

WORKPLACE-SPECIFIC ACTION PLAN

Your workplace specific action plan for workplace violence should follow a process, which includes the following:

1) Identification and risk assessment

- a) Develop a policy detailing management's commitment to address violence in the workplace.
- b) Identify potential hazardous situations or tasks in the workplace that are high risk for workplace violence
- c) Do a worker and/or job safety analysis, employee safety questionnaire

If the identification and risk assessment indicates a potential hazard is present the following steps should be taken:

2) Review existing policies and procedures

3) Implement a Hazard Control Program

See the flow chart in Appendix A

- a) Written policies and procedures
 - i) Realistic and enforceable
 - ii) based on developing processes which meets legislative, health and safety requirements and meets the operational needs of your organization
- b) Implement a Workplace Violence Prevention Program
 - i) establish safe work processes and practices
 - ii) develop and establish reporting procedure for incidents of workplace violence

4) Establish education and training standards.

Set standards to ensure all workers receive instruction related to the Workplace Violence Prevention Program.

5) Establish processes, which encourage participation.

Program input, monitoring and review processes should be established which allow all workers full input on all workplace violence issues.

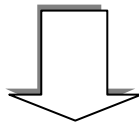
Workplace Violence cover a very broad range most of which are beyond the scope of this document. When evaluating or planning processes or corrections, get input from individuals working in the areas of concern, outside specialists and your ESAO field consultant.

Appendix A

A Summary of the Three Steps to Control Workplace Violence

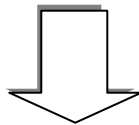
RECOGNITION - Identifying the Hazard

- ▶ □ Identify high risk jobs
- ▶ □ Identify potentially dangerous working conditions
- ▶ □ Workplace Inspection Reports
- ▶ □ Injury/Illness Reports
- ▶ □ Identify potential hazards in the design of the work environment
- ▶ □ Observations /Concerns expressed by staff
- ▶ □ Existing security systems



ASSESSMENT - Measuring against standards

- ▶ Legislation
- ▶ MOL standards
- ▶ Provincial/Federal Guidelines
- ▶ Recommendations of H&S organizations



CONTROL - Eliminating or reducing the hazard

Develop a Workplace Violence Prevention Policy and Program

Locations

- ▶ At the source
- ▶ Along the path
- ▶ At the worker

Controls

- ▶ Engineering
- ▶ Work practices
- ▶ Personal protective equipment

Consideration of how *People, Equipment, Materials, Environment and Process* contribute to, and are affected by a hazard will assist in identifying the most effective control options