**­­RISK ASSESSMENT DOCUMENTATION EXAMPLE – WORKPLACE VIOLENCE**

**Examples of risks:**

* Intruder/active shooter
* Disgruntled employee/active shooter

**Risk mitigation approach:**

1. Review the Workplace Violence Prevention Policy and the Harassment Policy annually and update as appropriate.
2. Remind supervisors at staff meetings of their responsibility to report, document and investigate every complaint.
3. Review recent incidents annually to identify potential gaps in the Workplace Violence Prevention/Response Policy.
4. Remind employees in the employee newsletter that reporting at-risk situations is their responsibility.
5. Conduct a workplace assessment semi-annually by visual observation and employee questionnaire to identify potential hazards.
6. Review visitor protocols annually, including access control for former employees and spouses.
7. Review emergency evacuation plans annually. Expand plans to include drills for intruder procedures.
8. Review the results of each full emergency evacuation drill, and determine whether employees are prepared for chemical, weather, fire, bomb or hostile intruder threats.
9. Present Workplace Violence Policy, Procedures and Guidelines during New Employee Orientation.