

Short method for conducting a risk assessment

Here is a simple and effective way of conducting a risk assessment in organizations of all sizes:

- If your company is small, include all the employees.
- Larger organizations should gather as many employees as possible; ensure that at least one from every site, section, and shift is present. Gather groups by division or job description, or include a representative from each. It is essential to involve the joint health and safety committee.
- Get the group to discuss the following three questions, asking each person to answer in turn:
 1. What violence have you been exposed to on this job?
 2. Do you know of any violence that has happened to others in similar jobs?
 3. What violence-related concerns do you have on this job?
- In a very large organization, you may want to supplement this process by sending all employees a form listing the three questions. The forms can be anonymous, but make sure employees list their job types, shifts, and locations (for example, “file clerk, afternoon shift, Surrey office”).
- List the answers on a chalkboard or a large sheet of paper. This should establish a comprehensive summary of the real and perceived risks.
- Many firms find it advantageous to include staff in establishing procedures for eliminating or minimizing risks. In any case, written procedures must be developed for the training of workers.