

Workplace Violence Prevention Plan Checklist: 7 Key Elements

A checklist for identifying areas where your plan could be improved

1. Risk assessment and identification

- What are the potential threats specific to our workplace?
- What is the likelihood of various types of violence?
- Have we conducted a dynamic risk assessment to manage and evaluate risks in unpredictable situations?

2. Policy development and implementation

- Do our policies define workplace violence in all its forms?
- Are our policies accessible and easily understandable by all staff members, including those with diverse cultural backgrounds?
- Have we established a procedure for regularly reviewing and updating our policies to ensure their continued effectiveness?

3. Training and awareness programs

- Do we provide adequate training to our staff on recognising and responding to signs of workplace violence and aggression?
- Are staff members aware of their rights and responsibilities regarding workplace safety?
- Do we have mechanisms in place to consult with staff and stakeholders for their input and feedback on safety improvements?
- Do we provide ongoing training and education opportunities to reinforce staff knowledge on workplace violence prevention?

4. Incident reporting and investigation

- Do we have a system in place for reporting and investigating incidents, documenting findings, and implementing corrective actions?
- Is there a clear process for reporting incidents and near misses, and are our staff encouraged to report all occurrences?
- Do we monitor incident data to identify trends and areas for improvement?

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5. Support and assistance for affected employees

- Do we provide sufficient support and resources for staff who have experienced workplace violence or aggression?
- Have we created a culture of support where teams feel safe to ask for help?

6. Workplace design and security measures

- Have we assessed the environmental design of all workspaces and customer-facing areas to enhance safety and staff visibility?
- Have we implemented and tested physical security measures such as access control systems, surveillance cameras and panic alarms?

7. Continuous review and improvement

- Do we have dates to review our workplace violence prevention plan at regular intervals?
- Do we know where to go to find new best practices in workplace safety?

BONUS MATERIAL: Dynamic Risk Assessment Template

Use our dynamic risk assessment template alongside your workplace violence prevention plan to manage and evaluate the risks of violence in your building.

[Access the guide here](#)