**Appendix 1.5 - Violence in the Workplace Checklist**

1. 1. Violence prevention policy and standards

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|  | Our workplace has a written violence prevention policy developed by management and my worker \ representatives and signed by senior management. |
|  | Our workplace has clearly established standards and expectations for violence prevention and education. |

1. 2. Risk assessment

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|  | We have reviewed records and reports, e.g. security reports, employee incident reports,  health and safety inspection reports, first aid records or other related records. |
|  | We have reviewed factors at my workplace that may contribute to risk of violence, e.g. contact with public, exchange of money, working alone or at night, etc. |
|  | We have asked workers if they have concerns about work practices, public interactions, or any other violence-related issues. |
|  | I have researched the history of violence in workplaces similar to mine. |

1. 3. Control violence hazards

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|  | We have reviewed workplace design to minimize the risk of violence: for example,  use of signs, locks, physical barriers, lighting and electronic surveillance. |
|  | We have considered improvements such as placing the reception area in view of other  workers, improving lighting in the parking lot or using fences to control access to the  workplace. |
|  | We have reviewed work practices such as keeping cash on hand to a minimum. |

1. 4. Inspect your workplace and review your program

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|  | We regularly inspect my workplace and look for signs of violence such as broken items or holes in walls. |
|  | We conduct an annual review of the violence prevention program and make revisions,  where needed. |

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| Comments |
| Location/ Jobsite:  Date:  Completed by; Name: Signature: |