

TOOL TYPE **FORM**
GEOGRAPHY **ALL**

LAST REVIEWED **2/25/13**
SOURCE: CANADIAN
 INITIATIVE ON
 WORKPLACE
 VIOLENCE

THREAT ASSESSMENT TEAM REPORT FORM

BENEFITS

Because the OHS laws require employers to protect workers from violence in the workplace, you must take threats against a worker seriously. One way to handle such threats appropriately is by establishing a threat assessment team. The team will investigate all threats of violence, determine the risk they present and propose strategies to eliminate or reduce that risk. These findings should be contained in a report.

HOW TO USE THE TOOL

Your threat assessment team can use a form such as this one to report the results of its investigation into a threat of violence. This form, which is adapted from one from the Canadian Initiative on Workplace Violence, is based on the risk factors spelled out in HCR-20. You should adapt the form for the risk assessment process, tool and/or factors that your team uses and your team's rules of procedure.

OTHER RESOURCES:

[Canadian Initiative on Workplace Violence](#)

[Workplace Violence: How to Establish an Effective Threat Assessment Team](#)

[Recorded Webinar: Use a Team to Assess Threats of Violence](#)

[Workplace Violence Compliance Centre](#)

[SAFE System on Workplace Violence](#)

[Safety Talk on Preventing Workplace Violence](#)

THREAT ASSESSMENT TEAM REPORT FORM

NAME OF TARGET OF THREAT:		
NAME OF MAKER OF THREAT:		
NAME OF PERSON COMPLETING THIS FORM:		
DATE OF COMPLETION:		
LIST ALL INFORMATION SOURCES AND DOCUMENTS REVIEWED AS PART OF ASSESSMENT:		
<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 		
HISTORICAL FACTORS		
Indicate if any of the following factors were present:		
	YES	NO
Previous violence		
Age of first violent incident		
Employment problems		
Substance abuse problems		
Major mental illness		
Psychopathy (as determined by a qualified professional)		
Early maladjustment		

Personality disorder (as determined by a qualified professional)		
Prior supervision failure		
If you indicated yes to any of the above, explain in detail below:		
CLINICAL FACTORS		
Indicate if any of the following factors were present:		
	YES	NO
Lack of insight		
Negative attitude		
Active symptoms of major mental illness (as determined by a qualified professional)		
Impulsivity		
Unresponsive to treatment		
If you indicated yes to any of the above, explain in detail below:		

RISK MANAGEMENT FACTORS

Indicate if any of the following factors were present:

	YES	NO
Plans lack feasibility		
Exposure to destabilizers		
Lack of personal support		
Noncompliance with remedial attempts		
Stress		
Other risk management factors		

If you indicated yes to any of the above, explain in detail below:

RISK LEVEL: ☐ **HIGH** ☐ **MODERATE** ☐ **LOW**

REPORT LIMITATIONS:

RECOMMENDATIONS:

