



# DOCCS Workplace Violence Risk Assessment Checklist



Please CHECK-OFF each item as it has been completed by the WV / H&S Committees.

## 1. Workplace Violence and Health & Safety Committee Meetings

- a. Schedule committee meetings to plan Risk Assessment Steps .....
- b. Identify who will take notes and how notes will be taken .....
- c. Have a copy of the directive available for reference .....
- d. Schedule dates for future meetings/ steps .....

## 2. Physical Walk Through Inspections

- a. Schedule date/s for physical walk through/s (If you are assessing a larger facility you may need multiple dates for the walk through) .....
- b. Decide who will assess each area- you may wish to invite employees working in the areas to assist .....
- c. Make sure all locations are complete (Include areas outside the fence, e.g. power plants, QWL, parking areas, etc.) .....

## 3. Walk Through Documentation

- a. Summarize the risks identified and recommended control measures (You may wish to use the sample RA forms) .....

## 4. Incident Review

- a. Schedule committee meeting/s to do the incident review .....
- b. Identify who will all collect reports for the last calendar year .....
- c. Review SH 900 logs .....
- d. Review the Workplace Violence Risk Evaluation Data (Section IV of Directive 4960) .....

## 5. Policy Review

- a. Schedule meeting/s for policy review .....
- b. Have a copy of the directive available for reference .....
- c. Review any directives that could have an impact on WV .....
- d. If any directive changes review for potential positive or negative impacts on the WV program .....

**6. Final Meetings**

- a. Committee Meeting- to summarize risks, controls and recommendations for the facility executives ....
- b. Facility Specific WV Training Preparation Meeting- to develop site specific WV Training Program.....
- c. Meeting with Facility Training Coordinator- to discuss site specific training for all facility staff .....

**7. Long term planning**

- a. Perform at least an annual review of:
  - i. All the WV incidents .....
  - ii. Make changes to training as new WV risks and controls are identified .....

For more information on Workplace Violence Prevention, or for questions on your program, please contact your Union and/or Management representative.

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*Upon request, PEF Occupational Safety & Health will provide training, technical information, factsheets, standards, regulations, and other resources.*

*Please contact us at 518-785-1900, ext. 254 or 1-800-342-4306, ext. 254 or [healthandsafety@pef.org](mailto:healthandsafety@pef.org)*

**Funded in part by  
NYS and PEF Article 18 Committee Safety & Health Initiatives Program Grant  
and  
NYS Department of Labor Hazard Abatement Board  
OSH Training and Education Grant**

*Produced by the New York State Public Employees Federation*

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