

SASWH Workplace Violence Risk Assessment

PURPOSE

- * Workplace violence can be prevented when hazards are identified, and risks are managed and communicated.
- * SASWH assists organizations in identifying violence related hazards, rating the level of risk associated with the hazard, and establishing control measures to eliminate or manage the hazard.

LEGISLATION

- * Employers have a legislated duty to protect workers from violence and workers have the right to feel safe and protected from harm.
- * The Saskatchewan Employment Act and the Saskatchewan Occupational Health and Safety Regulations, 2020 outlines the need for a violence policy and a violence prevention plan, including all the required elements of a violence prevention plan.

STATISTICS

- * Violence & acts of aggression are escalating in both frequency & severity in healthcare
- * In the past 5 years, there have been 761 time-loss injuries, and 34,202 compensation days
- * Highly under-reported
- * Healthcare workers often put the 'duty of care' ahead of their own safety
- * Normalization of violence being "part of the job"

The Five Steps to Building your Workplace Violence Program

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Step 1: Plan the Assessment

- Facilities reach out to SASWH requesting a Workplace Violence Risk Assessment. SASWH provides a presentation outlining the process and what the roles and responsibilities are of everyone involved. At this stage the organization must identify a sponsor from the Senior Leadership Team to lead and manage the work.
- Gap analysis is conducted where documents are reviewed to identify the difference between desired performance levels and existing levels. Documents reviewed include policies/procedures, occurrence reports, violence statistics, risk assessments, Occupational Health Committee minutes, training documents, etc.
- A survey is sent out to all employees so we can understand the perception of violence from those working on the floor. This survey is confidential, and employees are encouraged to answer honestly.

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Step 2: Identify Hazards and Determine Risk Rating

Working groups are assembled and include representation from any department that works within the area being assessed. For example, if an Emergency Room is being assessed then a working group of Doctors, Nurses, Admin support, Food Services, Environmental Services, Porters, Security, etc. would be assembled.

This working group will go through the online tool and determine risk ratings for each hazard. Once risk ratings have been determined, the program auto-populates control measures based on the level of risk.

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Step 3: Develop Action Plan and Control Hazards

- Once the risks are rated and the control measures are auto populated, the working group will then create an action plan detailing a comprehensive list of actions needed to control the hazard.

For example: If the working group rated the parking lot as an area of high risk due to poor lighting and no cameras, the action plan may be to install cameras and lighting to mitigate the risk.

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Step 4: Implement the Action Plan

- Once the action plan has been reviewed and approved by senior leadership, the next step is to assign action plan items to the most appropriate individual considering both the priority level of the action items and achievable time frames.
- All progress is tracked within the online tool.

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Step 5: Evaluation

- The goal of program evaluation is to create and maintain a safe work environment by reviewing, revising, enhancing and improving the violence prevention plan. SASWH will meet with the organization at a 30-60-90-day interval to assist in this key step.