

Appendix A

**WORKPLACE VIOLENCE
RISK ASSESSMENT CHECKLIST
CITY OF CLARKSVILLE**

Date: _____

Employee's Name: _____ DOB: _____

Department: _____

HISTORICAL AND DEMOGRAPHIC ITEMS (CHECK IF PRESENT):

___ Previously threatened, attempted or consummated violence towards others

___ Past use or threatened use of weapons outside work

___ Previous damage or destruction of work-related property

___ Substance abuse or dependence (alcohol and/or drugs)

___ Poor compliance with City attempts on counseling worker

___ Belligerence towards employees, customers or clients

___ Reckless or hazardous behavior on the job

___ Previous direct or veiled threats to harm other employees

RECENT EVENTS (CHECK IF PRESENT):

___ Stress or desperation in workplace, domestic, or financial matters

___ Acquires firearms or related lethal equipment or weapons

___ Signs of rehearsal (e.g. practice at firing range, assembles weapons)

___ Exposure to or increased use of de-Stabilizers (e.g., alcohol, drugs)

___ Fascination with or statements about other incidents of workplace violence

___ Poor compliance with recent directives of management

- Lost job or perceives that job will soon be lost
- Stalking, including repeated harassment, of other employees
- Threats of suicide or homicide
- Ongoing fantasies of hurting co-workers
- Wishes to harm co-workers or management

WORK ATTITUDES AND TRAITS (CHECK IF PRESENT):

- Sees self as victimized by management or treated unfairly
- Sense of identity wrapped up in job
- Does not take criticism well; hypersensitive to perceived slights
- Authority issues regarding control from others present
- Tends to be a loner on and/or off job
- Hostile attitudes or behaviors towards aspects of work
- Erratic and/or irresponsible work traits
- Attitudes that condone or support workplace violence
- Minimizes or denies post maladaptive work behaviors
- Creates, fosters, or allows a work atmosphere of fear and intimidation
- Tends to have poor assertiveness skills

ORGANIZATIONAL DEFICIENCIES

- Failure to screen work applicants for violence potential and mental problems
- Failure to implement physical security measures to protect employees and clients/customers
- Failure to implement a prevention-of-violence plan for relevant employees
- Failure to act immediately to direct, implied or veiled threats of violence
- Failure to create a crisis plan for ongoing violence
- Failure to have an EAP, stress control, and anger management programs
- Failure to have an out-referral program to community providers

- Failure to train employees in the warning signs of violence
- Failure to have clear policies for harassment, prejudice, grievance resolution, and discriminatory behavior
- Failure to train employees to negotiate and communicate effectively with peers and management
- Organization has a history of violence on worksite
- Organization allows employee conflicts to occur without immediate intervention and follow up
- Organization uses inconsistent disciplinary actions
- Management is perceived as unfair, disrespectful, or discourteous to staff
- The worksite is physically uncomfortable
- Organization is moderate or large in size (More than 40 employees)
- Performance standards are not linked to employee expectations
- Performance standards do not have built-in employee input
- The organization does not have written and regularly reviewed procedures for all of the above

PRELIMINARY RISK ASSESSMENT:

- LOW
- MODERATE
- HIGH

List suggestions for further assessment or intervention here:

Specify date and staff members to re-evaluate risk status:

Additional relevant comments: