

# Appendix D: Risk Assessment Tools

The following examples of risk assessment tools are copyrighted and printed with permission from the Ontario Safety Association for Community and Healthcare (2006)

## 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