Workplace Violence Risk Assessment Tool

This tool is intended for units that are required to conduct a risk assessment where the experience in their workplace, or in similar workplaces, indicates that the potential for violence exists. The risk assessment should identify the types of risks that apply to your work areas and the appropriate control measures to implement in order to minimize risks.

Risk Assessment Steps:

1. Review WorkSafeBC definitions of workplace violence (OHSR 4.27) and workplace conduct (OHSR 4.24);

2. Review related UVic policies and procedures related to personal safety;

3. Review reports of past violence, threats, or near-miss situations related to workplace violence. Consult with department head(s), Campus Security Services, OHSE or local safety committee co-Chairs;

4. Collect information from employees about past incidents, concerns and current violence prevention procedures;

5. Identify the specific risks in your workplace (Table 1);

6. Complete the Assessment and Control Measures (Table 2);

7. Review the risk assessment results with employees and address any recommendations.

Date:	
Department / Unit Name:	
Worker Representative:	
Management Representative:	

Table 1 - Identify the risk(s) relevant to your workplace

☐	Working alone or in isolation
☐	Providing service directly to the public or to students
☐	Handling, securing and protecting cash and valuables
☐	Dealing with irate, unstable or volatile individuals, including those that may be impaired by drugs or alcohol
☐	Transporting people or materials
☐	Travelling to remote locations
☐	[Type here]
☐	[Type here]

Table 2 – Assessment and Control Measures

Physical/Environmental Measures & Procedures		Existing Controls	Recommended Controls/Action	Person Responsible	Date of Completion
Does the public have direct physical access to the workplace?	☐ Yes ☐ No ☐ N/A	☐ Workers have unobstructed entrances and exits ☐ The entrances and public areas of the workplace have good lighting that allow staff to see the activities of the public ☐ Workers are easily visible in the work area and readily observed by the public or co-workers ☐ Well-designed counters and/or barriers prevent physical access to non-public areas ☐ Employee-only area can be locked to prevent public access			

		☐ Are there objects or equipment on the counter that could be used against employees? ☐ Employees can see the entire work area without cameras or mirrors ☐ There are written procedures and training for shoplifting or attempted robbery			
Can workers call for immediate help when required?	☐ Yes ☐ No ☐ N/A	☐ Written procedures and training are in place for asking for help ☐ Workers have access to a telephone to call for help ☐ Emergency numbers are posted on all phones			
Do workers work at times of increased vulnerability such as late at night or early morning?	☐ Yes ☐ No ☐ N/A	☐ Written procedures and worker training are in place for opening and closing, including if working alone			
Are there regular timed contacts with workers when they are working alone or in isolation?	☐ Yes ☐ No ☐ N/A	☐ Communications or monitoring devices are provided ☐ Regular contact times or check-in locations are in place ☐ Designated person to monitor contact with workers and to follow up if contact lost			
Are there procedures in place to identify high-risk individuals, situations or locations and	☐ Yes ☐ No ☐ N/A	☐ Departmental procedures and job-specific training account for the possibility of dealing with an irate client ☐ These procedures are documented and affected staff training is also documented			

how to respond to upset, aggressive or violent people?		☐ Violence prevention procedures are reviewed annually with worker or when duties are new ☐ A risk assessment is reviewed whenever there is a violent incident			
Cash or Valuables	☐ Yes ☐ No ☐ N/A	☐ Cash transaction area is secured from attempted "grab and go" ☐ Cash or valuables are handled in a private secure location away from public areas ☐ Minimal amounts of cash and valuables are kept on hand ☐ Large bills are put in a drop box, safe or secure room that is out of sight ☐ Cash deposits or transfers are done securely and following written procedures			
Transporting people or materials	☐ Yes ☐ No ☐ N/A	☐ Do passengers have physical access to drivers? ☐ Can workers summon immediate help when required? ☐ Are vehicles regularly inspected to ensure they are in good condition?			
Travelling to Remote Locations	☐ Yes ☐ No ☐ N/A	☐ Consult UVic Field Safety webpage ☐ Field safety plan and all necessary approvals are in place			
	☐ Yes ☐ No ☐ N/A				
	☐ Yes ☐ No				

	☐ N/A			