



Workplace Violence Risk Assessment

Sector: _____

Sub-Unit (If applicable): _____

For the purposes of this assessment violence means:

- (i) threats, including a threatening statement or threatening behaviour that gives an employee reasonable cause to believe that the employee is at risk of physical injury,**
- (ii) conduct or attempted conduct of a person that endangers the physical health or physical safety of an employee.**

Part I – Sector/Sub-Unit Description

1. Please describe your Sector and the types of activities carried out by you or your colleagues in the sub-units:

Description:

Part II – History

1. Have there been incidents when you or your colleagues in your Sector have experienced or been threatened with violence/threatening behaviour?

Please circle: No Do not know Yes

If yes – please describe incident(s) below:

Part II – Activities that might expose you or members of your Sector to acts of violence/threatening behaviour

1. When you are open to the public are there workplaces in your sector where by times only one employee is present? (For this purpose working alone means out of sight and earshot of others).

Yes No

Description:

2. Outside of normal working hours are there workplaces in your sector where by times only one employee is present? (For this purpose working alone means out of sight and earshot of others).

Yes No

Description:

3. Do employees in your Sector handle cash or other valuables?

Yes No

Description:

4. Do employees in your Sector deliver or collect items of value?

Yes No

Description:

5. Do your employees provide a service where they may deal with troubled persons?

Yes No

Description:

6. Do your employees care for others? (i.e., health care or community workers).

Yes No

Description:

7. Do your employees exercise control over others? (i.e. enforcement officers).

Yes No

Description:

8. Are your employees involved in disciplining others? (i.e., RA, Security, non-academic judicial staff).

Yes No

Description:

9. Do your employees exercise security functions?

Yes No

Description:

10. Do your employees inspect other people's private property? (i.e. planning inspectors, assessment officers, security officers).

Yes No

Description:

11. Do your employees sell or dispense drugs or alcohol?

Yes No

Description:

12. Do your employees work during periods of intense organizational change (i.e., conciliators during strikes or lock-outs).

Yes No

Description:

13. Do your employees deal with or handle firearms or similar weapons?

Yes No

Description:

14. Do your employees work in community-based settings? (e.g. sports, co-op education, and research work)

Yes No

Description:

15. Do your employees assess the performance of others? (i.e. exams, thesis, reports, appraisals)

Yes No

Description

16. Are there employees in your Sector involved in workplace activities that may elicit a negative or confrontational response from others?

Yes No

Description

Part III – Nature of the Risk

In considering the questions below please consider there are times of the calendar year when the risk of violence or threat of violence is greater.

- Late hours of the night or early hours of the morning
- Overdue billing cut-off dates or student accounts
- Holidays
- Periods of the year with increased stress related activities – welcome week, exam periods, conference season.
- Transcript issue/GPA
- Being located near to buildings or businesses that are at risk of violent crime (e.g. bars and banks)
- Being located in areas isolated from other buildings or structures.

1. Overall is there potential for violence in your sector. What types of violence might you expect to see occur? (in broad terms – assault, robbery, verbal abuse, and etc. List in point form and assign a **risk matrix value** for each type– see matrix at end of document)

2. What activity or feature of the workplaces in your Sector is likely to trigger violence?

3. Describe how frequently the predictors of violence occur (i.e. if the predictor of violence was "Taking gate receipts to the bank", the frequency may be "Every Monday"; if the predictor of violence was "Customer service", the frequency may be "500 customers served per year")

4. Are there other ways the potential violence could be described in order to get a fuller picture?

5. Who is at risk from this violence, preferably using job titles as opposed to personal names?

Part IV – Reducing the Risk

1. Please describe policies or procedures already in place in your Sector to reduce the risk of violence/threatening behaviour.

2. Considering your response to this assessment: Do you consider that reasonable steps are being taken to prevent or reduce the risk of violence/threatening behaviour in your Sector?

No Yes

If No:

3 (a) What steps do you recommend?

3 (b) What assistance do you need to accomplish the recommended steps?

Part V – Conclusion

Assessment Date: _____ Signature: _____

Assessor's Name: _____ Position: _____

Contact information: Phone _____ Email: _____

**Thank you for your assistance. Your contribution will
make Acadia University a safer place.**

Risk Matrix

Impact Categories				
	4 Catastrophic	3 Critical	2 Marginal	1 Negligible
Probability				
A Frequent	4A	3A	2A	1A
B Likely	4B	3B	2B	1B
C Occasional	4C	3C	2C	1C
D Remote	4D	3D	2D	1D
E Highly Unlikely	4E	3E	2E	1E

Probability Definitions

- | | | |
|----------|-----------------|---|
| A | Frequent | Will likely happened often in the next year |
| B | Likely | Will likely happen in the next year |
| C | Occasional | Will likely happen sometime in the next several years |
| D | Remote | Unlikely but event could be experienced in the next several years |
| E | Highly unlikely | Event will not be experienced |

Impact Definitions

- | | | |
|----------|--------------|---|
| 4 | Catastrophic | fatality, coma |
| 3 | Critical | Severe injury – loss of, or use of limbs, hospitalization |
| 2 | Marginal | Minor injury – bruises, cuts |
| 1 | Negligible | No injury |