

# Workplace Violence Prevention Assessment Checklist\*

Use this checklist as part of a safety and health inspection or audit. If a question does not apply to the facility, then write "N/A" (not applicable) in the notes column. Add any other questions that may be appropriate. The following items serve merely as an example of what might be used or modified by employers to help identify hazards and prevent workplace violence.

STAFFING	YES	NO	Notes/Follow-up Action
Is there someone responsible for building security? Who is it?			
Are workers told who is responsible for security?			
Is adequate and trained staffing available to protect workers who are in potentially dangerous situations?			
Are there trained security personnel accessible to workers in a timely manner?			
Do security personnel have sufficient authority to take all necessary action to ensure worker safety?			
Are security personnel provided outside the building?			
Is the parking lot attended or otherwise secure?			
Are security escorts available to walk employees to and from the parking lot?			
TRAINING	YES	NO	Notes/Follow-up Action
Are workers trained in the emergency response plan (for example, escape routes, notifying the proper authorities)?			
Are workers trained to report violent incidents or threats?			
Are workers trained on how to handle difficult residents and family members?			
Are workers trained in ways to prevent or defuse potentially violent situations?			
Are workers trained in personal safety and self-defense?			

FACILITY DESIGN	YES	NO	Notes/Follow-up Action
Are there enough exits and adequate routes of escape?			
Can exit doors be opened only from the inside to prevent unauthorized entry?			
Is the lighting adequate to see clearly in indoor areas?			
Are there employee-only work areas that are separate from public areas?			
Is access to work areas only through a reception area?			
Are reception and work areas designed to prevent unauthorized entry?			
Could someone hear a worker call for help?			
Can workers observe residents or visitors in waiting areas?			
Do areas used for resident or family interviews allow co-workers to observe any problems?			
Are common areas and work areas free of objects that could be used as weapons?			
Are chairs and furniture secured to prevent their use as weapons?			
Is furniture in common areas and work areas arranged to prevent workers from becoming trapped?			
Are resident areas designed to maximize comfort and minimize stress?			
Is a secure place available for workers to store their personal belongings?			
Are private, locked restrooms available for staff?			

SECURITY MEASURES Does the facility have the following:	YES	NO	Notes/Follow-up Action
Physical barriers (Plexiglas partitions, elevated counters to prevent people from jumping over them, bullet-resistant customer windows, etc.)?			
Security cameras or closed-circuit TV in high-risk areas?			
Panic buttons – (portable or fixed)			
Alarm systems?			
Metal detectors?			
X-ray machines?			
Door locks?			
Internal phone system to activate emergency assistance?			
Phones with an outside line programmed to call 911?			
Security mirrors (convex mirrors)?			
Secured entry (buzzers)?			
Personal alarm devices?			
OUTSIDE THE FACILITY	YES	NO	Notes/Follow-up Action
Do workers feel safe walking to and from the workplace?			
Are the entrances to the building clearly visible from the street?			
Is the area surrounding the building free of bushes or other hiding places?			
Is video surveillance provided outside the building?			
Is there enough lighting to see clearly outside the building?			
Are all exterior walkways visible to security personnel?			
Is there a nearby parking lot reserved for employees only?			
Is the parking lot free of bushes or other hiding places?			
Is there enough lighting to see clearly in the parking lot and when walking to the building?			
Have neighboring facilities and businesses experienced violence or crime?			

WORKPLACE PROCEDURES	YES	NO	Notes/Follow-up Action
Are employees given maps and clear directions in order to navigate the areas where they will be working?			
Is public access to the building controlled?			
Are floor plans posted showing building entrances, exits, and location of security personnel?			
Are these floor plans visible only to staff and not to outsiders?			
Is other emergency information posted, such as the telephone numbers?			
Are special security measures taken to protect staff who work late at night (escorts, locked entrances, etc.)?			
Are visitors escorted to offices for appointments?			
Are authorized visitors to the building required to wear ID badges?			
Are identification tags required for staff (omitting personal information such as the person's last name and social security number)?			
Are workers notified of past violent acts by particular residents, visitors, etc.?			
Is there an established liaison with local police and counseling agencies?			
Are residents and visitors in waiting areas clearly informed how to use the facility's services so they will not become frustrated?			
Are waiting times for resident and visitor services kept short to prevent frustration?			
Are broken windows and locks repaired promptly?			
Are security devices (locks, cameras, alarms, etc.) tested on a regular basis and repaired promptly when necessary?			

\*This form was extracted from: *Guidelines for Preventing Workplace Violence for Health Care and Social Service Workers*. OSHA Publication 3148, (2016).