

## **RISK ASSESSMENTS – ARE YOU AT RISK IN YOUR JOB?**

Some potential hazards that could put employees at risk of violence in School District 84 include threats, student fights, working alone, stalking, intruders, robbery, and possible use of weapons. Procedures to minimize or eliminate those risks have been developed and are included as part of the Violence in the Workplace Program for Vancouver Island West School District 84. If other hazards have been identified, they need to be assessed to determine the risk of violence in the workplace. If necessary, procedures must then be put into place to eliminate or minimize the risk.

First, **complete the Risk Assessment Worksheet** by filling in the information at the top of the form. This takes care of who is at risk. Then proceed to determine the potentially violent situation and to rate the risk. When determining who is at risk and what the hazards are, make use of a variety of sources of information – your knowledge of your workplace, incidents that have happened in your workplace or other similar workplaces and the information provided to you by workers. Use first aid records and violence reports. Talk to workers about their experiences and ask about the number and severity of the incidents.

There may be something about your location that increases the risk of violence different from other workplaces, and this should be considered as well. Consider the access to the building and parking, isolation at night, lack of street lighting, and police reports of violence in the area.

The workers' perspective is to be considered so age and gender of workers is important. Consider the types of clients. Consider the layout of the workplace in terms of sight lines between workers and the ability to monitor interview rooms. Consider décor, furniture, barriers and fences, lighting, glass partitions, and hiding places for assailants. Does it have to be changed? Are funding and resources available?

The risk assessment will provide a risk score for each identified hazard. This will help with setting priorities for controlling the risk associated with each of the hazards.

## RISK ASSESSMENT WORKSHEET FOR VIOLENCE

Individual or group of workers affected: \_\_\_\_\_

| Nature of threat or violence   | Rebellion against authority | Against the organization | Against a representative of the organization | Against individuals | Opportunistic |
|--|-----------------------------|--------------------------|--|---------------------|---------------|
| Explain the type of violence that could happen in this, or similar workplaces due to location or circumstances<br><i>(see examples listed below)</i> |                             |                          |  |                     |               |
| <b>Consequence score</b><br><i>(see score sheet)</i>   |                             |                          |  |                     |               |
| <b>X</b><br><b>Score of how often</b><br><i>(see score sheet)</i>  | X                           | X                        | X  | X                   | X             |
| <b>X</b><br><b>Score of Probability</b><br><i>(see score sheet)</i>  | X                           | X                        | X  | X                   | X             |
| <b>= Column Total</b>  |                             |                          |  |                     |               |
| <b>ADD Column Totals</b>   |                             |                          |  |                     |               |

Threat of violence resulting from:

- **Acting out against authority**  
*Example:* Supervisory duties, lunch times, field trips
- **Acting out against the organization**  
*Example:* Bomb threats, phone threats
- **Acting out against representative of the organization**  
*Example:* Reception and counter interaction, teacher interviews
- **Acting out against individuals**  
*Example:* Alcohol and drugs, harassment, stalking, travel
- **Working alone**  
*Example:* Working at night, walking to parking, access to washrooms, working alone, robbery, working with cash

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

## RATING THE RISK

| <b>CONSEQUENCES</b>  |         |
|--|---------|
| Degree of Severity of Consequences   | Rating  |
| Catastrophic: numerous fatalities  | 10      |
| Several fatalities   | 7.5     |
| Fatality   | 5       |
| Extremely serious injury or occupational disease (permanent disability)  | 3       |
| Disabling injuries, reversible tissue damage, post traumatic stress  | 1       |
| Minor cuts, bruises, irritations, minor damage, feeling of intimidation  | 2       |
| <b>HOW OFTEN</b>   |         |
| The hazard event occurs:   | Rating  |
| Continuously (or many times daily)   | 5       |
| Frequently (approximately once daily)  | 3       |
| Usually (from once per week to once per month)   | 2       |
| Occasionally (from once per month to once per year)  | 1       |
| Rarely (it has been known to happen)   | 1       |
| Very rarely (not known to have occurred but considered remotely possible)  | 0.5     |
| <b>PROBABILITY</b>   |         |
| The probability of violence or threat of violence, including the consequences:   | Rating  |
| Is the most likely and expected result if no changes are made  | 5       |
| Is quite possible, would not be unusual, has an even 50/50 chance  | 3       |
| Would be an unusual sequence or coincidence  | 2       |
| Would be a remotely possible coincidence, it has been known to happen  | 1       |
| Extremely remote but conceivably possible, has never happened after many years of exposure   | 0.5     |
| Practically impossible sequence or coincidence, a "one in a million" chance, has never happened in spite of exposure over many years | 0.1     |
| <b>RISK SCORE</b>  |         |
| <b>Consequences X How Often X Probability = Score</b>  |         |
| High – must be corrected immediately   | >25     |
| Medium – must be corrected   | 11 – 25 |
| Low – Indicator – situation must be examined and may have to be corrected  | 2 – 10  |
| Risk Acceptable – no change required   | <2      |

## CONTROLLING THE RISK

Ensure control of the risk proceeds in the following order:

- **Eliminate** the task altogether.
- If elimination is impossible, then try to **minimize** the risk by looking at implementing any of the following in the order shown:

**1. Substitute**

|  |  |
|--|--|
|  |  |
|  |  |

**2. Engineering controls** - means a change to the physical environment to protect the worker.

**3. Administrative controls** - means a change to the way the work is organized and provision of training and procedures to follow.

**4. Personal protective equipment** - which WSBC expects to be used only as a last resort (example: shin guards for employees working with students who kick, face shields for employees working with students who spit, gloves for employees working with students who bite).