Workplace Assessment Questionnaire

1. Workplace Assessment Questionnaire

The United Church of Canada has an obligation under Bill 168 of the Occupational Health and Safety Act to provide a safe working environment, free from harassment and violence. It is important that we understand the work environment from the perspective of our employees, and are therefore asking for your feedback.

Please take a few minutes to answer the following questions regarding abuse, harassment and violence in our workplace.

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would be appreciated if this could be completed	d by February 1, 2011.
2. Verbal Abuse	
erbal abuse is defined as abusive behavior invo	lving the use of language with or without the use of expletives.
1. Have you experienced verbal al	ouse while an employee of this organization?
j∵∩ Yes	j₁ No
2. What was the relationship of the	e abuser to you?
€ colleague	e member of the church
supervisor	public (includes all visitors)
volunteer/elected member	e other
Other (please specify)	
3. If you experienced verbal abuse	e, did you report the incident(s)?
j₁∩ Yes	j _n No
4. If yes, did you report the incider	nt(s)
j∩ Verbally?	jn In writing?
3. Written Abuse	
nay include remarks made on websites/blogs.	olving the use of written language with or without the use of expletives;

1. Have you experienced written abuse while an employee of this organization?

jm	Yes	j m	No

2. If yes, did you report the inci	ueiit(ə):
jn Yes	j _{r∩} No
3. If yes, did you report the inci	dent(s)
j₁ Verbally?	j_{Ω} In writing?
. What was the relationship of	the abuser to you?
€ colleague	e member of the church
€ supervisor	public (includes all visitors)
e volunteer/elected member	€ other
Other (please specify)	
larassment is described as en	sment while an employee of this organization? gaging in a course of vexatious comment or conduct tha to be known to be unwelcome
i. Have you experienced haras larassment is described as en	gaging in a course of vexatious comment or conduct tha
i. Have you experienced haras larassment is described as en s known or ought reasonably	gaging in a course of vexatious comment or conduct that to be known to be unwelcome
i. Have you experienced haras larassment is described as en s known or ought reasonably	gaging in a course of vexatious comment or conduct that to be known to be unwelcome
5. Have you experienced haras darassment is described as ensemble known or ought reasonably in Yes 6. If yes, did you report the inci	gaging in a course of vexatious comment or conduct that to be known to be unwelcome jn No dent(s)?
5. Have you experienced haras darassment is described as ens known or ought reasonably in Yes 6. If yes, did you report the inci	gaging in a course of vexatious comment or conduct that to be known to be unwelcome jn No dent(s)?
5. Have you experienced haras darassment is described as ens known or ought reasonably in Yes 6. If yes, did you report the incident of Yes 7. If yes, did you report the incident of Yes	gaging in a course of vexatious comment or conduct that to be known to be unwelcome jn No dent(s)? jn No dent(s)
5. Have you experienced haras darassment is described as ens known or ought reasonably you was 6. If yes, did you report the inci	gaging in a course of vexatious comment or conduct that to be known to be unwelcome jn No dent(s)? jn No dent(s)
5. Have you experienced haras darassment is described as ens known or ought reasonably in Yes 6. If yes, did you report the incition Yes 7. If yes, did you report the incition Verbally? 8. What was the relationship of	gaging in a course of vexatious comment or conduct that to be known to be unwelcome jn No dent(s)? jn No dent(s) jn In writing? the abuser to you?
5. Have you experienced haras larassment is described as ens known or ought reasonably in Yes 6. If yes, did you report the incition Yes 7. If yes, did you report the incition Verbally? 8. What was the relationship of colleague	gaging in a course of vexatious comment or conduct that to be known to be unwelcome jn No dent(s)? jn No dent(s) jn In writing? the abuser to you? emember of the church

4. Physical Violence

Physical violence is described as the exercise of physical force that causes or could cause physical injury; or an attempt to exercise physical force.

