

Prevention of Violence in the Workplace - Action Planning

The following steps will assist workshop participants in applying the knowledge and techniques acquired during the workshop to the workplace.

ACTION STEP	KEY PARTICIPANT(S)	TARGET Completion Dates)
1. Discuss the objectives of a Prevention Program with workplace management	Employer Local JOSH Committee or co-chairs Other employees, as appropriate	Week 2
2. Develop Project Plan	JOSH Committee Employer	Week 4
3. Establish Risk Assessment Team to undertake Risk Assessment	Employer JOSH Committee representation Worker rep(s) from occupational groups at workplace	Weeks 4-6
4. Undertake Risk Assessment Identify Hazard Distribute questionnaires Gather information Inspect the workplace Review info from other similar workplaces	Risk Assessment Team Other resources may be called to assist or input such as: JOSH designate Union WCB Local Police	Week 8 Note: this target date needs to be <u>realistic</u> . Don't establish an unrealistic date, but at the same time, be aggressive on a due date to keep involvement and enthusiasm of participants high.
5. Analyze Risk Assessment Results	Risk Assessment Team Others, as appropriate	Week 9
6. Measures to Reduce Risk a) Training and education b) Communication c) Incident Response and Reporting d) Procedures and work environment measures	Risk Assessment Team Other resources that can be used: <ul style="list-style-type: none"> • Ministry OSH Mgr. or designate, • program staff • Worker Info sharing and feedback • Specialist Advice- • contracted resources, • local Police, WCB, Union Recommendations regarding prevention program actions should go to the JOSH Committee and then, to the employer for review and action.	Week 12 Prioritize prevention actions and ensure areas with highest risks are addressed first Consider shorter term solutions which may change or be augmented over the longer term Be creative!! Remember many prevention measures can involve low cost or no cost activities. Those prevention recommendations that require budget planning or have ministry wide policy implications should involve appropriate ministry staff (senior management, staff resources, other affected offices/facilities)
7. Implement Prevention Plan	Employer Working Group Other staff, depending on action items Keys: local workplace procedures training and/or education reporting	Week 13 onwards as identified in implementation planning Remember, the primary responsibility for the Prevention Plan is the Employer (local manager or other senior mgt. depending on the requirements) The JOSH Committee can help in implementation-especially where workplace inspections, communication and program review are involved
8. Program Review	Employer JOSH Committee Union	1 Year and on going