

## **ANR Cooperative Extension Risk Assessment Best Practices**

### **Safety in the Workplace**

1. Provide county and regional training to address violence in the workplace, sexual harassment prevention, disaster preparedness plans, safety, etc.
2. Make risk management information readily available to staff on web and in hard copy postables
3. Contact regional office immediately on identifying possible threat of violence
4. Develop/execute MOUs that specifically address facilities that have inherent safety issues
5. Contact regional office to report unsafe/unhealthy working conditions, including ergonomics
6. Train staff prior to allowing them to work on assigned duties
7. Proactively maintain property and facilities
8. Hold staff and volunteers responsible for their behavior towards others
9. Make staff aware that safety training information is available and where to find it
10. Require and document training for staff
11. Implement standardized Illness and Injury Prevention Program (IIPP) in all counties
12. Systematically train staff on how to avoid violent behavior and how to react to violent behavior of others
13. Develop county-based response plan to violence
14. Develop plan for addressing violence for those that are not close to campus (e.g., UCCE County offices)
15. Review and resolve problems resulting from “questionable” locations (e.g., offices in high-crime areas)