

# Workplace Violence Checklist



This checklist can help employers identify present or potential workplace violence problems. It contains various factors and controls that are commonly encountered. Not all the questions listed here fit all types of businesses, and this checklist obviously does not include all possible topics that specific businesses need.

*\*Employers should expand, modify, and adapt this checklist to fit their own circumstances.*

## ENVIRONMENTAL

### ENTRIES/EXITS

- Are there enough exits and adequate routes of escape?
- Can exit doors be opened only from the inside to prevent unauthorized entry?
- Is access to work areas only through a reception area?
- Are reception and work areas designed to prevent unauthorized entry?
- Are there security guards at the entrances and/or exits of the unit?

### WORK AREA HAZARDS

- Are waiting and work areas free of objects that could be used as weapons?
- Are chairs and furniture secured to prevent use as weapons?
- Is furniture in waiting and work areas arranged to prevent employees from becoming trapped?
- Are hallways and work areas clear of obstacles that block pathways?

### WORKPLACE DESIGN

- Could someone hear a worker call for help?
- Is there appropriate lighting?
- Can employees observe customers in waiting areas from their workstations?
- Are there employee-only work areas that are separate from public areas?
- Is a secure place available for employees to store their personal belongings?
- Are private, locked restrooms available for staff?

### SECURITY MEASURES

- Are emergency phone numbers programmed into phones?
- Do employees have easy access to telephones?
- Are there security cameras?
- Are there functional alarms/panic buttons?

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## ADMINISTRATIVE

### POLICIES RELATED TO WORKPLACE VIOLENCE

- Is a “zero tolerance” policy for violence clearly communicated to employees?
- Is there a written workplace violence prevention program in your facility?
- Is there someone responsible for the violence prevention program to ensure that all managers, supervisors, and employees understand their obligations?
- Are there emergency procedures in place for violent events?
- Are there well-communicated consequences for employees who engage in workplace violence?
- Are employees instructed to report suspicious or threatening activity?
- Are employees encouraged to report violent incidents?

### SAFETY PROCEDURES

- Is there someone responsible for building security?
- Are there trained security personnel accessible to employees in a timely manner?
- Are employees told who is responsible for security?
- Is there adequate staffing available at all times to protect or aid employees against assaults or other violence?
- Is there a “buddy system” for when employees are in potentially dangerous situations?
- Do security personnel have sufficient authority to take all necessary action to ensure worker safety?

### STAFFING

- Do employees have at least one other employee on the unit with them on each shift?
- Is there adequate staffing for transfers, emergency situations, and extra-role work tasks?

### WORK ROUTINES AND RESOURCES

- Are incidents of workplace violence reviewed?

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## BEHAVIORAL

### STAFF KNOWLEDGE

- Are employees informed about incidents of workplace violence in the company?
- Are employees up to date on ethical and legal issues for workplace violence?
- Are employees made aware of policies for violence as they are updated?

### STAFF SKILLS

- Are employees trained to respond to violent situations involving patients?
- Are employees trained in ways to prevent or defuse potentially violent situations?
- Are employees trained in personal safety and self-defense?
- Are employees trained in conflict resolution?
- Are employees trained in the emergency response plan (for example, escape routes, notifying the proper authorities)?
- Are employees trained to report violent incidents or threats?

### STAFF PROFESSIONAL BEHAVIOR

- Are there trained employees who could mediate conflict between coworkers?
- Are employees trained to promote respectful treatment among coworkers?