CALGARY SAFETY CONSULTANTS

Violence and Harassment Risk Assessment Worksheet

For employers, supervisors and committees

How to use this worksheet

Use this worksheet to assess the risk of violence and harassment at one workplace, site or department. Work through it with your joint health and safety committee or representative, or with workers if you have neither; most Canadian jurisdictions require that consultation. Fill it in on screen or print it. Repeat it at least as often as your law requires, and after a serious incident, a change in work or location, or a request from your committee.

- **Parts A to D** gather the facts: who does what, where, when, the risk factors present and what has happened before.
- **Part E** rates each hazard by likelihood and severity so you can set priorities.
- **Parts F and G** choose controls using the hierarchy of controls and turn them into an action plan with owners and dates.
- **Part H** records how workers and the committee were consulted. **Part I** summarizes jurisdiction notes. Sign off on the last page.
- **Privacy:** don't record names of people involved in past complaints or details of anyone's personal circumstances on this form. Summarize patterns instead.

Key terms

Term	What it means
Violence	Threatened, attempted or actual conduct that causes or is likely to cause injury or harm. Some laws include psychological harm and domestic or sexual violence; B.C.'s violence rules cover people other than workers.
Harassment	Objectionable or unwelcome conduct, comments, bullying or actions that the person knows or ought reasonably to know will offend, humiliate or harm a worker. Reasonable management action is not harassment.
Domestic violence	Violence by a current or former partner or family member that may follow a worker to work, for example calls, visits or waiting in the parking lot.
Risk factor	Something about the work, place, people or culture that makes violence or harassment more likely or more serious.
Likelihood and severity	How likely an incident is, and how serious the harm would be. Together they set the priority.
Hierarchy of controls	Choosing the most effective controls first: eliminate, substitute, engineering, administrative, then personal protective equipment.

Part A: Workplace and assessment details

Organization

Workplace, site or department

Date

Address or location

Province, territory or federal

Number of workers

Reason for this assessment

- ☐ First assessment
- ☐ Scheduled review
- ☐ After an incident
- ☐ After a change at work
- ☐ Committee request
- ☐ Officer order or direction

Assessment team

Name	Role or position	Worker or JHSC member	Initials

Part B: Work activities and locations

List each job, task or location where workers could be exposed to violence or harassment. Include work away from the main site: travel, home or client visits, camps, events and online contact.

Activity, job or location	Who does it	When / how often	Public or client contact	Alone?	Notes
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

Part C: Risk factors present

Tick every factor that applies to this workplace or to any activity in Part B. Use the notes box to say where or when it applies.

Working with others

- ☐ Contact with the public, customers, clients, patients or students
- ☐ People who may be in distress, angry, confused, or impaired by alcohol or drugs
- ☐ Enforcing rules, inspecting, refusing service or delivering bad news
- ☐ Providing care, security, or work in people's homes
- ☐ Contact with a person known to have a history of violent behaviour

Work conditions

- ☐ Working alone or in isolation, including remote sites and camps
- ☐ Working early mornings, late evenings or overnight
- ☐ Handling cash, medication, alcohol, cannabis or other valuables
- ☐ Travel, driving or work at locations the employer doesn't control
- ☐ Poor lighting, hidden areas, unsecured entrances or no way to call for help

Workplace culture and organization

- ☐ Large power differences, or workers who depend on one person for hours, pay or permits
- ☐ High pressure, tight deadlines, understaffing or frequent change
- ☐ Crude jokes, insults, or exclusion tolerated as normal
- ☐ Past conflicts, complaints or turnover in a team
- ☐ Contact through texts, email, messaging apps or social media
- ☐ Workers new to Canada, young workers or others who may be less likely to speak up

Personal circumstances that may reach the workplace

- ☐ A worker is known to be at risk of domestic or family violence (handle privately; record no details here)

General information, not legal advice. Occupational health and safety requirements differ between provinces, territories and federally regulated workplaces, so adapt this form to your workplace and confirm the requirements that apply to you.

Notes on where and when these factors apply

Part D: Past incidents and information reviewed

Sources reviewed

- ☐ Incident reports
- ☐ Harassment complaints
- ☐ Near misses
- ☐ WCB claims
- ☐ First aid records
- ☐ Exit interviews
- ☐ Worker survey
- ☐ Committee minutes
- ☐ Industry or regulator data

Period	Type	Location or activity	What happened (no names)	Follow-up done?
				☐
				☐
				☐
				☐
				☐
				☐

What do similar workplaces in your industry experience?

