



Township of Augusta

Policy:	Violence and Harassment in the Workplace	Date Issued: By-Law:	08-09-2010 2843
Coverage:	All employees, contractors, elected officials, volunteers and consultants	Revision No.	
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Violence and Harassment in the Workplace Policy

PURPOSE

The Township of Augusta is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the Township's goal to provide a healthy, safe work environment that is free of any form of harassment or violence.

POLICY

1. Scope

This policy applies to all employees, contractors, elected officials, volunteers and consultants.

It applies in any location in which you are engaged in work-related activities. This includes, but is not limited to:

- the workplace
- during work-related travel
- at restaurants, hotels or meeting facilities that are being used for business purposes
- in company owned or leased facilities
- during telephone, email or other communications;
- at any work-related social event

The policy also applies to situations in which you are harassed or subjected to violence in the workplace from individuals who are not employees of the organization, such as customers and suppliers.

2. Definitions

Discrimination

Workplace discrimination includes any distinction, exclusion or preference based on the protected grounds in the *Ontario Human Rights Code*, which nullifies or impairs equality of opportunity in employment, or equality in the terms and conditions of employment.

The protected grounds of discrimination are:

- race, colour, ancestry, citizenship, ethnic origin or place of origin
- creed, religion
- age
- sex (including pregnancy and gender identity)
- sexual orientation
- family, marital status (including same-sex partnership)
- disability or perceived disability
- a record of offences for which a pardon has been granted under the *Criminal Records Act* (Canada) and has not been revoked, or an offence in respect of any provincial enactment

Sexual Harassment

Sexual harassment includes conduct or comments of a sexual nature that the recipient does not welcome or that offend him or her. It also includes negative or inappropriate conduct or comments that are not necessarily sexual in nature, but which are directed at an individual because of his or her gender.

Both men and women can be victims of harassment, and someone of the same or opposite sex can harass someone else.

Some examples of sexual harassment are:

- sexual advances or demands that the recipient does not welcome or want
- threats, punishment or denial of a benefit for refusing a sexual advance
- offering a benefit in exchange for a sexual favour
- leering
- displaying sexually offensive material such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic web sites or other electronic material

- distributing sexually explicit e-mail messages or attachments such as pictures or video files
- sexually suggestive or obscene comments or gestures
- unwelcome remarks, jokes, innuendoes, propositions or taunting about a person's body, clothing or sex
- persistent, unwanted attentions after a consensual relationship ends
- physical contact of a sexual nature, such as touching or caressing; and
- sexual assault

Discriminatory Harassment

Discriminatory Harassment includes comments or conduct based on the protected grounds in the *Ontario Human Rights Code*, which the recipient does not welcome or that offends him or her.

Some examples of discriminatory harassment are:

- offensive comments, jokes or behaviour that disparage or ridicule a person's membership in one of the protected grounds, such as race, religion or sexual orientation
- imitating a person's accent, speech or mannerism
- persistent or inappropriate questions about whether a person is pregnant, has children or plans to have children; or
- inappropriate comments or jokes about an individual's age, sexual orientation, personal appearance or weight

Poisoned Working Environment

Harassing comments or conduct can poison someone's working environment, making it a hostile or uncomfortable place to work, even if the person is not being directly targeted. This is commonly referred to as a *poisoned working environment* and it is also a form of harassment.

Some examples of actions that can create a poisoned work environment include:

- displaying offensive or sexual materials such as posters, pictures, calendars, web sites or screen savers
- distributing offensive e-mail messages, or attachments such as pictures or video files

- practical jokes that embarrass or insult someone; or
- jokes or insults that are offensive, racist or discriminatory in nature

Workplace Harassment and Bullying

Workplace harassment is a health and safety issue that is covered under the *Occupational Health and Safety Act*.

The *Occupational Health and Safety Act* defines **workplace harassment** as:

Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought to be known to be unwelcome.

Workplace harassment may have some or all of the following components:

- it is generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient's psychological or physical integrity and has a lasting harmful effect
- it is hostile, abusive or inappropriate
- it affects the person's dignity or psychological integrity; and
- it results in a poisoned work environment

In addition, behavior that intimidates, isolates or discriminates against the recipient may also be included.

