

Appendix D: Risk Assessment Tools

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Appendix D-1: Key Elements-Checklist for Workplace Violence Prevention Program

How to use this checklist

Complete this checklist to summarize your organization’s compliance with the key elements listed in this document.

1.1 Workplace Violence Prevention Program structure is in place

1.1.1 The organization has secured the commitment of senior management.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
YES	NO	PARTIAL	N/A

1.1.2 The organization has appointed a Program Leader.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
YES	NO	PARTIAL	N/A

1.1.3 The organization has appointed an inter disciplinary steering committee to oversee the development and implementation of the program.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
YES	NO	PARTIAL	N/A

1.2 Workplace Risk Assessment

1.2.1 The organization has conducted an assessment of community workplace violence issues.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
YES	NO	PARTIAL	N/A

1.2.2 The organization has conducted an analysis of all internal documents reporting issues of workplace violence.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
YES	NO	PARTIAL	N/A

- 1.2.3 The organization has conducted an assessment of its physical environment.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
YES	NO	PARTIAL	N/A

- 1.2.4 The organization has conducted an assessment of the work setting and the clients.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
YES	NO	PARTIAL	N/A

- 1.2.5 The organization has conducted an assessment of the point-of-care work practices.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
YES	NO	PARTIAL	N/A

- 1.2.6 The organization has conducted an assessment of staff’s perceptions of workplace violence.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
YES	NO	PARTIAL	N/A

1.3 Designing a Workplace Violence Prevention Program

Design a Workplace Violence Prevention Program that consists of a workplace violence prevention policy; reporting, response and investigation procedures; environmental control procedures, work practice and administrative control procedures.

- 1.3.1 The employer has developed a Workplace Violence Prevention Policy that communicates to staff that employee safety and security are as important as client safety.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
YES	NO	PARTIAL	N/A

- 1.3.2 The employer has developed a reporting mechanism and has trained supervisors and employees to report all incidents or accidents related to workplace violence and, where required, report accidents to the WSIB and the MOL.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
YES	NO	PARTIAL	N/A

- 1.3.3 The employer has developed an internal response procedure (i.e. code white, staff alert) for workplace violence where staff requires emergency assistance.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
YES	NO	PARTIAL	N/A

1.3.4 The employer has designed a process that ensures prompt and detailed investigation of violent incidents.

YES NO PARTIAL N/A

1.3.5 The employer has designed procedures to ensure environmental and security controls are implemented.

YES NO PARTIAL N/A

1.3.6 The employer has performed a risk assessment to establish comprehensive administrative and work practices and procedures to prevent workplace violence.

YES NO PARTIAL N/A

1.4 Implementing the Workplace Violence Prevention Program

1.4.1 The organization has developed a detailed plan for the implementation of workplace violence prevention program that includes marketing and communication strategies and an educational program.

YES NO PARTIAL N/A

1.5 Evaluating the Workplace Violence Prevention Program

1.5.1 The organization has developed a process to evaluate the workplace violence prevention program in consultation with the JHSC.

YES NO PARTIAL N/A

Effective Staff Training Strategies in Crisis Intervention

1.5.2 The organization uses effective training strategies to enhance employees’ crisis intervention knowledge and skills.

YES NO PARTIAL N/A

Recognizing and Responding to Stages of Violence

1.5.3 Employees are trained to recognize and respond effectively throughout all phases or stages of violence.

YES NO PARTIAL N/A