Workplace Assessment Questionnaire

1. Have you experienced a threat of physical violence while an employee of this organization?

Physical violence is described as the exercise of physical force that causes or could cause physical injury; or an attempt to exercise physical force

cause physical injury, or all attempt to exerc	ise physical force
jr∩ Yes	j _∩ No
2. If yes, did you report the incident(s)?	
jr∩ Yes	j _∩ No
3. If yes, did you report the incident(s)	
j∩ Verbally?	j_{\cap} In writing?
4. What was the relationship of the abuser to	you?
€ colleague	e member of the church
€ supervisor	public (includes all visitors)
e volunteer/elected member	€ other
Other (please specify)	
5. Have you experienced a physical assault organization?	or attack while an employee of this
jr∩ Yes	j _{'∩} No
6. If yes, did you report the incident(s)?	
jn Yes	j _∩ No
7. If yes, did you report the incident(s)	
j∩ Verbally?	j_{\cap} In writing?

e colleague e member of the church e supervisor e volunteer/elected member Other (please specify) General Questions 1. Do you ever work alone or with a small number (2-3) of co-workers? In No 2. Do you ever work in a community-based setting? In No 3. Do you ever work late into the evening, past 7:00 p.m., or early in the morning, prior 7:30 a.m.? In No 4. Are you concerned about violence on the job? In No 5. If yes, what are your concern(s)? 6. Do you believe that your concern(s) represent a: In Nigh risk In medium risk In low risk	8. What was the relati	onship of the abuser t	o you?
Other (please specify) General Questions 1. Do you ever work alone or with a small number (2-3) of co-workers? jn Yes jn No 2. Do you ever work in a community-based setting? jn Yes jn No 3. Do you ever work late into the evening, past 7:00 p.m, or early in the morning, prior 7:30 a.m.? jn Yes jn No 4. Are you concerned about violence on the job? jn Yes jn No 5. If yes, what are your concern(s)?	e colleague		e member of the church
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2. Do you ever work in a community-based setting? jn Yes jn No 3. Do you ever work late into the evening, past 7:00 p.m., or early in the morning, prior 7:30 a.m.? jn Yes jn No 4. Are you concerned about violence on the job? jn Yes jn No 5. If yes, what are your concern(s)?	General Questions		
2. Do you ever work in a community-based setting? jn Yes jn No 3. Do you ever work late into the evening, past 7:00 p.m., or early in the morning, prior 7:30 a.m.? jn Yes jn No 4. Are you concerned about violence on the job? jn Yes jn No 5. If yes, what are your concern(s)?	1. Do you ever work a	llone or with a small n	umber (2-3) of co-workers?
Jin No 3. Do you ever work late into the evening, past 7:00 p.m., or early in the morning, prior 7:30 a.m.? Jin Yes Jin No 4. Are you concerned about violence on the job? Jin Yes Jin No 5. If yes, what are your concern(s)?	j∕∩ Yes		jn No
3. Do you ever work late into the evening, past 7:00 p.m., or early in the morning, prior 7:30 a.m.? jn Yes jn No 4. Are you concerned about violence on the job? jn Yes jn No 5. If yes, what are your concern(s)? 6. Do you believe that your concern(s) represent a:	2. Do you ever work i	n a community-based	setting?
7:30 a.m.? jn Yes jn No 4. Are you concerned about violence on the job? jn Yes jn No 5. If yes, what are your concern(s)? 6. Do you believe that your concern(s) represent a:	j∕∩ Yes		j∕∩ No
4. Are you concerned about violence on the job? jn Yes 5. If yes, what are your concern(s)? 6. Do you believe that your concern(s) represent a:	-	ate into the evening, pa	ast 7:00 p.m., or early in the morning, prior
5. If yes, what are your concern(s)? 6. Do you believe that your concern(s) represent a:	j _n Yes		jn No
5. If yes, what are your concern(s)? 6. Do you believe that your concern(s) represent a:	4. Are you concerned	about violence on the	job?
6. Do you believe that your concern(s) represent a:	j₁ Yes		jn No
6. Do you believe that your concern(s) represent a:	5. If ves. what are you	ır concern(s)?	
j_{\cap} high risk j_{\cap} medium risk j_{\cap} low risk	6. Do you believe that	t your concern(s) repre	esent a:
	jn high risk	jn medium risk	j_{\bigcap} low risk

Workplace Assessment Questionnaire

7. Please indicate which Unit you work in?	This is required to determine if some Units
experience a higher risk than others.	

jn.	Aboriginal Ministries Circle
<u>j</u> m	Communities in Mission
j n	Financial Services
j n	Financial Stewardship
<u>j</u> m	Human Resources
<u>j</u> m	Justice Global & Ecumenical Relations
j m	Office of the Moderator and General Secretary
m	Resource, Production and Distribution