Some examples of workplace harassment are:

- verbally abusive behavior such as yelling, insults, ridicule or name calling including remarks, jokes or innuendos that demean, ridicule, intimidate or offend
- workplace pranks, vandalism, bullying and hazing
- gossiping or spreading malicious rumours
- excluding or ignoring someone, including persistent exclusion of a particular person from workplace-related social gatherings
- undermining someone else's efforts by setting impossible goals, with short deadlines and deliberately withholding information that would enable a person to do their job
- providing only demeaning or trivial tasks in place of normal job duties

- humiliating someone
- sabotaging someone else's work
- displaying or circulating offensive pictures or materials
- offensive or intimidating phone calls or emails
- impeding an individual's efforts at promotions or transfers for reasons that are not legitimate; and
- making false allegations about someone in memos or other work related documents

What Isn't Harassment

Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including:

- measures to correct performance deficiencies, such as placing someone on a performance improvement plan,
- imposing discipline for workplace infractions; or
- requesting medical documents in support of an absence from work

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

The Test of Harassment

It does not matter whether you intended to offend someone. The test of harassment is whether you knew or should have known that the comments or conduct were unwelcome to the other person. For example, someone may make it clear through their conduct or body language that the behavior is unwelcome, in which case you must immediately stop that behavior.

Although it is commonly the case, the harasser does not necessarily have to have power or authority over the victim. Harassment can occur from co-worker to co-worker, supervisor to employee and employee to supervisor.

Workplace Violence

Workplace violence is defined under the *Occupational Health and Safety Act* as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
- a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

It is defined broadly enough to include acts that may be considered criminal. Workplace violence includes:

- physically threatening behavior such as shaking a fist at someone, finger pointing, destroying property, throwing objects
- verbal or written threats to physically attack a worker
- leaving threatening notes or sending threatening emails
- wielding a weapon at work
- stalking someone; and
- physically aggressive behaviours including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault

Violence that occurs outside the normal workplace but which has an impact on the working environment, including working relationships, may also be considered violence in the workplace.

Workplace violence may come from many different sources:

- strangers or people with no ties to the workplace
- clients, customers or patients
- other employees
- intimate relationships outside of work

Domestic Violence

If you are experiencing domestic violence that would likely expose you, or other workers, to physical injury that may occur in the workplace, we will take every precaution reasonable to protect you and your co-workers in the circumstances. This may include some or all of the following:

- creating a safety plan
- contacting the police
- establishing enhanced security measures such as a panic button, code words, and access security measures
- screening calls and blocking certain email addresses
- setting up priority parking or providing escorts to your vehicle or to public transportation
- adjusting your working hours and location so that they are not predictable; and
- facilitating your access to counseling through the Employee Assistance Program or other community programs

We appreciate sensitivity of these issues and will do our best to assist you as discreetly as possible while maintaining your privacy.

3. Preventing Harassment and Violence

It is our mutual responsibility to ensure that we create and maintain a harassment and violence-free workplace and address violence and/or the threat of violence from all possible sources (including customers, clients, employers, supervisors, workers, strangers and domestic/intimate partners).

The Township of Augusta will do its part by not tolerating or condoning discrimination, harassment or violence in the workplace. This includes making everyone in our organization aware of what behavior is and is not appropriate, assessing the risk of workplace violence, investigating complaints and imposing suitable corrective measures.

Council, managers and supervisors are expected to assist in creating a harassment-free workplace and to immediately contact the appropriate person of authority if they receive a complaint of workplace harassment or violence or witness or are aware of harassing or violent behaviour. In situations where such behaviour involves an elected official, the Reeve should be immediately notified.

Council, managers and supervisors must also take every reasonable precaution to protect employees from workplace violence, including evaluating a person's history of violent behavior to determine whether and to whom this employee poses a risk. In making this evaluation supervisors should consider:

- whether the person's history of violence was associated with the workplace or work;
- whether the history of violence was directed at a particular employee or employees in general; and
- how long ago the incidence of violence occurred

In certain circumstances, senior management may have a duty to provide information about a risk of workplace violence from a person with a history of violent behavior if an employee can be expected to encounter that person during the course of his or her work, and the risk of workplace violence is likely to expose the employee to physical injury. Management will only release as much personal information about the person with a history of violent behaviour as it reasonably necessary to protect the employee from physical injury.

You must do your part by ensuring that your behavior does not violate this policy and by fostering a work environment that is based on respect and is free of harassment.

