

### **Establishing whether the workplace is at risk:**

Conduct a workplace assessment to determine which hazards are present and the risk they represent.

When conducting this assessment:

- Conduct an inspection of the workplace. Focus on the work being done, the workplace design and layout, and your administrative and work practices.
  - Consider internal factors such as culture, conditions, activities, organizational structure, etc.
  - Consider external factors such as location, clients, customers, family violence, etc.
  - Any measures in place to protect the psychological health and safety of the workplace, such as job factors like how much control over the work an individual has, excessive workload, tight deadlines, etc.
- Review any incidents of violence in your own workplace.
  - Ask employees about their experiences, and whether they are concerned for themselves or others.
  - Review any incidents of violence by consulting existing incident reports, first aid records, and health and safety committee records.
  - Determine whether your workplace has any of the risk factors associated with violence.
- Evaluate the history of violence in similar places of employment.
  - Obtain information from any organizations with which you are associated; e.g., your industry association, workers' compensation board, occupational health and safety regulators or union office.
  - Seek advice from local police security experts.
  - Review relevant articles or publications.

Contact legislative authorities to determine what specific legislation regarding workplace violence prevention applies to your workplace.

Organize and review the information you have collected. Look for trends and identify the occupations and locations that you believe are most at risk. Record the results of your assessment. Use this document to develop a prevention program with specific recommendations for reducing the risk of violence within your workplace.

### **How to prevent violence in the workplace**

The most important component of any prevention program is management commitment. Management commitment is best communicated in a written policy. The policy should:

- Be developed by management and employee representatives, including the health and safety committee or representative, and union, if present.
- Apply to management, employee's, clients, independent contractors and anyone who has a relationship with your company.
- Define what you mean by workplace violence, harassment and bullying in precise, concrete language.
- Provide clear examples of unacceptable behaviour and working conditions.
- State in clear terms your organization's view toward workplace violence and harassment, and its commitment to prevention.
- Precisely state the consequences of making threats or committing violent acts.
- Outline the process by which preventive measures will be developed.
- Encourage reporting of all incidents, including reports from witnesses.
- Outline the confidential process by which employees can report incidents and to whom.
- Assure no reprisals will be made against reporting employees.
- Outline the procedures for resolving or investigating incidents or complaints.

- Describe how information about potential risks will be communicated to employees.
- Make a commitment to provide support services to victims of violence.
- Offer a confidential Employee Assistance Program (EAP) to allow employees to seek help.
- Make a commitment to fulfil the prevention training needs of different levels of personnel within the organization.
- Make a commitment to monitor and regularly review the policy.
- State applicable regulatory requirements.

#### **Examples of preventative measures**

Preventive measures generally fall into three categories, workplace design, administrative practices and work practices.

**Workplace design** considers factors such as workplace lay-out, use of signs, locks or physical barriers, lighting, and electronic surveillance. Building security is one instance where workplace design issues are very important. For example, you should consider:

- Positioning the office furniture, reception area or sales or service counter so that it is visible to fellow employees or members of the public passing by.
- Positioning office furniture so that the employee is closer to a door or exit than the client and so that the employee cannot be cornered.
- Installing surveillance cameras in the public spaces of the workplace, such as entrances, parking lots, waiting rooms, etc.
- Installing physical barriers, e.g. pass-through windows or bullet-proof enclosures.
- Minimizing the number of entrances to your workplace.
- Using coded cards or keys to control access to the building or certain areas within the building.
- Using adequate exterior lighting around the workplace and near entrances.

- Strategically placing fences to control access to the workplace.

**Administrative practices** are decisions you make about how you do business. For example, certain administrative practices can reduce the risks involved in handling cash. You should consider:

- Keeping cash register funds to a minimum.
- Using electronic payment systems to reduce the amount of cash available.
- Varying the time of day that you empty or reduce funds in the cash register.
- Installing and using a locked drop safe.
- Arranging for regular cash collection by a licensed security firm.
- Keeping other valuables safely stored and secure, such as firearms, tools, opiates, medicines, etc.

Administrative practices may also include education and training for employees. This education and training would include not only information about the workplace's policy and process to respond to incidents, but may also include:

- Civility and respect.
- How to respond to customers or members of the public who may be angry or frustrated, such as how to de-escalate a conflict.
- How to respond to an incident of violence (e.g., emergency response, when to contact security or police, etc.).
- Knowledge about discrimination, family violence, diversity and cultures.
- How to respond to those persons who may be impaired.

**Work practices** include all the things you do while you are doing the job. They may include management functions such as making sure the performance evaluation process is fair and transparent, or “checking in” with employees to determine their workload or stress level.

People, who work away from a traditional office setting, for example those working from home, sale people, real estate agents or home care providers, can adopt many different work practices that will reduce their risk. For example,

- Prepare a daily work plan, so that you and others know where and when you are expected somewhere.
- Identify a designated contact at the office and a back-up.
- Keep your designated contact informed of your location and consistently adhere to the call-in schedule.
- Check the credentials of clients.
- Use the "buddy system", especially when you feel your personal safety may be threatened.
- DO NOT enter any situation or location where you feel threatened or unsafe.