Workplace Violence Worker Orientation Checklist

A TEMPLATE FOR K-12 PUBLIC EDUCATION - COMPLIANCE

The implementation of this tool is not mandatory. The tool contains recommendations to support workplace violence prevention and regulatory compliance. The information presented can be adopted in whole, in part, or not at all.

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Workplace Violence Prevention Worker Orientation Checklist

Ensure that every worker who may be exposed to a risk of workplace violence has been informed of the nature and extent of the risk using the following checklist.

Site/School:		Date Completed:	
Worker's Name:			
Role/Position/Title:			
Trainer's Name:			

Section 1 – Applies to all workers at all sites

Areas to discuss	Discussed
1. **Definition of workplace violence:** • *The worker knows where to find information on the definition and what is considered workplace violence.*	
2. **Site specific Workplace Violence Risk Assessment** • *The worker knows where to find the site specific risk assessment and understands the risks of workplace.*	
3. **Measures taken to address workplace violence** • *The worker has been informed where to access procedures, policies, instructions or has been given tools that support the elimination of workplace violence. When elimination is not possible, the risk needs to be minimized to prevent injury to workers.*	
4. **The appropriate measures to take if violence occurs** • *The worker has been informed how to respond to incidents of workplace violence.*	
5. **Informed about consulting with a physician if necessary** • *The worker has been informed about their rights under the Occupational Health and Safety Regulation to consult with a physician if required after an incident.*	
6. **Individuals with a history of violence** • *The worker has been informed about individuals with a history of violence to whom they are expected to work with. The employee knows where to find relevant individual safe work instructions.*	
7. **Procedures, forms and work arrangements** *The worker has been informed of the following specific items if related to their work.* • Working Alone Safe Work Instructions ☐ Yes, ☐ No, ☐ Not applicable • Point of Contact Risk Assessment using PEET ☐ Yes, ☐ No, ☐ Not applicable • Reporting incidents ☐ Yes, ☐ No, ☐ Not applicable • Incident response plans including lockdown ☐ Yes, ☐ No, ☐ Not applicable • Others not listed above:	

Section 2 – Applies to all school based workers or learning services workers

Applicable ☐ Yes, ☐ No

Areas to discuss	Discussed
8. Universally inclusive designed learning environments *The worker has been informed about:* • universally inclusive designed learning environments, ☐ Yes, ☐ No, ☐ Not applicable • *trauma informed practice,* ☐ Yes, ☐ No, ☐ Not applicable • *social and emotional learning,* ☐ Yes, ☐ No, ☐ Not applicable • *positive behaviour modelling,* ☐ Yes, ☐ No, ☐ Not applicable • *other training modalities or work experience.* ☐ Yes, ☐ No, ☐ Not applicable	
9. Procedures, forms and work arrangements *The worker has been informed of the following specific items if related to their work.* • Individual Safe Work Instructions ☐ Yes, ☐ No, ☐ Not applicable • Home Visit Risk Assessment ☐ Yes, ☐ No, ☐ Not applicable • Field Trip Risk Assessment ☐ Yes, ☐ No, ☐ Not applicable • Functional Behaviour Assessments, and Positive Behaviour Support Plans ☐ Yes, ☐ No, ☐ Not applicable	