4. Complaint Procedure

Informal Procedure

If you believe that this policy is being violated, the first thing to do is to tell the person to stop. Do so as soon as you receive any unwelcome comments or conduct. Although this may be difficult to do, telling the person you don't like their actions is often enough to stop the behaviour. Some of the things you can say that might stop the behaviour include:

- "I don't want you to do that"
- "Please stop doing or saying....."
- "It makes me uncomfortable when you....."
- "I don't find it funny when you....."

If the harassment continues after you have confronted the individual, you may want to provide him or her with a written statement of the situation.

Include specific details of the behaviours you consider to be harassing, your request to the harasser to stop and your expectations that he or she will stop. Provide details of the next steps you plan to take if the harassment does not stop e.g., filing a formal complaint. Make sure you keep a copy of this statement for yourself.

It helps to keep a record of any incident(s) that you experience. This includes when the harassment started, what happened, whether there were any witnesses and what your response was.

If you believe that someone who is not a member of the Township, e.g., a customer, supplier, etc., has harassed or discriminated against you, please report the harassment to your supervisor or manager. Although the Township of Augusta has limited control over third parties, we will do our best to address the issue and prevent further problems from arising.

Formal Procedure

If the complaint cannot be resolved informally or if it is too serious to handle on an informal basis, you may bring a formal complaint to senior management.

If you initiate a formal complaint we will need as much written information as possible, including the name of the person you believe is harassing you, the place, date and time of the harassment, and the names of any possible witnesses.

It is important that we receive your complaint as soon as possible so that the problem doesn't escalate or happen again. Once we receive your complaint, we will initiate a formal investigation, if it is necessary and appropriate to do so.

Discrimination and harassment are serious matters. Therefore, if you decide not to make a formal complaint, we may still need to investigate the matter and take steps to prevent further harassment. For example, we may need to continue with an investigation if the allegations are serious or if there have been previous complaints or incidents involving the respondent.

Please note that it is the Township's policy not to investigate anonymous complaints unless there are extenuating circumstances.

5. Investigating Procedure

An investigation will commence as quickly as possible. We may choose to use either an internal or external investigator, depending on the nature of the complaint.

This investigation will include:

- interviewing the complainant and respondent to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations
- Interviewing witnesses, if any
- Reviewing any related documentation; and
- Making detailed notes of the investigation and maintaining them in a confidential file.

Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings to the CAO/Reeve. A summary of the findings will also be provided to the complainant and respondent.

It is our goal to complete any investigation and communicate the results to the complainant and respondent within thirty days after we receive a complaint, where possible.

6. Confidentiality

We recognize the sensitive nature of harassment complaints and we will keep all complaints confidential, to the extent that we are able to do so. We will only release as much information as is necessary to investigate and respond to the complaint.

Out of respect for the relevant individuals, it is essential that the complainant, respondent, witnesses and anyone else involved in the formal investigation of a complaint maintain confidentiality throughout the investigation and afterwards.

7. Corrective Action

The CAO or Reeve will determine what action should be taken as a result of the investigation.

The complainant and respondent will be informed of the results of the investigation and whether (but not necessarily what) corrective measures were (or will be) taken, if any are necessary.

If a finding of harassment is made, the Township of Augusta will take appropriate corrective measures, regardless of the respondent's seniority or position in the Township.

Corrective measures may include one or more of the following:

- discipline, such as a verbal warning, written warning or suspension without pay
- termination with or without cause
- referral for counseling (sensitivity training), anger management training, supervisory skills training or attendance at educational programs on workplace respect
- a demotion or denial of a promotion
- reassignment or transfer
- financial penalties such as the denial of a bonus or performance related salary increase, and
- any other disciplinary action deemed appropriate under the circumstances.

If there is not enough evidence to support the complaint, corrective measures will not be taken.

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. The Township of Augusta will, however, discipline or terminate anyone who brings a false and malicious complaint.

PROCEDURE FOR RESOLVING AND INVESTIGATING WORKPLACE VIOLENCE

Workplace Violence

You have the right to refuse work if workplace violence is likely to endanger you. In that instance, please immediately contact your supervisor at which point appropriate measures will be taken to protect you and investigate the situation. You will be moved to a safe place as near as reasonable possible to your normal work station and will need to be available for the purposes of investigating the incident. In some circumstances, you maybe be provided with reasonable alternative work during normal working hours.

In appropriate circumstances, we may contact the police, or other emergency responders as required, to assist, intervene or investigate workplace violence.

Provided the situation is dealt with quickly and the danger to workers is removed, the necessity of work refusal may be alleviated.

