



Date: _____

Sample Records Examination

Instructions: Examine records below from the previous year to identify patterns, if any, of injuries in particular areas of the workplace or incidents which involve specific operations or specific individuals. Record the results in the column to the right.	
Record Examination a. Log of Work Related Injuries and Illnesses (Form SH900) b. Summary of Work Related Injuries and Illnesses (Form SH900.1) c. Injury and Illness Incident Report (Form SH900.2) d. Utica National Loss Control Reports	Results of the examination
Workplace Violence Incident Reports	
Personnel Disciplinary Reports	
Workers' Compensation Reports	



Assessment of Relevant Policies, Practices, and Procedures

Instructions: Conduct an assessment of policies, work practices and procedures that may impact the risk of workplace violence.	
	Record the results of the assessment and any associated risks below.
Examples of relevant policies: - Domestic Violence - Sexual Harassment - Visitation Policies - Policies relevant to the care and treatment of Students, staff, and visitors/community - Policies for staff in field travel assignments/field trips/work-related conferences (daily check-in procedures, itineraries, cell phones provided, etc.) Examples of work practices and procedures: - Visitor/Client sign in/out - Escorting visitor(s)/client(s) - One visitor entrance used - Desks clear of objects which may become weapons (might be relevant in situations where dealing with the public) - I.D. Badges used - Itineraries with employee contact info. - Periodic check-in procedures - After-hours contact procedures - Procedure on how to control/defuse potentially violent situations - Supplied with personal cellular phone/radio - Limit visible clues of carrying money/valuables - Partnering Arrangements if necessary	