques  
- Other | | |
| 24 | Do you have procedures for employees to follow when dealing with individuals “banned” from the premises? | - Employees know how to question presence in a non-confrontational manner “banned” individuals  
- Employees know when to call for help or go to a safe area  
- Other | | |
<table>
<thead>
<tr>
<th>#</th>
<th>Hazard Category</th>
<th>Controls in Place</th>
<th>Risk Significance</th>
<th>Risk Level</th>
<th>Next Steps/Recommended Controls</th>
</tr>
</thead>
</table>
| 25 | Have you developed a working relationship with law enforcement?                  | - Participate in community efforts to reduce crime (attend meetings, participate in awareness campaigns, volunteer for community activities or fundraisers, etc.).  
                                 |                                                                                                                                                    |                   |           |                                 |
| 26 | Are employees made aware about safety routines for parking, leaving and returning to their vehicles and/or accessing public transportation (e.g. ferries, taxis etc.) | - Being observant – look and listen  
- Not slinging purses or bags over the shoulder or around the neck  
- Carrying keys in hand  
- Walking around the vehicle and checking the back seat before unlocking the vehicle  
- Locking doors and keeping windows up  
- Looking for adequate light from street lamps  
- How to carry and store valuables  
- Dangers of reading or writing in parked vehicles  
- Maintaining a full gas tank or filling up at well-lit and busy gas stations  
- How to choose a safe parking spot  
- Looking for adequate light from street lamps  
- Other                                                                 |                   |           |                                 |
| 27 | If employees are transporting people or goods, is there notification of the vehicle’s schedule (including arrival time)? | - Early notification can relieve passenger-client aggression caused by fear of missing a bus, taxi, or the late arrival of goods.  
- If delays are expected, drivers should immediately notify passengers or residents (by announcement, on an electronic sign, or over the phone).  
- Post schedules to make it easy for public to view (e.g., at stations, at each stop, online).  
- Other                                                                 |                   |           |                                 |
| 28 | This space is available to add details specific to your organization and personal environment |                                                                                                                                                    |                   |           |                                 |
| 29 | This space is available to add details specific to your organization and personal environment |                                                                                                                                                    |                   |           |                                 |
Step 4 - Document Action Log

Track all required recommended actions including who is responsible to address the recommendation and verification the implemented control addressed the identified hazard.

<table>
<thead>
<tr>
<th>Hazard Category</th>
<th>Next Steps / Recommended Controls</th>
<th>Risk Level</th>
<th>Person Responsible</th>
<th>Date Completed</th>
<th>Follow-up Data (verify the control addressed the hazard)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Building entrance control and security system</td>
<td>Example: Install additional lighting in parking lot</td>
<td>4</td>
<td>Fred Spence, Maintenance Supervisor</td>
<td>Apr 30, 2016</td>
<td>May 8, 2016 Lighting is now appropriate</td>
</tr>
<tr>
<td>Hazard Category</td>
<td>Next Steps / Recommended Controls</td>
<td>Risk Level</td>
<td>Person Responsible</td>
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Step 5 - Sign-off on Assessment

Note: As per section 5(3) of the Violence in the Workplace Regulations – An Employer must consult with any committee established at the workplace when conducting a violence risk assessment and must provide the committee with a copy of the written report of the assessment.

JOHSC Co-Chairs

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<th>Signature</th>
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**Administrator / General Manager / Director of Care**

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