This form is to be completed by the Dean / Director / Department Head in order to assist the University in assessing the risk of violence in the workplace and identifying possible measures, procedures and controls that can be implemented to control the risk of violence in the workplace.

Please contact Health and Safety at ext. 4521 or 4547 if you require assistance filling out this form. Once complete, the form must be submitted to the Health and Safety office.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department Information** | | | | |
| **Department /Faculty:** |  | | | |
| **Building / Location:** |  | | | |
| **Completed by:** |  | **Date of Assessment:** |  | |
|  |  |  | |  |

**SECTION A – IDENTIFYING RISK FACTORS FOR WORKPLACE VIOLENCE**

|  |  |
| --- | --- |
| How many employees work in the department / work area you are assessing?: |  |
|  |  |
| Have there been incidents when employees in your department have experienced or been threatened with physical violence or experienced threatening behaviour in the past five (5) years? | YES  NO |
| If yes, was the incident reported? | YES  NO |

Please describe incident(s) and whom it was reported to:

|  |
| --- |
|  |

Please answer the following nine (9) questions to identify possible risk factors for workplace violence in your department. For any risk factor identified (YES), the corresponding Workplace Violence Risk Assessment must be completed.

|  |  |
| --- | --- |
| **RISK FACTORS** | **RISK EXISTS?** |
| 1. Are employees in your department required to work alone or in isolation?   *Examples of working alone or in isolation:*   * *Working in a location where there is limited or no access to communication tools and other security devices;* * *Working in a location where there is a high potential for assault or robbery;* * *Working in isolated areas within a worksite, away from other workers;* * *Working in a remote worksite where public may have access.* | YES\*  NO  \*Risk Assessment B |
| 1. Do employees in your department travel to remote or hazardous locations?   *Examples of remote or hazardous locations:*   * *Locations identified as hazardous by Foreign Affairs;* * *Locations where there is a high risk of assault or robbery based on police statistics;* * *Locations with a high risk of theft and/or property damage based on insurance and realtor/broker statistics;* * *Locations with limited or no access to communication tools or other security devices.* | YES\*  NO  \*Risk Assessment C |
| 1. Do employees in your department make decisions which impact academic or employment status? Do employees in your department deal with highly sensitive or controversial matters?   *Examples of workplace activities include:*   * *Location that provide services to clients that are of a sensitive or controversial personal matter* * *Workers that are responsible for making decisions that may impact academic or employment status* | YES\*  NO  \*Risk Assessment D |

|  |  |
| --- | --- |
| 1. Do employees in your department provide services directly to the public?   *Examples can include:*   * *Working in a fixed location in the presence of cash, goods, or medications that may be readily sold or pawned;* * *Working in a fixed location with public who have access to staff* | YES\*  NO  \*Risk Assessment E |
| 1. Do employees in your department arrange or host public or other events on campus as part of their job duties?   *Examples of events can include festivals, ceremonies, and sporting events.* | YES\*  NO  \*Risk Assessment F |
| 1. Do employees in your department patrol and respond to security conditions or provide protective services?   *Examples of workplace activities include:*   * *Patrol, providing protective services and/or responding to security conditions on campus* * *Law enforcement duties, investigating offences or accidents, affecting arrests* | YES\*  NO  \*Risk Assessment G |
| 1. Do employees in your department handle, secure, or protect cash or other tangible valuables, including narcotics, or other drugs used in research or medical centres?   *Examples of handling/securing valuables:*   * *Working at a cashier station in a fixed location;* * *Making cash deposits;* * *Handling or storing valuable goods;* * *Handling or storing narcotics / drugs in a laboratory or medical centre;* * *Handling or storing restricted or controlled substances in a laboratory or medical centre that could be used for alternative purposes (ie. bioterrorism).* | YES\*  NO  \*Risk Assessment H |
| 1. Do employees in your department deal with unstable or volatile individuals?   *Examples may include:*   * *Providing a service to persons with physiological, psychological, or psychiatric conditions and substance abuse issues* * *Providing a service that involves physical contact with clients who may be unpredictable due to influences outside the workplace* | YES\*  NO  \*Risk Assessment I |
| 1. Do employees in your department transport people and/or goods?   *Examples may include:*   * *Job duties that routinely require the transportation of people and/or goods;* * *Working in situations where there is exposure to theft of goods that are being transferred* | YES\*  NO  \*Risk Assessment J |

**For all Risk Factors Identified as YES, the corresponding Workplace Violence Risk Assessment must be completed.**

**SECTION B – RISK ASSESSMENT LOSS POTENTIAL RATING FOR INDIVIDUAL RISK ASSESSMENTS**

To complete the individual Risk Assessments for workplace violence:

* answer each question and identify the existing controls that are currently in place.
* once complete, evaluate the overall assessment of risk, with consideration of the controls that are in place.
* to assign the overall loss potential rating at the top of each Risk Assessment form (HIGH / MEDIUM / LOW), use the rating system below.

