

[INSERT EMPLOYER NAME]

APPENDIX 2-A

[INSERT DATE]

Sample Records Examination

Instructions: Examine records below from the previous year to identify patterns, if any, of injuries in particular areas of the workplace or incidents which involve specific operations or specific individuals. Record the results in the column to the right.	
Record Examination	Results of the examination
a. Log of Work Related Injuries and Illnesses (Form SH900) b. Summary of Work Related Injuries and Illnesses (Form SH900.1) c. Injury and Illness Incident Report (Form SH900.2)	
Workplace Violence Incident Reports	
Personnel Disciplinary Reports	
Workers' Compensation Reports	

[INSERT EMPLOYER NAME]

Assessment of Relevant Policies, Practices, and Procedures

Instructions: Conduct an assessment of policies, work practices and procedures that may impact the risk of workplace violence.	
	Record the results of the assessment and any associated risks below.
<p>Examples of relevant policies: Domestic Violence Sexual Harassment Visitation Policies Policies relevant to the care and treatment of clients, patients, and inmates Policies for staff in field travel assignments (daily check-in procedures, itineraries, cell phones provided, etc.)</p> <p>Examples of work practices and procedures: Visitor/Client sign in/out Escorting visitor(s)/client(s) One client entrance used Desks clear of objects which may become weapons (might be relevant in situations where dealing with the public) I.D. Badges used Itineraries with employee contact info. Periodic check-in procedures After-hours contact procedures Procedure on how to control/defuse potentially violent situations Supplied with personal alarm/cellular phone/radio Limit visible clues of carrying money/valuables Partnering arrangements if necessary</p>	