Part E: Likelihood and severity

Rating	Likelihood	Severity
1	Rare: not expected; no history here or in similar workplaces	Minor: upset or discomfort, no lasting effect
2	Unlikely: could happen, but hasn't in years	Moderate: distress or first aid; short time off
3	Possible: has happened here or is common in similar work	Serious: lost time, medical care or ongoing psychological harm
4	Likely: happens from time to time	Major: serious injury or lasting psychological injury
5	Almost certain: happens often or is expected	Critical: life-threatening injury or death

Risk score = likelihood x severity. 1 to 4 low (manage through routine controls); 5 to 9 medium (plan controls); 10 to 16 high (act promptly); 20 to 25 critical (act now, before the work continues). Use your own company matrix if you have one.

Hazard or situation	Likelihood (1 to 5)	Severity (1 to 5)	Score	Priority

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Hazard or situation	Likelihood (1 to 5)	Severity (1 to 5)	Score	Priority

Part F: Controls by the hierarchy of controls

Level	Examples for violence and harassment
Eliminate	Remove the task or exposure: no cash on site, appointments by video, stop a home visit to a known high-risk address.
Substitute	Replace with something less risky: card-only payments, a two-person crew instead of one, a different service location.
Engineering	Secure entrances, good lighting, sightlines, counter barriers, panic buttons, cameras, locked staff areas, safe rooms.
Administrative	Policy and plan, code of conduct, staffing and scheduling, check-ins, flagging procedures, reporting routes, training, supervision.
PPE and equipment	Personal alarms, communication devices or satellite messengers for remote work. Least effective on its own.

Hazard	Control chosen	Level	In place	New
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐

Part G: Action plan

Action	Owner	Due date	Done	Date completed and notes
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	

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Part H: Worker and committee consultation

How workers were consulted

- ☐ Committee or representative meeting
- ☐ Crew or team meeting
- ☐ Anonymous survey
- ☐ One-on-one conversations
- ☐ Toolbox talk
- ☐ Other

Date(s)

Number of workers involved

Committee or representative name

Main concerns raised by workers

How the concerns were addressed in Parts F and G

Results shared with the committee, representative or workers?

☐ Yes ☐ No

Part I: Jurisdiction notes on risk assessment

Jurisdiction	Risk assessment rule (summary)
Alberta	Violence and harassment must be addressed in the hazard assessment, with the committee or representative, or affected workers.
British Columbia	Violence risk assessment where there's a risk, considering past experience, similar workplaces and the location and circumstances of the work.
Ontario	Assess violence risks from the nature of the workplace, type of work or conditions; reassess as often as necessary; share results with the JHSC or representative.
Manitoba	Assess the risk of violence; a violence prevention policy is required in listed workplaces, or wherever the assessment identifies a risk.
PEI, NL	Assess the risk of violence; set procedures where a risk is identified.
Nova Scotia	Written violence risk assessment in listed sectors, with the committee or representative; new assessment at least every 5 years.
New Brunswick	Every employer; must consider intimate partner and domestic violence that may spill into the workplace; documented.
Federal	Joint workplace assessment with the applicable partner, including external factors such as family violence; review every 3 years.

Summary only. Other jurisdictions handle risk identification through the policy, plan or officer orders. Check the current rules for your jurisdiction.

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Worked prompts

If you see this	Ask this
A front counter where staff handle refunds and complaints	Can staff see who's coming? Is there a barrier, a panic button and a second person at busy times? What's the procedure when someone becomes abusive?
A supervisor who controls overtime and site access	Is there a reporting route that bypasses that supervisor? Would workers feel safe using it?
Crews living together in camp	Who do workers call after hours? Are rooms lockable? How are complaints about camp behaviour handled?
A worker getting repeated calls at work from an ex-partner	With the worker's agreement, can calls be screened, a description shared with reception and an escort offered?

Common mistakes to avoid

- Assessing only physical violence and forgetting harassment and bullying.
- Relying on incident reports alone; low reporting often hides real risk.
- Leaving out work away from the main site, after-hours events and online contact.
- Choosing training as the only control when engineering or staffing changes are possible.
- Not sharing results with the committee or workers.
- Recording names or personal details that belong in a confidential file, not a worksheet.

Sign-off

Completed by	Position	Date

Committee co-chair or representative	Signature	Date

Senior manager approval	Signature	Next review date

Free guide. Read How to Create a Workplace Violence and Harassment Prevention Plan at calgarysafetyconsultants.ca/safety-guides/worker-health/violence-and-harassment-prevention-plan/. Questions? Call Calgary Safety Consultants at 1-888-231-0358.

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