If you require assistance with this process, please contact Health and Safety at ext. 4521.

**SECTION D: CLASSIFICATION OF LOSS POTENTIAL RATING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Critical** | **B2** | **A2** | **A1** |  | **High A1, A2, A3** |
| **Serious** | **C1** | **B1** | **A3** |  | **Medium B1, B2, B3** |
| **Minor** | **C3** | **C2** | **B3** |  | **Low C1, C2, C3** |
| **Consquence**  **Likelihood** | **Unlikely/ Rare** | **Likely** | **Almost certain** |  | **Loss Potential** |

**Definitions:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Consequence** | **Explanation** | **Likelihood** | **Explanation** |
| *Critical* | Hazards/risks that have the potential to cause death, critical injury, or loss of facility. | *Almost certain* | Given the controls in place, the specific hazard is expected to occur as part of the normal work routine/ activities. |
| *Serious* | Hazards/risks that have the potential to cause moderate property damage, injuries that result in off-site medical assistance, or lost time days. | *Likely* | Given the controls in place, the specific hazard is expected to occur occasionally as part of work activities. |
| *Minor* | Hazards/risks that have the potential to cause minor property damage or injuries that require on-site first aid treatment | *Unlikely / Rare* | Given the controls in place, the specific hazard is expected to occur only under exceptional circumstances or not at all. (ie. less than 1x/year) |

**EXAMPLE:**



**SECTION C – ASSESMENT OF CURRENT SAFETY PROGRAMS**

Consult with workers in your department/area and complete the following questionnaire on safety programs on campus:

|  |  |  |
| --- | --- | --- |
| **Program** | **Are employees in the dept. aware of this program?** | **Have employees in the dept. used this program?** |
| **Walksafe**  Program provides a walking escort to your vehicle, bus stop or Residence building.  [www.uwindsor.ca/walksafe](http://www.uwindsor.ca/walksafe) | YES  NO | YES, OFTEN (once/month +)  SELDOM (once/quarter)  NO, NEVER |
| **UWindsor Safe Lancer App for mobile phones**  ***Features include:***   * One-touch access to Campus Police and Windsor Police * Virtual Walk home feature which allows Campus Police (or a friend in lieu of Campus Police) to follow a walker online to their destination * “Chat with Campus Police” dispatcher directly using the app * Emergency alerts to the home screen * Access to campus emergency plans and procedures | YES  NO | YES, OFTEN (once/month +)  SELDOM (once/quarter)  NO, NEVER |
| **Work Alone Program**  Campus Police After Hours Program – staff and students can check in with Campus Police after-hours and provide their location. In the event of an emergency, Campus Police will be able to contact those individuals and advise of appropriate procedures to follow.  [www.uwindsor.ca/campuspolice/workalone-service](http://www.uwindsor.ca/campuspolice/workalone-service) | YES  NO | YES, OFTEN (once/month +)  SELDOM (once/quarter)  NO, NEVER |
| **UWindsor Alert Emergency Notification System**  The University’s campus emergency notification system, called UWindsor Alert, enables fast and efficient distribution of critical information to members of the University community during a major emergency. Register at: [www.uwindsor.ca/alert](http://www.uwindsor.ca/alert) | YES  NO | YES, OFTEN (once/month +)  SELDOM (once/quarter)  NO, NEVER |
| **RAD course**  Self-defence training program for women – free of charge.  [www.uwindsor.ca/campuspolice/RAD](http://www.uwindsor.ca/campuspolice/RAD) | YES  NO | YES, OFTEN (once/month +)  SELDOM (once/quarter)  NO, NEVER |
| **Panic Button / Alarm**  Activation of alarm sends signal to Campus Community Police. | YES  NO | YES, OFTEN (once/month +)  SELDOM (once/quarter)  NO, NEVER |
| **CPTED Assessment of Area**  Campus Community Police can conduct a safety audit of the department upon request, assessing safety and security.  [www.uwindsor.ca/campuspolice/crime-prevention-through-environmental-design-cpted](http://www.uwindsor.ca/campuspolice/crime-prevention-through-environmental-design-cpted) | YES  NO | YES, OFTEN (once/month +)  SELDOM (once/quarter)  NO, NEVER |
| **Safety Presentations**  (Campus Police Crime Prevention, Personal Safety, Emergency Preparedness, other topics as required).  [www.uwindsor.ca/campuspolice/crime-prevention](http://www.uwindsor.ca/campuspolice/crime-prevention) | YES  NO | YES, OFTEN (once/month +)  SELDOM (once/quarter)  NO, NEVER |
| **Workplace Violence Prevention Course**  Campus Community Police conducts an in-class course on Workplace Violence Prevention and De-Escalation Techniques.  [www.uwindsor.ca/campuspolice/crime-prevention](http://www.uwindsor.ca/campuspolice/crime-prevention) | YES  NO | YES, OFTEN (once/month +)  SELDOM (once/quarter)  NO, NEVER |