

## **Provincial Healthcare Violence Prevention Framework**

### **Readiness Assessment – Part A**

The readiness assessment is a request of documents and records to identify existing and potential hazards. This information will be reviewed with the healthcare team. The assessment will require participation by both management and employees. Insure to include all relevant parties and participants in the risk assessment process.

The request for this information is to assist in identifying the current state and completion of a gap analysis of the employer's violence prevention plan. If any of the items are challenging to obtain please know that you can provide what you have readily available.

#### **The following information is requested specific to violence and aggression;**

1. Violence policy and violence prevention plan to deal with potentially violent situations.
2. Emergency response process within the facility and external. Documented evidence to validate training. (codes white, black, purple)
3. Five years of statistics specific to violence including time loss; no time loss and near miss. If you do not have these statistics a high level summary for your facility they can be acquired through the WCB Healthcare contact.
4. One year incident report forms pertaining to violent incidents that occurred within the workplace being considered for this project. This should include department, security and police reports.
5. Grievances which have been filed for the workplace being considered.
6. Risk/hazard assessment(s) which have been completed for the facility, work area, worker and patient. This would include any patient flagging process being utilized.
7. Two years of Occupational Health and Safety minutes where violence was discussed.
8. The employer's violence training program information, trainers' contact information and supervisor/manager and worker training records.
9. Completed worker surveys and analysis.
10. Organizational chart.