Investigation Procedure

You are required to report the existence of any workplace violence or threat of workplace violence to your direct supervisor or senior management. The investigation will commence as quickly as possible. We may choose to use either an internal or external investigator, depending on the nature of the incident.

The investigation will include:

- conducting interviews of relevant individuals to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations
- reviewing any related documentation; and
- making detailed notes of the investigation and maintaining them in a confidential file

Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings.

Corrective Action

The CAO or Reeve will determine what action should be taken as a result of the investigation.

If a find of workplace violence is made, the Township of Augusta will take appropriate corrective measures, regardless of the respondent's seniority or position in the Township.

Corrective measures may include one or more of the following:

- discipline, such as a verbal warning, written warning or suspension without pay
- termination with or without cause
- referral for counseling (sensitivity training), anger management training, supervisory skills training or attendance at educational programs on workplace respect
- a demotion or denial of a promotion
- reassignment or transfer
- financial penalties such as the denial of a bonus or performance related salary increase, and
- any other disciplinary action deemed appropriate under the circumstances.

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. The Township of Augusta will, however, discipline or terminate anyone who brings a false and malicious complaint.

PROCEDURES FOR ADDRESSING DOMESTIC VIOLENCE

If you are experiencing domestic violence that would expose you to physical injury in the workplace or you are experiencing workplace violence or believe that workplace violence is likely to occur, you may seek immediate assistance by contacting any member of senior management, who will assist in preventing and responding to the situation.

PROTECTION FROM RETALIATION

The Township will not tolerate retaliations, taunts or threats against anyone who complains about harassment or takes part in an investigation. Any person who taunts, retaliates against or threatens anyone in relation to a harassment complaint may be disciplined or terminated.

**TOWNSHIP OF AUGUSTA
INCIDENT REPORT FORM**

IMPORTANT: Give this form to your supervisor immediately upon completion.

EMPLOYEE INFORMATION

Employee Name: _____		Job Title: _____	
Date and time of incident: _____		Department: _____	
Location of Incident: _____			
Type of Assault: _____			
Medical Attention/First Aid Obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No		WSIB Forms Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Investigation Conducted? <input type="checkbox"/> Yes <input type="checkbox"/> No		Police Called? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Action(s) Taken: _____			

ASSAILANT INFORMATION

<input type="checkbox"/> Customer	<input type="checkbox"/> Co-Worker	<input type="checkbox"/> Delivery Person	<input type="checkbox"/> Resident
<input type="checkbox"/> Student	<input type="checkbox"/> Visitor	<input type="checkbox"/> Other – Please Specify: _____	
Description (to the best of your ability)	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Age: _____	Complexion: _____	Height: _____	Weight: _____
Name (if known) _____			

INCIDENT AND INJURY INFORMATION

Explain what happened:

OTHER INFORMATION

Was the assailant involved in any previous violent incidents with staff?

Yes

No

Are there any measures in place to prevent a similar incident?

Yes

No

Please provide any other information you think is relevant:

Date & Time Reported: _____ Signed: _____

IMPORTANT: Manager to send copy of this form to the CAO.

**TOWNSHIP OF AUGUSTA
WORKPLACE VIOLENCE HAZARD ASSESSMENT FORM**

This form is designed to help managers and employees conduct an assessment of the potential risks of violence associated with the activities carried out in their departments or areas, and to respond to any identified risks.

Part 1: Work Department/Area

Please describe your department/area and the types of activities/functions performed by employees in the department.

Part 2: History

1. Have there been incidents when employees in your department have experienced or been threatened with physical violence? NO, YES, please describe incidents.

2. Have there been incidents when employees in your department have experienced verbal abuse i.e. shouted at, obscene language, threats, or obscene phone calls? NO, YES, please describe incidents.

Part 3: Activities Which Might Expose Employees to Risk of Violence

3. Do employees in your department work with money or other valuables? NO, YES

4. Do employees in your department deliver or collect items of value? NO, YES, please describe

5. Do employees in your department deal with people who may be under the influence of drugs or alcohol? NO, YES

6. Do employees in your department deal with people who are deeply troubled or distressed? NO, YES

7. Do employees in your department monitor or regulate the activity of others or carry out procedures or make decisions which adversely affect others? NO, YES, please describe

8. Are employees in your department involved with activities that may elicit a negative or confrontational response? NO, YES, please describe

9. Are there other aspects of the work in your department that might spark a violent response? NO, YES, please describe

Part 4: Factors That Increase the Risk of Violence

Definition: A person works alone when he/she works in a situation where he/she is out of sight and out of hearing of other employees.

