



Workplace Violence Prevention - Worker Orientation Checklist

SD58-10

- ☐ Definition of workplace violence and examples relevant to K-12 settings.
- ☐ How to recognize escalating or potentially violent situations.
- ☐ School/worksite emergency and assistance procedures.
- ☐ How and where to report a violent incident or threat.
- ☐ Difference between workplace-violence reporting and injury reporting; when both may be required.
- ☐ How incidents are reviewed/investigated and how corrective actions are communicated.
- ☐ Location of SD58 violence-prevention resources and forms.
- ☐ How risk assessments and ISWIs are used; worker's responsibility to follow safe work instructions.
- ☐ Right and process to refuse unsafe work.
- ☐ Post-incident supports and advice to seek medical care where injury/adverse symptoms occur.
- ☐ Who to contact with questions: principal/supervisor, HR/OHS, Joint Health and Safety Committee representative.

Employee: _____ School/worksite: _____

Orientation completed by: _____ Date: _____