## Violence In The Workplace
### Risk Assessment Template

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<th>Department</th>
<th>Division</th>
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<th>Completed by</th>
<th>Date</th>
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1. **Have staff experienced verbal abuse while working?** □ yes □ no

   If yes, did staff report the incident(s)? □ yes □ no

   If yes, did staff report the incident(s) □ orally? OR □ in writing?

   What was the relationship of the abuser?
   - □ client/customer
   - □ member of the public
   - □ other (please specify) ____________________________

2. **Have staff experienced written abuse while working?** □ yes □ no

   If yes, did staff report the incident(s)? □ yes □ no

   If yes, did staff report the incident(s) □ orally OR □ in writing?

   What was the relationship of the abuser?
   - □ client/customer
   - □ member of the public
   - □ other (please specify) ____________________________

3. **Have staff experienced a threat of physical violence while working or as a result of work?** □ yes □ no

   If yes, did staff report the incidents(s)? □ yes □ no

   If yes, did staff report the incident(s) □ orally OR □ in writing?

   What was the relationship of the abuser?
   - □ client/customer
   - □ member of the public
   - □ other (please specify) ____________________________
4. **Have staff experienced a physical assault or attack while working?**
   - □ yes □ no

   If yes, did staff report the incidents(s)?
   - □ yes □ no

   If yes, did staff report the incident(s)? □ orally OR □ in writing?

   What was the relationship of the assailant?
   - □ client/customer
   - □ member of the public
   - □ other (please specify) ________________________________

5. **Do staff ever:**
   
   work alone or with a small number of co-workers?
   - □ yes □ no

   work in a community-based setting?
   - □ yes □ no

   work late at night or early in the morning?
   - □ yes □ no

6. **Are staff/management concerned about violence on the job?**
   - □ yes □ no

   What is the source of concern?
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

   Does such a possibility represent a
   
   □ high risk □ medium risk □ low risk?