

WORKPLACE VIOLENCE EMPLOYER CHECKLIST

New Brunswick's *Occupational Health and Safety Act* includes several employer responsibilities regarding prevention of workplace violence.

“violence”, in a place of employment, means the attempted or actual use of physical force against an employee, or any threatening statement or behaviour that gives an employee reasonable cause to believe that physical force will be used against the employee.

The following checklist will help determine whether an employer has fulfilled the requirements of this important legislation.

EMPLOYER – Is your place of employment in compliance?	Check Yes or No: ✓	
Has the the risk of violence at the place of employment been assessed? [General Regulation 91-191 s.374.1(1)]	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the employer consulted with the joint health and safety committee or health and safety rep (or workers where no committee or rep exists) in assessing the risk of workplace violence? [General Regulation 91-191 s.374.1(2)]	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the employer documented the completed assessment? [General Regulation 91-191 s.374.1(1)(3)]	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is a copy of the assessment results available to the committee or health and safety rep?[General Regulation 91-191 s.374.1(4)]	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Did the assessment identify a risk of violence in the place of employment? If yes;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> • has a Code of Practice been established?[General Regulation 91-191 s.374.2(1),(2)] • Does the code of practice inventory the location and circumstances in which violence may occur? • Does the code of practice describe the types of violence which may reasonably occur? • Does the code of practice provide information on which employee(s) are at risk and the type of work which places the employee(s) at risk? • Does the code of practice identify any person responsible for implementing the code of practice? • Does the code of practice require employees to report incidents of violence as soon as possible. 	Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/>
Does the code of practice set out the actions and measures which must be taken to mitigate the risk of violence identified in the assessment including; [General Regulation 91-191 s.374.2(3)]	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> • The methods and equipment to be used and the procedures to be followed? • The follow-up measures to be used with affected employees; • The means and alternative means an employee will use to get emergency help; • An investigative and documentary procedure that will be followed by the employer if aware of an incident of violence; • How the affected employee(s) will be informed of the result of an invesdtigation; • The procedure that will be followed to implement corrective actions identified during the investigation; • The identification of training needs and records of training. 	Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/> No <input type="checkbox"/>
When followed, is the code of practice sufficient to provide for the health and safety of employees at the place of employment to the extent possible. [General Regulation 91-191 s.374.4(1)]	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<u>MANAGEMENT OF CHANGE</u>		
<p>When conditions change at the place of employment with respect to the risk of violence, the risk of violence assessment shall be reviewed and updated. The violence code of practice shall be reviewd and updated at least once each year. The reviews and update shall be in consultation with with Joint Health and Safety Committe, Safety representative or employees if no committee or represenative exists. [General Regulation 91-191 s.374.1(5), 374.7(1)]</p>		