10. Do any of your employees work alone during normal working hours? NO, YES, please describe

11. Do any of your employees work alone after normal working hours? NO, YES, please describe

12. Please describe any precautions already taken to safeguard employees of your department who work alone.

13. Please describe other factors which you feel might increase the risk of violence.

Part 5: Reducing the Risk of Violence

14. Please describe policies or procedures already in place to reduce the risk of violence in your department.

15. In light of your responses to the questions in this assessment:

a) Do you consider that all reasonable steps have been taken to prevent or reduce the risk of violence?
 NO, YES

b) What further steps would you recommend?

c) above steps? Specify:

Name: _____

Department: _____

Date: _____

Thank you for your co-operation and input!

TOWNSHIP OF AUGUSTA
WORKPLACE HAZARDS INSPECTION FORM – WORKPLACE VIOLENCE

Date: _____

Location: _____ **Building:** _____

Name (optional): _____

Parking Lot

- Are the entrances and exits well marked? yes no
- Does the lot have signs with security reminders? (e.g., “lock your car”, “security patrolled”) yes no
- Is there enough lighting? yes no
- Are alarms clearly marked? yes no
- Do pass cards control access to the lot? yes no
- Are company vehicles parked on-site after hours? yes no
- If yes, is there a secured parking lot for company vehicles after hours? yes no
- Have vehicles been stolen from the parking lot? yes no
- Have vehicles been broken into? yes no

Around the Outside of the Building (Perimeter)

- Is your workplace near any buildings or businesses that are at risk from violent crime? (e.g., bars, banks) yes no
- Do violent, criminal, drunk, or drugged persons ever come into your building? yes no
- Is your building located in a high-crime area? yes no
- Are there signs of vandalism? yes no
- Are you located in a dense manufacturing area? yes no
- Are you isolated from other buildings? yes no
- Is there graffiti on the building walls? yes no
- Is the building entrance well lit? yes no
- Are outside lights checked before dark? yes no
- Are garbage areas, external buildings, or equipment that employees use:
- In an area with good visibility? yes no
 - Close to the main building with no possible hiding places? yes no

- Is your building shared with other businesses? yes no
- If yes, is entry to your area(s) controlled? yes no
- Is there a system to alert employees if intruders enter? yes no
- Are offices designed so that public and private spaces are clearly identified? yes no
- Do you use coded cards or keys to control access to the building or to certain areas within the building? yes no
- Is there a system in place to limit the number of keys/entry cards given out? yes no
- Do you change locks/codes immediately if keys/cards are lost or misplaced? yes no

Security System

- Do you have a security system at your location? yes no
- If yes, is the system tested on a regular basis? (e.g., at least monthly) yes no
- Is the security system adequate? yes no
- Are there security guards/safety walking services available at your location? yes no
- Are signs posted indicating that there is a security system in use? yes no

Reception

- Is your reception area easily seen and easy to get to? yes no
- Can the receptionist/sales clerk clearly see incoming visitors/customers? yes no
- Is the reception area/sales counter visible to fellow employees or members of the public? yes no
- Is your reception area staffed at all times? yes no
- Can outsiders enter the building when there is no receptionist present? yes no
- Is the reception area the first stop for visitors? yes no
- Do you have a policy for receiving, escorting, and identifying visitors? yes no
- Does the reception area function as a security screening area for unwanted visitors? yes no
- Does your receptionist work alone at times? yes no
- Is there an emergency call button at the reception area? yes no
- If yes, have response procedures been developed? yes no
- Are there objects/tools/equipment in this area that someone could use as a weapon? yes no

Signs

- When you enter the building, are there signs to identify where you are? yes no
- Are there signs inside the building showing you where to get emergency assistance, if needed? yes no
- If no, what signs are needed and where? _____
- Are visitor areas and private areas clearly marked? yes no
- Are rules for visitors clearly posted? yes no
- Are there exit signs? yes no
- Are there areas where exit signs are not present, but are needed? yes no
- If yes, where? _____
- Can the posted signs be easily seen by everyone? yes no
- If no, where are these signs located? _____
- Are the hours of operation clearly posted? yes no
- Impression of overall signage:
- very poor poor satisfactory good very good
- What other signs should be added? _____

