Threat Assessment 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.