

APPENDIX B: SAMPLE WORKPLACE VIOLENCE HAZARD REPORT FORM

PURPOSE OF THIS TOOL

The purpose of this tool is to provide a sample form to report hazards in the workplace related to workplace violence. Organizations are encouraged to use this form and adapt it to meet their needs.

WHO USES THIS TOOL

- The person (worker/management) who identifies the hazard
- Supervisor/Manager of person who identifies the hazard

HOW TO USE THIS TOOL

1. The person (worker, supervisor, or employer) who identified the hazard or hazardous behaviour completes the following Sections:
 - **Section A:** Personal Information section
 - **Section B:** Detailed description of the hazard and the potential source of the hazard
2. The worker is encouraged to complete **Section C** with their Supervisor if they have suggestions for corrective actions that may help eliminate or control the hazard. Examples of corrective actions could include:
 - *People*—e.g., provide additional training or skills to address sources of workplace violence hazards
 - *Equipment*—e.g., surveillance cameras, personal safety response system (PSRS) device or alarms
 - *Objects*—e.g., not permitting objects that could be used as weapons into the area
 - *Environment*—e.g., adequate lighting in parking lot, have in place secure areas and separate public areas
 - *Process*—e.g., develop procedures, safe work practices, and/or processes for: access control after hours, client assessment, communicating risk of those with a history of violence, use of safety equipment (PSRS)
3. The Supervisor must promptly investigate the hazard and complete **Section D**. Additionally, the Supervisor should communicate the details of the hazards and the results of the investigation to the person who filed the report, workers who could be affected by the potential hazard, and the JHSC/HSR.
4. Once all sections are completed and signed, the report is filed in [insert department or person where workplace violence incident reports are filed, as per organizational policy].

Note: Where workplaces have one hazard reporting format for all types of hazards, they should ensure that it includes space for workplace violence information to be captured (as list below in Section B of the sample form).



WORKPLACE VIOLENCE HAZARD REPORT FORM

Workplace Violence (workplace violence) Hazard: a condition or situation where there is potential for harm to others due to workplace violence (intentional or not), but **no incident** has yet occurred.

Section A: Personal Information

NAME OF PERSON REPORTING:

DEPARTMENT/UNIT:

JOB POSITION:

PHONE NUMBER:

LOCATION OF HAZARD:

DATE OF HAZARD OBSERVATION:

TIME:

NAME OF SUPERVISOR RECEIVING REPORT:

DATE OF REPORT:

TIME SUBMITTED:

Section B: Description of Workplace Violence Hazard by Worker Reporting (Please be detailed)

GUIDING QUESTIONS: DESCRIBE THE HAZARD E.G., WHO, WHAT, WHEN, WHERE, HOW, RISK LEVEL?

WHO CAUSED THE WORKPLACE VIOLENCE HAZARD?

- External Perpetrator (unknown person)
- Care Recipient/Family Member/Visitor
- Employment Related (Worker, Manager/Supervisor, Contract Worker, Other)
- Domestic (partner or relative of a worker)
- Unknown
- Other



Section C: Suggest a Remedy or Control for the Workplace Violence Hazard

Section D: Supervisor Investigation and Follow-up

NAME OF INVESTIGATOR:

DATE/TIME OF REPORT RECEIVED:

DATE/TIME OF INVESTIGATION:

DATA COLLECTION AND FINDINGS:

ROOT CAUSE ANALYSIS OF HAZARD:

CORRECTIVE ACTIONS:

FOLLOW-UP COMMUNICATIONS TO:

- Worker Reporting the Hazard by (enter date): _____
- Workers Potentially Affected by Hazard by (enter date): _____
- Joint Health and Safety Committee or Health and Safety Representative by (enter date): _____

Supervisor Signature: _____ **Date:** _____