Work Practices

Do you or any of your co-workers:

- work with the public? yes no
- handle money, valuables, or prescription drugs? yes no
- carry out inspection or enforcement duties? yes no
- provide service, care, advice, or education? yes no
- work with unstable or violent persons? yes no
- work in workplaces where alcohol is served? yes no
- work alone or in small numbers? yes no
- work in community-based settings? yes no
- drive a vehicle as part of the job? yes no
- work during the late evening or early morning hours? yes no
- use public transit during the workday? yes no
- travel to other cities/countries? yes no
- stay in hotels? yes no

Lighting

List areas where lighting was a concern (too dark, or too bright) during the inspection.

Is the lighting evenly spaced? yes no

Are any of the lights out? yes no

If yes, where are they located? _____

Can you access main light control switches? yes no

If yes, where? _____

Stairwells and Exits

Do exit doors identify the exit location? yes no

Could someone easily hide at the bottom of stairwells? yes no

If yes, where? _____

Is the lighting bright enough? yes no

Can lights be turned off in the stairwell? yes no

Is there more than one exit route? yes no

Are there any exit routes, which prevent you from getting away? yes no

If yes, where? _____

Do stairwell doors lock behind you:

- during regular hours of operation? yes no
- after regular hours of operation? yes no

Possible Areas for an Attack

Are there empty rooms that should be locked? yes no

If yes, where? _____

Places to Hide

Are there small areas where someone could hide, such as: yes no

recessed doorways unlocked storage areas stairwells elevators

other _____

What would make it easier to see if someone is hiding:

- transparent materials like glass mirrors windows in doors angled corners
 less shrubbery other _____

Do members of the public enter from the front of the building only?

yes no

Working Alone

At the time of the inspection, did any areas feel isolated?

yes no

If yes, what areas _____

In these areas, is there a telephone or a sign directing you to assistance?

yes no

In these areas, how far away is the nearest person who could hear calls for help? _____

Are alarms or panic buttons installed?

yes no

Are the alarms or panic buttons easily accessible?

yes no

Do you periodically check that the alarms or panic buttons are functioning?

yes no

How many people were around you at the time of this inspection? _____

Is it easy to predict when people will be around?

yes no

Patterns of Movement

Do you arrive and leave at the same time every day using the same route?

yes no

How easily could someone get to know your patterns of movements?

yes no

very easily somewhat easily no way of knowing

Is there another well-lit route used by a lot of people that you can take?

yes no

Can you easily tell what is at the other end of each walkway or corridor?

yes no

If no, where? _____

In walkway and corridors, are there corners or alcoves where someone could hide?

yes no

If yes, where? _____

Elevators

Are you able to see if the elevator is occupied before entering?

yes no

Is there an emergency phone or emergency call button in each elevator?

yes no

Is there a response procedure for elevator emergencies?

yes no

Washrooms

- Can the public use the same washrooms as staff? yes no
- Can the lights in the washrooms be turned off? yes no
- Are washrooms checked before building is vacated? yes no

Interview and Meeting Rooms

- Do you have a separate interview/meeting room? yes no
- If yes, can employees see inside? yes no
- Is there an alarm system in this room? yes no
- Is the furniture arranged to allow for emergency exits? yes no

Individual Offices

- Are employees at risk from workplace violence due to their office layout? yes no
- Has their furniture been arranged to:
- allow for a quick exit from the office? yes no
 - maintain a safe distance between employees and clients? yes no
- Are there objects that can easily be used as weapons? yes no
- Do these offices have good visibility i.e. shatterproof glass in walls/doors? yes no

Emergency Assistance

- Has an emergency contact number been established for use:
- during regular hours of operation? yes no
 - after regular hours of operation? yes no
- Are emergency numbers posted on phones? yes no
- Are emergency phones accessible in all areas? yes no
- If no, where is access needed? _____
- Is there a designated “safe” room where employees can do during an emergency? yes no
- Does this room have a telephone and a door that can be locked from the inside? yes no

Areas of Improvement

What improvements would you like to see?

How safe do you feel at work? Check the box that indicates how safe you feel in each area.

	<u>very safe</u>	<u>safe</u>	<u>neutral</u>	<u>unsafe</u>	<u>very unsafe</u>	<u>n/a</u>
parking lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
perimeter of building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
main/front entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
elevators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
stairwells	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
corridors/hallways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
on your floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
at your desk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>