

Violence Prevention System Checklist

Use this checklist to identify gaps in the way your workplace manages violence.

1. Safety Management

- My workplace has a violence prevention plan developed by management and worker representatives and signed by senior management.

My workplace has clearly established standards and expectations for violence prevention, which includes:

- training
 - written safe work instructions for specific scenarios that put staff at risk of violence
 - first aid and medical support
 - backup from police, emergency
 - prompt de-briefing and counselling
 - a rehabilitation service
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- I regularly inspect my workplace and look for signs of violence such as broken items or holes in walls.
 - I conduct an annual review of the violence prevention program and make revisions where needed.
 - The violence prevention plan is reviewed after each violent situation.

2. Assessment of Risk

- I have reviewed factors at my workplace that may contribute to risk of violence, e.g. contact with public, exchange of money, working alone or at night, the history of violent incidents at this location, etc.
- I have asked workers if they have concerns about work practices, public interactions, or any other violence-related issues.
- I have reviewed my legal responsibilities.

3. Control of Violence Hazards

- I have reviewed workplace design to minimize the risk of violence: for example, use of signs, locks, physical barriers, lighting and electronic surveillance.
- I have considered improvements such as placing the reception area in view of other workers, improving lighting in the parking lot or using fences to control access to the workplace.
- I have reviewed work practices such as keeping cash on hand to a minimum, varying the time of day that the cash register is emptied, and using a 'buddy' system.
- I have developed, in consultation with staff, written safe work instructions for specific scenarios that put staff at risk of violence.
- All staff are educated and trained so they are aware of potential violence risks and methods for controlling them.