

APPENDIX A

Violence in the Workplace Hazard Assessment Form

To be completed by March 4, 2011

This form is designed to help management conduct an assessment of the potential risks of violence associated with the activities carried out in and from their worksite. The assessment is site specific and must be completed for each work location. **This form is to be completed by a Supervisor or Manager of the location who is familiar with the work location and with the work conducted there. A worker member of the JHSC, the safety Representative or a knowledgeable worker will assist with the completion of this assessment.** Completion of this form supports the Town of Fort Frances' effort to implement the Violence in the Workplace Prevention Program. Please add additional pages if necessary.

Violence is defined as:

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- (c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Part 1:

Work Location: _____

Department:

1. Please describe your workplace and the types of activities carried out by employees at the location.

Part 2: History

2. Have there been incidents of violence at your work location or have there been incidents of threatening behaviour either verbally or physically?

No Yes

Please describe incidents and provide details if yes

Part 3: Activities which might expose employees to risk of violence

- handling cash
- protecting or securing valuables
- transporting people and goods
- a mobile workplace (such as a vehicle)
- public or community contact
- working alone, or with just a few people
- working late nights or very early mornings

3. Do employees at your work location work with money or other valuables?

No Yes

Please provide details if yes

4. Do employees at your work location deal with people who are under the influence of alcohol or drugs?

No Yes

Please provide details if yes

5. Do employees at your work location deal with people who regularly "act out", due to mental, emotional, physical or behavioural conditions?

No Yes

Please provide details if yes

6. Do employees at your work location monitor or regulate the activity of others or carry out processes or make decisions which adversely affect others? (i.e. bylaw enforcement)

No Yes

Please provide details if yes

7. Do employees at your work location transport people or goods?

No Yes

Please provide details if yes

8. Do employees at your work location work from a mobile workplace (car, truck, heavy equipment) and/or enter private property or private residences?

No Yes

Please provide details if yes

9. Are employees at your work location involved in projects or activities that may elicit a negative or confrontational response?

No Yes

Please provide details if yes

10. Are there other aspects of the work at your work location that might elicit a violent response?

No Yes

Please provide details if yes

11. Does any person at your work location work alone during normal working hours?

(Definition – A person works alone when they work in a situation where they are out of sight and out of hearing of other employees.)

No Yes

Please provide details if yes

12. Does any person at your work location work alone outside of normal working hours? (7am-6pm)

No Yes

Please provide details if yes

13. Please describe any precautions or controls already in place to safeguard members at your work location who work alone.

Other factors which might increase risk of workplace violence

14. Please describe other factors at your work location or in your work activities which you feel might increase the risk of violence.

15. Taking into account all the above information please rate the overall potential risk of violence for your work location. (A remote location is a site that workers may travel to on a regular basis that does not have workers stationed there. i.e. parks, storage buildings.)

	LOW	MEDIUM	HIGH
Primary Location	_____	_____	_____
Remote Location(s) (please list)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Part 4: Reducing the risk of violence

16. Please describe any procedures or work instructions already in place to reduce the risk of violence at your work location. (Attach copies if available.)

17. In light of your responses to the questions in this assessment what further steps would you recommend to prevent violence in your work place?

**Date Assessment Completed:
Completed by:**

Print Name: _____ Signature: _____

Department: _____ Phone Number: _____

Print Name: _____ Signature: _____

Department: _____ Phone Number: _____

Please provide this “Violence Hazard Assessment Form” to:

Co-Chairs of your Joint Health and Safety Committee

Human Resources Manager

Thank you for your co-operation and input.

This form is to be used for conducting the initial hazard assessment for violence in the workplace prevention at all work locations.

Individual employee input is a key requirement in the successful implementation of this program.

Violence in the Workplace Assessment Information sheet

1. This risk assessment is a requirement under the amendments to the Occupational Health and Safety Act per Ontario Bill 168.
2. An assessment must be conducted for each work location.
3. The M.O.L is defining a work location as an individual building that workers report to or work at.
4. Where more than one department works out of a single work location you have the option of conducting separate assessments or collaborating on a single assessment.
5. The assessment is to be conducted by a supervisor who is familiar with the work location and the work carried out there.
6. A worker member of the JHSC, a worker representative or a knowledgeable worker shall assist the supervisor in conducting the assessment.
7. The results are required to be shared with the JHSC under Bill 168.
8. A mobile location is defined as a car, truck, or equipment and the assessment is included under the work location that the worker reports to.
9. A remote location is a worksite that that workers may travel to on a regular basis that does not have workers stationed there. i.e. parks, storage buildings.
10. A person works alone when they work in a situation where they are out of sight and out of hearing of other employees.
11. Controls include: training, security access, security cameras, barriers, panic or call buttons, safe rooms, personal protective equipment, etc.
12. Normal working hours are defined as 7 a.m. to 6 p.m.
13. For further clarification or any questions, you may contact:
 - Christine Ruppenstein, Human Resources Manager 274-5323 ext. 279