

Workplace Violence Risk Assessment Lite

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Part A: Identification

Date: Time:

Your Name:

Your Bargaining Unit:

CUPE 4400 PSSP-OSSTF
 OSSTF-STBU Site Supervisor
 EFTO-ETT MCSTC

Note: Be advised that only ONE submission from the following groups is permitted.

Site Name:

Address:

Region: A B C D FOS:

What are the regular daytime site hours?

What are the evening hours of building operations?

Is the building exclusively used by the Toronto District School Board? If not, identify other building occupants (ie: leased or owned by the board). Yes No Comments:

If incidents of violence or threats of violence have occurred indicate which employee group(s) it has occurred to:

CUPE B CUPE C
 CUPE D ETFO-ETT
 ETFO (Occasional) MCSTC
 PSSP-OSSTF OSSTF (Occasional)
 OSSTF-STBU Non-union
 No Incident

What group(s) of persons have been the source of the violence?

Students Parents
 TDSB Employees Spouses
 Visitors Contractors
 Other Not Applicable



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Part B: Violent Incidents Overview

Personal Safety

Question	Answer	Comments
<p>1.1 Has anyone at this site experienced workplace violence as defined by the OH&S Act?</p> <p>(a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,</p> <p>(b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,</p> <p>(c) a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.</p>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>

For the previous question in this Section, please rate the level of risk on the scale of Low, Moderate, or High.

Level	Comments (Please clarify your response)
<input type="radio"/> Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> None	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>

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Cancel

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Part C: Physical Design and Occupational Risk Factors
Please scroll down to complete all Sections from 2.0 to 14.

Staff Safety

Question	Answer	Comments
2.1 Is it possible for immediate assistance to arrive when help for a violent incident is required?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	
2.2 Are staff trained on how to report incidents of Workplace Violence?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	
2.3 Has staff received information and instruction on the Board's Workplace Violence and Workplace Harassment policy and procedures?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	
2.4 Is there a process in place to inform employees about a person with a history of violence?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	

For the previous question in this Section, please rate the level of risk on the scale of Low, Moderate, or High.

Level	Comments (Please clarify your response)
<input type="radio"/> Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> None	

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Parking Lot					
Question		Answer	Comments		
3.1 Has the parking lot(s) been free of violence?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<input type="text"/>		
3.2 Are building entrances/exits to the parking lot well identified?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown			
3.3 Is there adequate lighting in the parking lot?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown			
<p>For the previous question in this Section, please rate the level of risk on the scale of Low, Moderate, or High.</p>					
Level <input type="radio"/> Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> None		Comments (Please clarify your response) <input type="text"/>			
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Perimeter of Building and Building Access							
Question		Answer	Comments				
4.1 Is the Site separated from other buildings or businesses that are at risk from violent crime (eg. bars, banks)?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>				
4.2 Are you isolated from other buildings?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown					
4.3 Are all external areas such as garbage areas, external buildings (eg. portables), or equipment have adequate lighting?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown					
4.4 Are garbage areas, external buildings (eg. portables), or equipment that employees use close to the main building with no possible hiding places?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown					
4.5 Are all external areas with a potential for hiding places have adequate lighting?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown					
4.6 Is the main entrance door monitored by video surveillance?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown <input type="radio"/> NA					
<p>For the previous question in this Section, please rate the level of risk on the scale of Low, Moderate, or High.</p> <table border="0"> <tr> <td style="vertical-align: top;"> Level <input type="radio"/> Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> None </td> <td style="vertical-align: top;"> Comments (Please clarify your response) <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div> </td> </tr> </table>						Level <input type="radio"/> Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> None	Comments (Please clarify your response) <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
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Reception/Front Entrance					
Question		Answer		Comments	
5.1 Do members of the public enter from the designated entrance of the building only?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown		<input type="text"/> <input type="button" value="↑"/> <input type="button" value="↓"/>	
5.3 Is the reception/main office area easily seen and accessed by all visitors?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown		<input type="text"/> <input type="button" value="↑"/> <input type="button" value="↓"/>	
5.2 Is the reception/main office area the first stop for visitors?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown		<input type="text"/> <input type="button" value="↑"/> <input type="button" value="↓"/>	
5.4 Can employees clearly see incoming visitors?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown		<input type="text"/> <input type="button" value="↑"/> <input type="button" value="↓"/>	
5.4.1 Are the rules for visitors clearly posted?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown		<input type="text"/> <input type="button" value="↑"/> <input type="button" value="↓"/>	
5.5 Does the Site have a procedure for issuing visitor identification? (ie: passes)		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown		<input type="text"/> <input type="button" value="↑"/> <input type="button" value="↓"/>	
5.6 Is there a sign in and out book for all visitors?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown		<input type="text"/> <input type="button" value="↑"/> <input type="button" value="↓"/>	
5.7 Is the reception/main office and the Emergency Public Address system (PA) staffed at all times by adults who have been trained in the use of the PA system?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown		<input type="text"/> <input type="button" value="↑"/> <input type="button" value="↓"/>	
5.8 Are there posters/signs at all entrances to identify and require visitors to report to the main office when they arrive at the Site?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown		<input type="text"/> <input type="button" value="↑"/> <input type="button" value="↓"/>	
<p>For the previous question in this Section, please rate the level of risk on the scale of Low, Moderate, or High</p>					
Level		Comments (Please clarify your response)			
<input type="radio"/> Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> None		<input type="text"/> <input type="button" value="↑"/> <input type="button" value="↓"/>			
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Lighting					
Question		Answer	Comments		
6.1 Are all areas well lit?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown			
6.2 Are the lights on before employees arrive to work?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown <input type="radio"/> NA			
<p>For the previous question in this Section, please rate the level of risk on the scale of Low, Moderate, or High.</p>					
Level		Comments (Please clarify your response)			
<input type="radio"/> Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> None					
Go To Part B		Cancel		Go To Part D	



