

Appendix 3

Workplace Violence & Harassment: Risk Assessment Form

NAME (person completing the assessment): _____
TITLE: _____
DEPARTMENT: _____
DATE: _____
DATE OF LAST ASSESSMENT: _____

Note: This is to be completed by the Executive Director in conjunction with the Director of Ministry Development and Operations.

PART 1 - Violence & Harassment Incident History

	Yes	No	Describe	Action to be taken to protect staff members
Have there been any incidents where staff members have experienced or been threatened with physical violence or verbal abuse?				
Have there been any incidents where staff members have experienced harassment in any form?				
Are you concerned about workplace violence or harassment? What are your concerns?				
Do you think that all staff members understand the Violence & Harassment Policy?				

PART 2 - Work Departments & Activities

	Yes	No	Describe	Action to be taken to protect staff members
Please describe your department(s) and the main functions the staff members perform.				
Has your work area changed, ie. physical location of work, location of building...?				
Do staff members in the department(s) work with or deliver money or valuables?				

PART 2 - Work Departments & Activities

Please check all the possible sources of harassment or violence. On the lines please rank (from 1 being most likely to 10 being least likely) the level of exposure to each of these risk sources:

_____ Coworkers	_____ Suppliers
_____ Managers/Supervisors	_____ Other Visitors
_____ Temporary workers	_____ Church Members
_____ Consultants	_____ Domestic/Intimate Partners
_____ Family Members	_____ Other:

Task	Yes	No	Describe	Action to be taken to protect staff members
Are there any aspects of the work that might spark a negative, confrontational, or violent response?				
Do staff members monitor or regulate the activity of others or make decisions that could adversely affect others?				
Does any staff member work alone during or after work hours?				
Are there any aspects of the work (aside from those already discussed) that might make it more likely that someone would engage in harassing behaviour?				
Has any group of workers been exposed to or experience more incidents of greater risk of violence or harassment? If so, which group? (ie. new staff members, senior workers, one location versus another...)				

PART 3 - Reducing the Risk of Violence & Harassment

Task	Yes	No	Describe	Action to be taken to protect staff members
Since the last risk assessment, have any measures been developed or implemented to safeguard staff members?				
Based on the responses to the above questions do you feel that any additional safeguards are necessary?				

PART 3 - Reducing the Risk of Violence & Harassment

Task	Yes	No	Describe	Action to be taken to protect staff members
What measures have been taken to ensure ongoing monitoring and awareness of workplace violence and harassment?				
Please check all violence and harassment control measures that are in place:				
☐ Two-way Communication Systems			☐ Intervention Security	
☐ Link to Police			☐ Surveillance Cameras	
☐ Personal Alarms			☐ Panic Buttons	
☐ Emergency Response Team			☐ Identify high-risk areas	
☐ Escape Plan			☐ Staffing (no single-staff shifts)	
☐ Investigation Process			☐ Safe Room(s)	
☐ New Employee Training			☐ EAP implemented	
☐ Re-training (all staff)			☐ Manual Posting procedures	
☐ Annual risk assessment			☐ Confidential Resources	
☐ Other: _____				

Prepared by : _____

Signature: _____

Date: _____