



Rainy River District School Board

Workplace Risk Assessment Checklist

Appendix 1 –Risk Assessment Checklists Workplace Location

Assessed Risk	Risk Level H M L			Example of Possible Controls, Procedures, Measures*	Existing Controls, Procedures, Measures	Required Controls, Procedures, Measures
Location of the Workplace, including working in the community						
➤ Level of crime in the community (assault, theft, vandalism etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Security tours Safe travel routes including public transportation Staff training in community risks & safety routines Staff training in questioning strangers and intruders about the appropriateness of their presence in a non-confrontational manner and when to call for assistance or go to a safe area. 		
➤ Risk of workplace violence occurring during after –hours use of workplace site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Meeting in public places Police/security presence Means of communication CCTV Clear sightlines Good lighting Parking procedures (leaving & returning to vehicle) Signage for visitors (at <u>all</u> entry & exit points) Secure public waiting areas Procedures for escorting visitors Access restricted areas Staff / student ID and visitor badges 		
➤ Risk of workplace violence while undertaking work activities work in the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Procedures to report concerns Procedures to report incidents Documentation Method of summoning immediate assistance All recipients of off-site programs sign a behavioral contract that signifies acceptance of rules of behavior during the program 		



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➤ Risk of workplace violence associated with isolation of the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>including the prohibition on violent behavior.</p> <ul style="list-style-type: none"> ▪ Train workers on implementation of safe-visit plans for high-risk situations ▪ Training for staff on characteristics of aggressive or violent people, signs of escalation of behavior, recognition of potentially violent situations, recommended actions and reactions including when to leave or escape , appropriate responses to incidents, including defusing hostile or aggressive behaviors. 		
➤ Risk of workplace violence occurring in workplace periphery, such as parking lots and playgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
➤ Risk of workplace violence occurring due to controls on entry to the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			