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Stairwells and Exits									
Question		Answer	Comments						
7.1 Are all exit doors clearly identified?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown							
7.2 Do all marked exit routes lead outside to an unrestricted exit?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown <input type="radio"/> NA							
7.3 Is the lighting in stairwells sufficient?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown <input type="radio"/> NA							
7.4 Are there safety mirrors?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown							
<p>For the previous question in this Section, please rate the level of risk on the scale of Low, Moderate, or High.</p> <table border="1"> <thead> <tr> <th>Level</th> <th>Comments (Please clarify your response)</th> </tr> </thead> <tbody> <tr> <td> <input type="radio"/> Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> None </td> <td></td> </tr> </tbody> </table>						Level	Comments (Please clarify your response)	<input type="radio"/> Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> None	
Level	Comments (Please clarify your response)								
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Places to Hide		
Question	Answer	Comments
8.1 Is the vegetation controlled to prevent potential hiding places?	<input type="radio"/> Yes <input type="radio"/> No	<div style="border: 1px solid #ccc; height: 40px;"></div>
8.2 Is the site free of small areas where someone could hide, such as recessed doorways, unlocked storage areas, stairwells, corridors, etc?	<input type="radio"/> Yes <input type="radio"/> No	<div style="border: 1px solid #ccc; height: 40px;"></div>
8.3 Are all unused rooms locked?	<input type="radio"/> Yes <input type="radio"/> No	<div style="border: 1px solid #ccc; height: 40px;"></div>
8.4 Is access to restricted areas limited to authorized personnel only? (i.e.: boiler rooms, electrical rooms, mechanical rooms, roofs and other utility areas)	<input type="radio"/> Yes <input type="radio"/> No	<div style="border: 1px solid #ccc; height: 40px;"></div>

For the previous question in this Section, please rate the level of risk on the scale of Low, Moderate, or High.

Level <input type="radio"/> Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> None	Comments (Please clarify your response) <div style="border: 1px solid #ccc; height: 60px;"></div>
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Elevators & Underground Garages							
Question		Answer	Comments				
9.1 Is there a working emergency phone or emergency call button in the elevator/underground garages?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<input type="text"/>				
9.2 Is there a response procedure for elevator/underground garage emergencies?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown <input type="radio"/> NA					
9.3 Is elevator/underground garage access limited to staff & or people with disabilities?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown <input type="radio"/> NA					
<p>For the previous question in this Section, please rate the level of risk on the scale of Low, Moderate, or High.</p> <table border="0"> <tr> <td style="vertical-align: top;"> Level <input type="radio"/> Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> None </td> <td style="vertical-align: top;"> Comments (Please clarify your response) <input type="text"/> </td> </tr> </table>						Level <input type="radio"/> Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> None	Comments (Please clarify your response) <input type="text"/>
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Washrooms		
Question	Answer	Comments
10.1 Are the lights in the washrooms controlled by the Facilities staff only?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	
10.2 Are washrooms checked to ensure they are empty before the building is vacated?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	
10.3 Are washrooms only accessible to staff?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	

For the previous question in this Section, please rate the level of risk on the scale of Low, Moderate, or High.

Level <input type="radio"/> Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> None	Comments (Please clarify your response) <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
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Workspaces					
Question		Answer	Comments		
11.1 Is the room/office layout supportive of reducing workplace violence?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown <input type="radio"/> NA	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>		
11.2 Are lights in workspaces controlled in only one area?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown			
11.3 Are all workspaces locked upon leaving?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown			
11.4 Are all the rooms leading from a hallway visibly identified (i.e.: room number)?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown			
<p>For the previous question in this Section, please rate the level of risk on the scale of Low, Moderate, or High.</p>					
Level <input type="radio"/> Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> None		Comments (Please clarify your response) <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>			
Go To Part B		Cancel		Go To Part D	



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Emergency Assistance					
Question		Answer	Comments		
12.1 Is there a working phone available in the event of a power outage?		<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>		
12.2 Is there a way to summon immediate assistance outside of regular hours of operation in all areas of the site? If not why?		<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>		
12.3 Is there always a response available when immediate assistance is summoned at any time?		<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>		
<p>For the previous question in this Section, please rate the level of risk on the scale of Low, Moderate, or High.</p>					
Level		Comments (Please clarify your response)			
<input type="radio"/> Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> None		<input type="text"/>			
<input type="button" value="Go To Part B"/>		<input type="button" value="Cancel"/>		<input type="button" value="Go To Part D"/>	



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Workplace Violence Related Procedures									
Question	Answer	Comments							
13.1 Have all staff who work with special needs students that pose a risk of injury to staff received training on PR699?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown <input type="radio"/> NA								
13.2 Have all workers that may encounter a person with a known history of violence been made aware of such person?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown <input type="radio"/> NA								
13.3 Has a Safety Plan as required by (PR699J) been developed for a student who poses an ongoing risk of injury whether special needs or not?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown <input type="radio"/> NA								
<p>For the previous question in this Section, please rate the level of risk on the scale of Low, Moderate, or High.</p> <table border="1"> <thead> <tr> <th>Level</th> <th>Comments (Please clarify your response)</th> </tr> </thead> <tbody> <tr> <td> <input type="radio"/> Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> None </td> <td></td> </tr> </tbody> </table>						Level	Comments (Please clarify your response)	<input type="radio"/> Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> None	
Level	Comments (Please clarify your response)								
<input type="radio"/> Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> None									
Go To Part B		Cancel		Go To Part D					



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Portables					
Question		Answer	Comments		
14.1 Are there appropriate security measures followed for staff and learners entering the Site from the portables?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>		
14.2 Can the portable classroom doors be locked from the inside and outside?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown			
14.3 Is there a notification system to the portables should a crisis occur?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown			
14.4 Are portables positioned to maximize site lines from the main building?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown			
<p>For the previous question in this Section, please rate the level of risk on the scale of Low, Moderate, or High.</p>					
Level <input type="radio"/> Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> None		Comments (Please clarify your response) <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>			
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After Hours					
Question	Answer	Comments			
15.1 As an employee, have you been free of violence from outside sources?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<input type="text"/>			
15.2 Has your Site been free of violence from the general public?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<input type="text"/>			
15.3 Has your Site been free of violence from continuing education participants?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<input type="text"/>			
15.4 Are visitors restricted from areas of the building where no employees are present?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	<input type="text"/>			
For the previous question in this Section, please rate the level of risk on the scale of Low, Moderate, or High.					
Level <input type="radio"/> Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> None	Comments (Please clarify your response) <input type="text"/>				
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Part D: Reducing the Risk of Violence

Are employees aware of the following Board policies and procedures which are in place to reduce the risk of violence in your workplace?

Question	Answer	Comments
16.1 Working Alone (H&S Pr. 1) Health & Safety Procedure Link (PDF)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	
16.2 Domestic Violence (H&S Pr. 2) Health & Safety Procedure Link (PDF)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	
16.3 Handling Cash (H&S Pr. 3) Health & Safety Procedure Link (PDF)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	
16.4 Home Visits (H&S Pr. 4) Health & Safety Procedure Link (PDF)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	
16.5 Risk Reduction for Parent/Staff Interviews (H&S Pr. 5)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	
16.6 PR 699 -Students With Special Needs Management Process for Risk of Injury Behaviours	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	
16.7 Is the TDSB procedure PR663 followed limiting the number of keys/entry cards issued? And if not, why?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	
16.8 Are there procedures regarding after normal hours access to workspaces by staff? (i.e.: weekends, after school hours)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	
16.9 Are Lockdown/Hold and Secure procedures practiced as required?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	

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Part E: Site Based Actions

Based on the assessment, identify actions recommended to address potential workplace violence concerns.

There are no required responses for site-based actions based on this assessment.

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Part F: Submit

Description or Extra
Comments:

Note: This WVRAL can ONLY be submitted once per bargaining unit.

Submit This Report

Once you hit submit, you have the ability to print

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Cancel

Submit This Report

