

Self-Directed Workplace Violence Program Review Guide For Employers

The 5 Steps to Building the Violence and Harassment Prevention Program



Secure Leadership Commitment (Plan the Program Assessment Process)

- The organization will assign a lead or identify a sponsor (must be from Senior Management or Leadership Team).
- Conduct a pre-assessment meeting to review the 5 steps, the roles and responsibilities of key stakeholders (CCSA Accountability Framework), and assessment tools
- The organization could also create a Workplace Violence Prevention Committee
- The lead will ensure that a communication plan is in place to spread awareness and information about the plan. i.e. information sessions.



Assessing the Program Needs (Identify the Hazards and Determine Risk Rating)

- Pre-Risk Assessment Survey will be sent to staff to understand the perception of violence. This survey is confidential.
- The organization will establish a working group that includes: Joint Health and Safety Committee or the HSR, the union, and a representative from each department if not represented in the HSC.
- The working group will identify areas of improvement in the program by answering the CCSA Brief Organizational Assessment Tool (can be done Individually or as a consensus discussion)
- The CCSA Workplace Violence Prevention Checklist to assess the program's best practice requirements (Part I)
- The working group will use the Workplace Violence Risk Assessment Toolkit and determine risk ratings for each hazard.



Develop Program Components (Develop the Action Plan and Control Hazards)

- The working group will create a WPVRA action plan that includes a comprehensive and specific list of actions the organization has identified as controls that would be applicable to their organization (WPVRA Tool will have a few suggestions for controls for each identified hazard)
- Review the Workplace Violence Prevention Checklist Part I assessment findings and present recommendations for the working group to create Part II -Action Plan.



Implementing the Program (Implement the Action Plan)

- The action plans and recommendations should be reviewed and approved by the organization's senior leadership.
- The organization should assign specific action plan items to appropriate individuals while considering priority levels from the risk rating and achievable time frames.



Evaluating the Program

- Establish the frequency of evaluating the organization's Workplace Violence and Harassment Prevention Program as per standards and legislation
- Following the PDCA Cycle, the organization should review individual components of the program and analyze trends for continuous improvement