

# Use this checklist to help you control the risk of violence in your workplace:

## 1. Violence prevention policy and standards

- My workplace has a written violence prevention policy developed by management and worker representatives and signed by senior management.
- My workplace has clearly established standards and expectations for violence prevention.

## 2. Risk assessment

- I have reviewed records and reports, e.g. security reports, employee incident reports, staff perception surveys, health and safety inspection reports, first aid records or other related records.
- 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, etc.
- I have asked workers if they have concerns about work practices, public interactions, or any other violence-related issues.
- I have researched the history of violence in workplaces similar to mine.
- I have reviewed my legal responsibilities.

## 3. Control 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, checking the credentials of clients, or using a 'buddy' system.

## 4. Education and training

- Education and training are provided to workers so they are aware of potential violence risks and procedures for controlling them.

## 5. Inspect your workplace and review your program

- 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.



Workplace Safety &  
Insurance Board

Commission de la sécurité  
professionnelle et de l'assurance  
contre les accidents du travail