COUNTY OF MONTEREY County Counsel Risk Management Div.

Workplace Violence Prevention Policy & Plan

Appendix A – Workplace Violence Hazard Assessment Form

Department	: Locati	ion:			
Date	Ty (check	ype: one)	☐ Policy & Plan Initial ☐ Post Event/Incident	☐ Annual Review Other:	
Assessed By: Print Name(s)	:				
nstructions					
actions. This cacility. Traini	ntended to identify job-specific workplace viole ompleted document can be used as a training tang completion should be documented on page 2 raining is intended to supplement the general was	ailgate 2 and o	for all employees assign on a training roster, with	led to the specific job or record maintained by the	
Reviewed	Risk Assessment				
	☐ Type 1 Violence: which means workplace viole	ence co	ommitted by a stranger(s)		
Violence Type(s)	☐ Type 2 Violence: which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.				
	☐ Type 3 Violence: which means workplace violence against an employee by a present or former employee,				
	supervisor, or manager.				
	☐ Type 4 Violence: which means workplace violence committed in the workplace by a person who does not work				
	there but has or is known to have had a personal re				
Iden	tified Workplace Violence Hazards	(Controls and Correctiv	re Actions Implemented	

Employee Training

Discussed	Topic
	The job-specific workplace violence hazards, controls, and corrective actions identified on Page 1
	How to seek help during a violent incident or threat
	How to call security or law enforcement
	Alerts and alarms that will notify employees of workplace violence incidents
	Good housekeeping of workspaces – Closing doors, securing loose items, furniture, etc.
	Secured areas in the workplace to seek shelters during an emergency or active threat
	Emergency Response Plan for the facility (e.g., where it can be found, emergency policies, evacuation routes, and maps)
	Other:
	Other:
	Other:
Employee f	eedback on the information covered:
	nt Manager/Supervisor nt HR Professional agement