

RISK ASSESSMENT CHECKLIST

KEY RISK AREAS TO ASSESS		NO	YES	IF YES Adequate controls? Y/N
Incident/injury records	<p>Have there been any recorded incidents of occupational violence in the last 12 months?</p> <p>Have employees been threatened in the past?</p> <p>Have the recorded incidents of occupational violence resulted in serious injury or impact?</p>			
Work environment	<p>Is work performed in unfamiliar environments?</p> <p>Are employees working in isolated locations?</p> <p>Is it easy for an aggressor to get physical access to an employee?</p> <p>Is it difficult for an employee to retreat to a safe place?</p> <p>Is it difficult for employees to communicate when threatened?</p> <p>Is the environment uncomfortable for clients?</p> <p>Does the physical layout fail to provide privacy for clients?</p> <p>Would it be easy for an aggressor to break into the workplace after hours?</p> <p>Is access to alarms difficult or too obvious?</p> <p>Does the building have multiple access points?</p> <p>Is visibility impaired for awareness of potential threats to safety?</p> <p>Is external lightings inadequate?</p>			
Work practices	<p>Are there likely to be service delays?</p> <p>Are there likely to be circumstances that would frustrate clients?</p> <p>Are staffing numbers insufficient at demand times?</p> <p>Do employees have the responsibility for cash or other valuable items?</p> <p>Are employees providing community outreach services?</p> <p>Do employees ever work alone?</p> <p>Would it be difficult for an employee to seek assistance if threatened or attacked?</p> <p>Does the workplace lack security and emergency procedures?</p> <p>Does the workplace fail to regularly check and test security and emergency procedures?</p>			
Employee training	<p>Are there inexperienced employees in front line positions?</p> <p>Are there employees who have not received training in how to deal with aggressive clients?</p> <p>Are there employees who do not have the appropriate workplace knowledge and skills to deal with clients?</p> <p>Are any employees unaware of the policy on occupational violence?</p>			
Client behaviour	<p>Are clients likely to be distressed or aggressive?</p> <p>Is the behaviour of the client(s) unpredictable?</p> <p>Is the aggressor likely to have a weapon?</p> <p>Is there likely to be more than one aggressor?</p> <p>Is the aggressor likely to be under the influence of alcohol or drugs?</p> <p>There is no method to assess or identify potential for aggression or violence.</p>			