



Workplace Violence Risk Assessment

If you have questions related to this risk assessment, please email patrick.difford@acadiau.ca

School/Department:

Unit (If applicable):

For the purposes of this assessment, violence means:

- (i) threats, including a threatening statement or threatening behavior that gives a person reasonable cause to believe that they are at risk of physical injury,
- (ii) conduct or attempted conduct of a person that endangers the physical health or physical safety of another person.

For the purposes of this assessment, person means an employee, volunteer, student or visitor/patron.

Part I – School/department/unit

1. Please briefly describe the types of activities carried out by you or other persons in your school/department/unit:

Description:

Part II – History

1. Have there been incidents, within the past 5 years, when you or other persons in your school/department/unit have experienced or been threatened with violence?

Yes No Do not know

If yes – please describe incident(s) below:

Part III – Activities that might expose you or other persons to acts of violence and/or threatening behavior.

1. During normal working hours in your school/department/unit, are there times when people work alone or in isolation?

Working alone or in isolation means to perform an employment-related, study, or university-sanctioned volunteer activity in circumstances where appropriate assistance would not be readily available to the worker if they experience injury/illness or if other harm occurs. Working alone or in isolation may occur on campus and off campus, including locations such as laboratories, offices, vehicles and fieldwork locations.

No Yes If yes, how often? Occasionally Routinely

Description:

2. Outside of normal working hours are there times in your school/department/unit when people work alone or in isolation?

No Yes If yes, how often? Occasionally Routinely

Description:

3. Do persons in your school/department/unit handle and/or receive cash or other valuables?

No Yes If yes, how often? Occasionally Routinely

Description:

4. Do persons in your school/department/unit transport cash or other valuables?

No Yes If yes, how often? Occasionally Routinely

Description:

5. Does your school/department/unit provide a service where they may encounter persons who may become upset?

No Yes If yes, how often? Occasionally Routinely

Description:

6. Does your school/department/unit provide counseling and/or care to others? (e.g. medical care, academic or psychological counseling).

No Yes If yes, how often? Occasionally Routinely

Description:

7. Does your school/department/unit exercise security functions or control access to buildings, areas or people? (e.g. Safety & Security, RAs, office administration, access control staff, other "gatekeeping" roles).

No Yes If yes, how often? Occasionally Routinely

Description:

8. Is your school/department/unit involved in disciplining others?

No Yes If yes, how often? Occasionally Routinely

Description:

9. Does your school/department conduct research or other academic activities where violence or threatening behavior may be encountered?

No Yes If yes, how often? Occasionally Routinely

Description:

10. Do persons in your department inspect other people's private property?

No Yes If yes, how often? Occasionally Routinely

Description:

11. Does your department/unit sell or dispense drugs or alcohol?

No Yes If yes, how often? Occasionally Routinely

Description:

12. Does your school/department/unit provide service in community-based settings where violence may be encountered?

No Yes If yes, how often? Occasionally Routinely

Description:

13. Does your school/department/unit assess the performance of others? (e.g. exams, theses, performance evaluations)

No Yes If yes, how often? Occasionally Routinely

Description

14 Does your school/department/unit use or encounter firearms or other weapons?

No Yes If yes, how often? Occasionally Routinely

Description

15 Is your school/department/unit involved in workplace activities that may elicit a negative or confrontational response from others?

No Yes If yes, how often? Occasionally Routinely

Description

16. Are there any other potential exposures to violence in your school/department/unit that should be considered?

No Yes

Description

Part IV – Who is at risk?

Describe who in your school/department/unit is at risk from violence, selecting the categories and then using job titles or positions.

No one is at risk of violence

or

Select all that apply:

Specify job titles/positions:

Faculty

Staff

Students

Volunteers

Other (specify)

Part V – How is the risk being managed now?

Please select the measures currently in place in your school/department/unit to eliminate or reduce the risk of violence/threatening behavior.

None currently in place

or

Select all that apply:

Environmental design (lighting, clear lines of sight, etc)

Locked door(s)

Security gate(s)

High counter(s)

Safety and Security presence

Training (specify)

Alarms

Cameras

Procedures

University

School/Dept/unit

Shuttle service

Walk Home program

Good rapport with Police/EHS

Other (specify);

Part VI – Nature of the Risk

Considering your previous responses about:

- the history of violence,
- the activities,
- who is at risk, and
- how the risk is being managed now,

for each of the 3 categories below, please select the one cell that best represents the likelihood of an event occurring in your school/department/unit and, if it did, the impact to persons that would be expected.

Category 1: Verbal Abuse (threatening behavior)

	Impact to Persons			
Likelihood	1 Negligible	2 Marginal	3 Critical	4 Catastrophic
A Very Unlikely				
B Unlikely				
C Occasional				
D Likely				
E Very Likely				

Category 2: Assault

	Impact to Persons			
Likelihood	1 Negligible	2 Marginal	3 Critical	4 Catastrophic
A Very Unlikely				
B Unlikely				
C Occasional				
D Likely				
E Very Likely				

Category 3: Robbery (theft with violence or the threat of violence)

		Impact to Persons			
Likelihood	1 Negligible	2 Marginal	3 Critical	4 Catastrophic	
A Very Unlikely					
B Unlikely					
C Occasional					
D Likely					
E Very Likely					

Part VII – Reducing the Risk of Violence

Considering your response to this assessment, do you consider that all reasonable measures are being taken to prevent or reduce the risk of violence/threatening behaviour in your school/department/unit?

No Yes

If No:

- (a) What additional measures do you recommend?
- (b) What assistance do you need to accomplish the recommended steps?

Part VIII – Inappropriate Behaviour

Although it is not the primary purpose of this Workplace Violence Risk Assessment, have you observed inappropriate behavior (e.g. disrespectful, demeaning, bullying or harassing behavior) in your school/department/unit within the past 5 years?

No

Yes

Instructions for Submitting your Survey

Thank you for your assistance. Your responses will contribute to the development of our workplace violence prevention plan.

Option 1 -- If anonymity is not a concern for you, simply provide your information here and save the document, then email it to the Director or Safety and Security; patrick.difford@acadiau.ca.

Date:

Name:

Position:

Phone:

Email:

Option 2 – If anonymity is a concern for you, do not provide your personal information. Simply click “Print this form” at the bottom of the survey and then send the printed form to Patrick Difford, the Director of Safety and Security by internal mail.

If you have specific concerns about workplace violence at Acadia, there are several departments where you can access advice and/or assistance.

Please contact either:

- Safety and Security,
- The Equity Officer,
- Department Head or Dean,
- Student Affairs (if you are a student),
- University Chaplin,
- Human Resources