

WORKPLACE VIOLENCE CHECKLIST

Please use the following checklist to identify and evaluate workplace security hazards. TRUE notations indicate a potential risk for serious security hazards:

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| | | This industry frequency confronts violent behavior and assaults of staff. |
| | | Violence occurs regularly where this facility is located. |
| | | Violence has occurred on the premises or in conducting business. |
| | | Customers, clients, or co-workers assault, threaten, yell, push, or verbally abuse employees or use racial or sexual remarks. |
| | | Employees are NOT required to report to the employer incidents or threats of violence, regardless of injury or severity |
| | | Employees have NOT been trained by the employer to recognize and handle threatening, aggressive, or violent behavior. |
| | | Violence is accepted as "part of the job" by some managers, supervisors, and/or employees. |
| | | Access and freedom of movement within the workplace are NOT restricted to those persons who have a legitimate reason for being there. |
| | | The workplace security system is inadequate -- i.e., door locks malfunction, windows are not secure, and there are no physical barriers or containment systems. |
| | | Medical and counseling services have NOT been made available to employees who have been assaulted. |
| | | Alarm systems such as panic alarm buttons, silent alarms, or personal electronic alarm systems are NOT being used for prompt security assistance. |
| | | There is no regular training provided on correct response to alarm sounding. |
| | | Alarm systems are NOT tested on a monthly basis to assure correct function. |
| | | Security guards are NOT employed at the workplace. |
| | | Closed circuit cameras and mirrors are NOT used to monitor dangerous areas. |
| | | Metal detectors are NOT available or NOT used in the facility. |
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| | | Employees have NOT been trained to recognize and control hostile and escalating, aggressive behaviors, and to manage assaultive behavior. |
| | | Employees CANNOT adjust work schedules to use the "Buddy system" for visits to clients in areas where they feel threatened. |
| | | Cellular phones or other communication devices are NOT made available to field staff so to enable them to request aid. |
| | | Vehicles are NOT mainlined on a regular basis to ensure reliability and safety. |
| | | Employees word: The assistance is NOT quickly available. |