

Violence Intervention Program Risk Assessment Process Residential Care

Here are the steps in the proposed risk assessment process:

1) Planning Phase

- a. WH&S Consultant and VIP Site Lead collects and summarizes internal information (incident stats, JOHSC reports)
- b. VIP Site Lead selects priority areas using internal information and presents to JOHSC. In many cases, the decision may be to conduct interviews on each unit/home.
- c. JOHSC provides feedback on risk assessment plan and safety chat process.
- d. JOHSC and VIP Site Lead select worker and manager Safety Chat Interviewers.

2) Safety Chat Phase

- a. Site Lead contacts unit managers to schedule safety chats. It is ideal to conduct interviews around shift change and try to get 4 care staff interviews / unit.
- b. Site Lead arranges 4 hour coverage (2 hours before shift change and 2 hours after shift change) to replace those being interviewed.
- c. Safety Chat Interviewers conduct safety chats.

3) Information Summarizing Phase

- a. Safety chat responses collected and summarized by WH&S Consultant and/or Site Lead in consultation with IH VIP Coordinator.
- b. WH&S Consultant, Site Lead and Safety Chat Interviewers review summary, determine main themes and make recommendations.
- c. Safety chat leaders present findings to JOHSC for feedback.
- d. JOHSC provides feedback on action plan for recommendations.

4) Communications Phase

- a. JOHSC communicates themes from safety chats and recommendations to participating departments (1-page summary).
- b. JOHSC submits written, documented recommendations to employer.
- c. JOHSC follows up with employer and communicates control implementation plan to each participating unit.