

VIOLENCE - PHYSICAL

## Workplace Violence Risk Assessment (WVRA) Form

### SD71 Comox Valley

To be completed by Site Based Committee (if required)

“violence” in the workplace means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury.

*4.27 Definitions – Violence in the Workplace, Worksafe BC (WCB)*

Employee Name: \_\_\_\_\_ Date of incident: \_\_\_\_\_

Persons Involved: \_\_\_\_\_

Physical Injury:    Yes                     No                   

Describe Incident:

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                 Please check <input checked="" type="checkbox"/> the boxes that best describes the risk at school             </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> High             </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Medium             </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Low             </div>	<h3 style="text-align: center;">Intensity</h3> <p style="text-align: center;"><u>If an incident has occurred, how severe was the injury?</u></p> <p>Examples:    Severe injury causing hospitalization                                    <i>(broken bones, cuts, lacerations, concussion)</i></p> <p style="margin-left: 40px;">Moderate injury                                    <i>(sprain, dis-location, fracture, major bruising)</i></p> <p style="margin-left: 40px;">Low injury                                    <i>(some light bruising, scratches, swelling, soreness)</i></p>
<div style="margin-bottom: 10px;"> <input type="checkbox"/> High             </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Medium             </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Low             </div>	<h3 style="text-align: center;">Frequency</h3> <p style="text-align: center;"><u>How often are incidents likely to occur?</u></p> <p>Examples:    at least once per week up to once or more a day                                    at least once a month up to once a week                                    at least once a year up to once a month</p>

1.  A Staff Safety Plan is in place.
  - If a safety plan is in place, do not proceed to questions 2 or 3
2.  This person presents a risk of violence toward staff (see chart above).
  - A safety plan must be written when the intensity indicator or frequency indicator exceeds **low**.
  - The Principal or Site Based Safety Committee Designate signature is required on this form.
3.  This person does not present a risk of violence toward staff (see chart above).
  - As per the threshold instructions above (see #2).

\_\_\_\_\_  
 (Signature of Site Based Committee Designate)

\_\_\_\_\_  
 (Date – form completed)

Copies to: District Health and Safety Officer, Student File at School site, CDTA, CUPE, HR

VIOLENCE – NON PHYSICAL

## Workplace Violence Risk Assessment (WVRA) Form

### SD71 Comox Valley

To be completed by Site Based Committee (if required)

“violence” in the workplace means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behavior which gives a worker reasonable cause to believe that he or she is at risk of injury.

*4.27 Definitions – Violence in the Workplace, Worksafe BC (WCB)*

Employee Name: \_\_\_\_\_ Date of incident: \_\_\_\_\_

Persons Involved: \_\_\_\_\_

Threatening Statements or Behaviors:    Yes                       No

Describe Incident:

Please check  
 the boxes  
that best  
describes the  
risk at school

- High
- Medium
- Low

#### Intensity

If an incident has occurred, how severe was it?

Examples:    *threatening gestures / language / actions*  
                  *intrusion of personal space / use of offensive*  
                  *language /yelling or screaming / spitting*

#### Frequency

How often are incidents likely to occur?

Examples:    at least once per week up to once or more a day  
                  at least once a month up to once a week  
                  at least once a year up to once a month

1.  A Staff Safety Plan is in place.
  - If a safety plan is in place, do not proceed to questions 2 or 3
2.  This person presents a risk of violence toward staff (see chart above).
  - A safety plan must be written when the intensity indicator or frequency indicator exceeds **low**.
  - The Principal or Site Based Safety Committee Designate signature is required on this form.
3.  This person does not present a risk of violence toward staff (see chart above).
  - As per the threshold instructions above (see #2).

\_\_\_\_\_  
(Signature of Site Based Committee Designate)

\_\_\_\_\_  
(Date – form completed)

Copies to: District Health and Safety Officer, Student File at School site, CDTA, CUPE, HR