AQUATIC FACILITY SELF ASSESSMENT TOOL

Name: | Date: | Time:

WH&S Systems

This section of the form assesses the generic workplace structures that are in place to support work health and safety activities.

	Yes	No	N/A	Comments
Our workplace has a work health and safety (WHS) committee.	◯	◯	◯	
Our workplace has a formal written policy for the prevention of work related violence and aggression (OVA).	◯	◯	◯	
Our policies and procedures support workers in implementing the prevention and management of OVA.	◯	◯	◯	

OVA Policy Content

This section of the form assesses the generic workplace structures that are in place to support work health and safety activities.

The OVA Policy:	Yes	No	N/A	Comments
applies to all workers, contractors and volunteers	◯	◯	◯	
acknowledges the PCBU's responsibility to provide a work environment free from risk of OVA	◯	◯	◯	
includes a clear statement that workers should not tolerate, or put themselves at risk of exposure to OVA	◯	◯	◯	
states the provision of training for all workers who have contact with the general public, appropriate to their identified level of exposure and risk	◯	◯	◯	
requires all incidents, 'near misses' and threats of OVA to be reported.	◯	◯	◯	

Risk Management

This section of the form provides an opportunity to review hazard identification, risk assessment and management processes related to client-initiated aggression and violence.

The OVA Policy:	Yes	No	N/A	Comments
Our workplace has a formal documented process for reporting risks/hazards.	◯	◯	◯	
Any worker is able to report a risk/hazard.	◯	◯	◯	
OVA risks/hazards are formally assessed and documented by appropriately trained and/ or experienced people.	◯	◯	◯	
Documented risk assessments include possible control measures to eliminate or minimise OVA risks as far as is reasonably practicable.	◯	◯	◯	
Control measures are introduced that are proportionate to the identified risk.	◯	◯	◯	
OVA risks/hazards and assessments are reported at WHS meetings.	◯	◯	◯	
Reviews are conducted following an incident of OVA to identify hazards that had not previously been identified.	◯	◯	◯	

Client Engagement

This section of the form provides an opportunity to review policies and procedures related to client-initiated workrelated aggression and violence.

	Yes	No	N/A	Comments
There are easy to see and accessible public displays advising clients this is a 'violence free' workplace.	◯	◯	◯	
Our workplace has an incident/aggression/ response team.	◯	◯	◯	
requires all incidents, 'near misses' and threats of OVA to be reported.	◯	◯	◯	
Written policies and procedures for client warning notices and refusal of entry have been implemented and reviewed in the past three years.	◯	◯	◯	
Our facility has a written procedure for requesting assistance from management that identifies situations that could require assistance and communication channels when assistance is required.	◯	◯	◯	
There is an organisational procedure for reporting violent or aggressive incidents to the police.	◯	◯	◯	

Client Engagement cont..

Our facility has documented policies and procedures on restraint of clients. The documents include:

	Yes	No	N/A	Comments
the use of defusing/de-escalation techniques as preventative measures in the first instance	◯	◯	◯	
how to access additional support if situations continue to escalate	◯	◯	◯	
responsibility and accountability for the decision to physically restrain a client	◯	◯	◯	
procedures that reflect actual resource availability for client restraint	◯	◯	◯	
client seclusion policies and procedures that are compliant with legislative requirements	◯	◯	◯	

Staff Management

This section of the form provides an opportunity to review human resource management and development processes related to client-initiated aggression and violence.

	Yes	No	N/A	Comments
Our workplace has a documented code of conduct for workers and workers are made aware of this policy during induction.	◯	◯	◯	
All position descriptions make reference to a worker's obligations in relation to WHS / OVA	◯	◯	◯	
There is a process for determining staffing levels in known high-risk areas / times of the workplace.	◯	◯	◯	
All areas have appropriately qualified and experienced workers available/rostered to cover all hours of operation.	◯	◯	◯	
There is capacity to rotate workers into alternate duties to reduce exposure to OVA.	◯	◯	◯	
Our workplace has procedures in place to provide workers with backup and support when working alone or in isolation.	◯	◯	◯	

Staff Support

Support is offered to aquatic facility staff following a serious incident:

	Yes	No	N/A	Comments
in the immediate aftermath of an incident	◯	◯	◯	
within 24 hours of an incident	◯	◯	◯	
one week after an incident.	◯	◯	◯	
Support is offered and provided with respect for individual needs and personal support mechanisms.	◯	◯	◯	
Our workplace has access to skilled debriefing personnel/services.	◯	◯	◯	
Our workplace has an Employee Assistance Program (EAP) available to all workers.	◯	◯	◯	
Psychological support e.g. informal debriefing and peer support are available on an ongoing basis.	◯	◯	◯	
Workers are encouraged, and supported in, reporting incidents of OVA.	◯	◯	◯	

Staff Support cont..

	Yes	No	N/A	Comments
Support is offered to workers through police and legal processes following incidents of OVA.	◯	◯	◯	
within 24 hours of an incident	◯	◯	◯	

Training and Education

WHS education is provided to all new workers during orientation and induction to the workplace.	◯	◯	◯	
Our organisation has/accesses a tiered education and training program related to OVA prevention and management.	◯	◯	◯	
Workers who receive skill-based training are provided with updates for skill maintenance on an annual basis.	◯	◯	◯	
ERT members are provided with updates on education and training annually.	◯	◯	◯	

Documenting, Reporting and Investigation

This section of the form provides an opportunity to review documentation, reporting and investigation processes following an incident or 'near miss'.

	Yes	No	N/A	Comments
Our workplace has a system for reporting incidents of OVA	◯	◯	◯	
Aquatic Facility Staff are aware of their obligation to formally report incidents of OVA	◯	◯	◯	
All incidents of OVA are reported within 12 hours of occurring.	◯	◯	◯	
Our system for reporting incidents is accessible to all workers.	◯	◯	◯	
All incidents are systematically investigated to identify all contributing factors including workplace design, procedures, training, communication etc	◯	◯	◯	
All incidents are systematically investigated to identify workers involved receive support	◯	◯	◯	
Comprehensive reports of incident data are tabled at relevant facility and management meetings.	◯	◯	◯	

Measurement and Evaluation

This section of the form provides an opportunity to review measurement and evaluation processes related to clientinitiated aggression and violence.

	Yes	No	N/A	Comments
Reports received at WH&S Meetings related to Psychosocial Risks, OVA Incidents and near misses	◯	◯	◯	
Reports received at WH&S Meetings related to OVA Control measures and recommendations	◯	◯	◯	
Minutes of meetings reflect responsibility and accountability for further actions.	◯	◯	◯	
At WH&S Committee / Board meetings Workers' compensation insurance premiums are monitored every 12 months.	◯	◯	◯	
At WH&S Committee / Board meetings Impacts on the implementation of control measures for OVA is reviewed	◯	◯	◯	

AQUATIC FACILITY SELF ASSESSMENT TOOL - ACTIONS

WHAT ACTIONS DO WE NEED TO TAKE TO IMPROVE

WHO DO WE NEED TO TALK TO?