

Violence Prevention Gap Analysis

Instructions

Place a checkmark in the Yes, No or Not Sure column to reflect your current status regarding Violence Prevention in the workplace. If you check either No or Not Sure, you may wish to access the prevention resource materials at:

<http://www.ossa.com/content/resources/bill168-workplaceviolence.cfm> or contact your OSSA consultant for assistance.

	Requirements	Yes	No	Not Sure
Violence Policy				
1	There a written violence prevention policy in place			
2	The violence prevention policy reflects a commitment to prevent workplace violence from all sources			
3	The violence policy has been reviewed within the last 12 months			
4	The violence policy is posted (workplaces with at least 5 workers)			
Violence Program				
5	There a violence prevention program in place			
6	The violence prevention program contains all of these elements: <ul style="list-style-type: none"> - Risk assessment - Measures to control risks identified - Procedures to summon immediate assistance when violence occurs (including domestic violence) - Procedures for workers to report incidents of violence (including domestic violence) - Procedures to investigate incidents and complaints (including domestic violence) - Procedures to deal with incidents and complaints (including domestic violence) - Process to inform workers of their right to refuse work if workplace violence is likely to occur. 			
7	Workers have been given information and instruction on the contents of the policy and program			
Violence Risk Assessment				
8	The violence risk assessment is current and reflects changes in workplace conditions & type of work			
9	The risk assessment takes into consideration circumstances that are common to similar companies and workplaces.			
10	The risk assessment takes into consideration the type of work, conditions of work and the nature of the workplace (refer to “ Risk Factors ” table on next page)			

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11	The results of the risk assessment have been communicated to either the JHSC, H&S representative or workers			
Providing Confidential Information				
12	There is a policy and process to inform workers about persons they may encounter in the workplace who have a history of violence and who pose a risk of physical injury in the workplace.			
Harassment Policy				
13	There a harassment prevention policy in place			
14	The harassment prevention policy has been reviewed within the last 12 months			
Harassment Program				
15	The harassment prevention program contains all of these elements: <ul style="list-style-type: none"> - Measures and procedures to report incidents of workplace harassment to employer or supervisor - Procedures to investigate incidents and complaints - Procedures to deal with incidents and complaints 			
16	Workers have been given information and instruction on the contents of the policy and program			

Use this list of work condition factors to identify potential violence risks in the workplace.

Risk Factors	Yes	No	Not Sure
Certain work activities put staff more at risk of workplace violence than others. Do your employees:			
Work in community-based settings			
Work with unstable or volatile clients			
Work in a mobile workplace			
Handle cash			
Have contact with clients			
Work in high crime areas			
Secure or protect valuables			

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Risk Factors	Yes	No	Not Sure
Certain work activities put staff more at risk of workplace violence than others. Do your employees:			
Transport people or goods			
Work alone or in small numbers			