



xiii. Risk Factors - Selection Tool

Date: _____ **Address/Location:** _____
Dept.: _____ **Completed by:** _____
Work
Areas: _____

You may use this tool to identify risks specific to your workplace. If a specific risk exists in your workplace, make sure that you complete the assessment for that specific risk.

If your workplace is subject to more than one of the specific risks below, you may wish to prioritize or rank them. For help with this, you may use the process outlined on the last page of this tool. Please identify the areas in specific departments that this tool relates to.

Specific Risks Associated with the Type of Work or Conditions of Work		Risk Exists Yes or No If Yes, complete relevant Assessment for Specific Risks	Level of Risk H = High M = Moderate L = Low		
Work includes:	Examples of Activities or Situations		H	M	L
General Physical Environment	<ul style="list-style-type: none"> Applies to all physical work environments 				
Direct contact with clients	<ul style="list-style-type: none"> Working in a fixed location in the presence of cash, goods, or medications that may be readily sold or pawned Working in a fixed location with clients who have access to staff 				
Working in a community-based setting	<ul style="list-style-type: none"> Travelling alone in the community Working at a client's personal dwelling Limited or no access to communication tools and other security devices 				

Ranking or prioritizing the risk factors

Ranking or prioritizing the risk factors is one way to help determine which safety hazards need to be addressed first. Priority is usually identified by taking into account how much or how often a worker is exposed to the situation or conditions and the potential for harm. Assigning a priority to the risks creates an action list.

There is no simple or single way to determine the level of risk. Ranking hazards requires knowledge of workplace activities, the urgency of particular situations, and, most importantly, objective judgment. The following can help guide you in choosing the appropriate level for each specific risk:

Category of Risk	Activity Description
High	One or more potential risks regularly place the employee at risk and/or the risk is severe. <ul style="list-style-type: none">• Regularly = Part of the normal work routine/assignment• Severe = Potential for fatal
Moderate	One or more potential risks occasionally place the employee at risk and/or the risk is moderate. <ul style="list-style-type: none">• Occasionally = Recognized part of the work activities occurring on an infrequent basis• Moderate = Potential for lost time/medical aid required
Low	One or more potential risks rarely place the employee at risk and/or the risk is minimal. <ul style="list-style-type: none">• Rarely = Not a normal part of the work routine• Minimal = Potential for first aid required

The above method is not the only way to categorize risk. If a job or location has multiple risk factors, the overall risk of workplace violence may be higher than for jobs with only one or two risk factors. In addition, you may want to take into consideration whether hours of operation or the makeup of the workforce influences the level of risk. **Remember that you should address all risk factors in your workplace, not just the priority ones.**