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This checklist is designed to identify risks (things, conditions, operations, and situations) found in your workplace that may expose a team member to workplace violence. Please circle Yes / No and insert comments or additional information where required.

Outside the Building

- Is the parking area secured? Yes / No
- Is the parking area well lit? Yes / No
- Is the building front entrance well lit? Yes / No
- Is the building's back entrance well lit? Yes / No
- Are there any other potential risks outside the building? Yes / No

Reception Area

- Is reception visible and easy to access? Yes / No
- Can the Receptionist clearly see people entering and exiting the workplace? Yes / No
- Is the reception area staffed at all times? Yes / No
- Can outsiders enter the workplace if the Receptionist is not present? Yes / No
- Do you have a policy for receiving, escorting and identifying visitors? Yes / No
- Does the Receptionist sometimes work alone? Yes / No
- Does the reception area have an emergency call button or other emergency procedure? Yes/No
 - If yes, describe: _____
- Is there a response protocol for when the emergency call button or emergency procedure is activated? Yes / No
- Are there any other potential risks in the reception area? Yes / No

Inside the Workplace

- Does your workplace have a security system? Yes / No
 - If yes, is it activated and working? Yes / No
- Is the system regularly tested? Yes / No
 - If yes, how often: _____
- Are signs posted indicating that a security system is in place? Yes / No
- Is access to your workplace controlled? (e.g., cards, keys, pass codes, etc.) Yes / No
 - If yes, please describe: _____
- Are locks and codes changed immediately if there is a lost key or card? Yes / No

- Does the building have security guards or safe walking services? Yes / No
- Are there any other potential risks inside the workplace? Yes / No

History of Workplace Violence

- Have team members reported any incidents or threats of workplace violence or are any such incidents or threats known to have occurred either in this location or at other locations that you are aware of? Yes / No
 - If yes, please describe the incident or threat including details about location, when this occurred, identity of assailant, nature of the incident, the severity, and the events that led up to the incident. Also, what steps (if any) were taken:

- Were there any environmental or situational factors that contributed to the violent incident?

- Are any incidents or threats of workplace violence known to have been reported or occurred at nearby workplaces or similar workplaces that you are aware of? Yes / No
 - If yes, please describe:

- Are there any other potential risks based on the history of this workplace? Yes / No

Activity Risk Analysis

- Do team members work with money or other valuables? Yes / No
 - If yes, do they work with money or other valuables in a public area? Yes / No
 - Are there security measures in place to protect these team members? (e.g., security guards, emergency call buttons, cameras, etc.) Yes / No
 - If yes, describe: _____
- Are controlled drugs available in the workplace? Yes/No
 - If yes, what measures are in place to reduce risk and protect these team members?
Describe: _____
- Do team members interact with individuals who are not employed or contracted by the company? Yes / No
 - If yes, to what extent is this interaction and what is the nature of the contact?

- Do team members interact with distressed or highly emotional people? Yes / No
 - If yes, to what extent is this interaction and what is the nature of the contact?

- Do team members supervise other individuals and/or make decisions (e.g., disciplinary decisions, deny requests, etc.) that adversely affect other individuals (e.g. other team members, clients, couriers, etc.)? Yes / No
 - If yes, please describe: _____
- Do team members perform functions that may elicit a negative or confrontational response? (e.g. inform client of invoice and/or credit card not approved etc.) Yes / No
 - If yes, please describe: _____
- What safeguards have been implemented to protect team members who work alone? (e.g., back-up assistance availability, check-in system, etc.)

- Does your workplace have policies to reduce the risk of workplace violence? Yes/ No
 - Please describe: _____
- Are there any other potential risks based on the specific activities in this workplace? Yes / No

Conclusion

Identify and prioritize any further safety measures recommended:

Note: Please include the identified hazards and corresponding control measures in the Hazard Assessment

Guidelines and Examples

Understanding the Types of Potential Risks of Workplace Violence

Type 1: External - Criminal Intent

A criminal could enter the workplace looking for cash or controlled drugs. He/she may be a community member or a person you have never seen before. He/she may be armed and dangerous, and/or under the influence of drugs or alcohol. The possibility of this type of encounter must be factored into your workplace violence policy.

Type 2: Customer /Client / Visitor

Workplace violence can take the form of a client or visitor threatening or assaulting a team member. The policy must recognize this potential threat and set out how to address this type of violence, should it occur.

Type 3: Employer/Team Member and Team Member/Team Member

Workplaces are hierarchical by nature, but the proper exercise of authority does not require intimidation or violence. Nor should one team member be allowed to intimidate or threaten others. Discussing how team members can effectively interact and communicate with one another, especially during stressful times such as emergency procedures, will assist in preventing any violence within the team.

Type 4: Personal Relationships

Domestic violence can impact the workplace. Team members may receive harassing phone calls or be stalked outside of work hours by another team member. Employers need to inform all team members of any relationship that may be a threat to team members.

Source: OVMA