

Workplace Violence and Harassment Risk Assessments: Content

<i>What the law says</i>	<i>What should the employer do?</i>
<ul style="list-style-type: none"> • An employer must assess the risk of workplace violence and provide a written report of the results to the joint health and safety committee or to a health and safety representative. [OHS s. 32.0.3] • The risk must be reassessed as often as is necessary to protect workers from workplace violence. [OHS s. 32.0.3(4)] • Risk assessments for domestic violence or workplace harassment are not required. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Develop or customize a workplace risk assessment form/checklist <input checked="" type="checkbox"/> Decide who will perform the risk assessment <input checked="" type="checkbox"/> Set out time frames for completion of the assessment <input checked="" type="checkbox"/> Ensure all types of workplaces are assessed (office, shop, site, mobile etc)

Risk Assessments – Content

When developing a risk assessment, the employer must consider:

- the nature of the workplace – this refers to the physical setting of the workplace, such as an office building, repair shop, construction site, or drop yard and their potential risk areas like entrances, stairwells, lighting, parking garages/lots etc.
- the type of work – the activity that a worker performs which has a risk of violence associated with it such as handling money or valuable items, dealing with a large variety and number of clients etc.
- conditions of work- other factors that may pose a risk such as working alone, working at night, moving from one location to another, the neighbourhood surrounding the workplace (high crime area, isolated) etc.

Risk Assessments – Content (continued)

The risk assessment must also take into consideration:

- Risks that are common to similar types of workplaces, such as the risks of working in buildings located in isolated industrial areas or common risks associated with work from mobile locations.
- Situations specific to the employer's workplace such as: the layout of the workplace; whether security systems are already in place; previous violent incidents; work being carried out that is associated with higher risk of violence (handling cash, transporting people and goods, working late nights, public or community contact etc.).
- If the employer has multiple workplace locations of a similar nature (such as repair depots), it is still necessary to consider the risks associated with the physical location of the workplace, for example the safety or isolation of the particular neighbourhood.
- There are various types of documents and methods which can be used when performing a risk assessment for workplace violence. These include: surveys for employees to complete; facility inspection checklists; and job risk analysis forms. The employer should determine beforehand which method provides the most complete information for their specific workplace.

In the event that a risk assessment is performed and no risk of violence is identified, the employer must still develop a violence prevention program which contains procedures for summoning assistance, reporting, investigation and resolution procedures.

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