

## Sample Formal Risk Assessment

In order to maximize effectiveness of Formal Risk Assessments the following should be considered:

### Track and Analyze:

- Review existing documentation such as:
  - Incident Investigation reports
  - Hazard Assessments
  - Workplace Inspection reports
  - Resident care plans or records
  - WCB reports
  - Joint OHS Committee reports and/or recommendations
- Collect data to answer questions such as:
  - How many incidents occurred in the last two years?
  - What kinds of incidents occurred most often (physical assault, threats, etc.)?
  - Where did incidents most often occur?
  - When did incidents most often occur (day of week, shift, time, etc.)?
  - What job task was usually being performed when an incident occurred?
  - Which workers were most often involved (gender, age, job classification, etc.)?
  - Were weapons used? If so, what type of weapon was used most often?
  - Are there any similarities among the perpetrators?
  - What other incidents, if any, are you aware of that are not included in the records?
  - Of those incidents you reviewed, which one or two were most serious?

Use the data collected and discuss the following:

- Are there any important patterns or trends among the incidents?
- What were the main factors contributing to the incidents? (consider all the risk factors: clinical, environmental, organizational, social and economic)
- What additional corrective measures are recommended to reduce or eliminate the problems identified?



### Survey Employees:

- Why is surveying employees important?
  - Since incidents involving violence and aggression in the workplace are often under-reported, surveying employees can help to identify or confirm the extent of the problem within the facility
  - Provides an opportunity for employees to be involved
  - Provides an opportunity to obtain employees' ideas on the potential for violent or aggressive situations (i.e. who, what, where, when, why)
  - Refer to the sample employee risk assessment questionnaires
  - Continue to survey the employees on an annual basis



### Observe the workplace:

- Similar to a workplace inspection; however, the observation is a physical inspection of the workplace focused on the risk factors that may contribute to violence or aggression and the ability to respond to an incident
- Look for workplace conditions **and behaviours**
- Don't forget to talk to workers during the observation of the workplace



### Identify and implement controls:

- Once all of the data has been gathered, summarize the findings in a risk assessment report or action plan
- Similar to the hazard assessment evaluation and prioritization procedure, the facility should have a workplace violence and aggression risk assessment procedure that evaluates and prioritizes all of the risks found

