

WORKPLACE VIOLENCE HAZARDS INSPECTION FORM

Company: _____ Date: _____

Location: _____ Building: _____

Floor Section: _____ Name: (optional) _____

YES	NO
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Parking Lot

Are the entrances and exits well marked?		
Does the lot have signs with security reminders (e.g., 'lock your car,' 'security patrolled')?		
Is there enough lighting?		
Are alarms clearly marked?		
Do pass cards control access to the lot?		
Are company vehicles parked on-site after hours?		
If yes , is there a secured parking lot for company vehicles after hours?		
Have vehicles been stolen from the parking lot?		
Have vehicles been broken into?		

Around the Outside of the Building (Perimeter)

Is your workplace near any buildings or businesses that are at risk from violent crime (e.g., bars, banks)?		
Do violent, criminal, drunk, or drugged persons ever come into your building?		
Is your building located in a high-crime area?		
Are there signs of vandalism?		
Are you located in a dense manufacturing area?		
Are you isolated from other buildings?		
Is there graffiti on the building walls?		

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	YES	NO
Around the Outside of the Building (Perimeter) (cont'd)		
Is the building entrance well lit?		
Are outside lights checked before dark?		
Are garbage areas, external buildings, or equipment that employees use:		
▪ in an area with good visibility?		
▪ close to the main building with no possible hiding places?		
Is your building shared with other businesses?		
If yes , is entry to your area(s) controlled?		
Is there a system to alert employees if intruders enter?		
Are offices designed so that public and private spaces are clearly identified?		
Do you use coded cards or keys to control access to the building or to certain areas within the building?		
Is there a system in place to limit the number of keys/entry cards given out?		
Do you change locks/codes immediately if keys/cards are lost or misplaced?		
Security System		
Do you have a security system at your location?		
If yes , is the system tested on a regular basis (e.g., at least monthly)?		
Is the security system adequate?		
Are there security guards/safety walking services available at your location?		
Are signs posted indicating that there is a security system in use?		
Are there security cameras and mirrors placed in locations that would deter potential intruders?		
Reception		
Is your reception area easily seen and easy to get to?		
Can the receptionist/sales clerk clearly see incoming visitors/customers?		
Is the reception area/sales counter visible to fellow employees or members of the public?		
Is your reception area staffed at all times?		
Can outsiders enter the building when there is no receptionist present?		

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Reception (cont'd)		
Is the reception area the first stop for visitors?		
Do you have a policy for receiving, escorting, and identifying visitors?		
Does the reception area function as a security screening area for unwanted visitors?		
Does your receptionist work alone at times?		
Is there an emergency call button at the reception area?		
If yes , have response procedures been developed?		
Are there objects/tools/equipment in this area that someone could use as a weapon?		
Signs		
When you enter the building, are there signs to identify where you are?		
Are there signs inside the building showing you where to get emergency assistance if needed?		
If no , what signs are needed and where?		

Are visitor areas and private areas clearly marked?		
Are rules for visitors clearly posted?		
Are there exit signs?		
Are there areas where exit signs are not present but are needed?		
If yes , where?		

Can the posted signs be easily seen by everyone?		
If no , where are these signs located?		

Are the hours of operation clearly posted?		
Impression of overall signage:		
<input type="checkbox"/> very poor <input type="checkbox"/> poor <input type="checkbox"/> satisfactory <input type="checkbox"/> good <input type="checkbox"/> very good		
What other signs should be added?		

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Work Practices		
Do you or any of your co-workers:		
▪ work with the public?		
▪ handle money, valuables, or prescription drugs?		
▪ carry out inspection or enforcement duties?		
▪ provide service, care, advice, or education?		
▪ work with unstable or violent persons?		
▪ work where alcohol is served?		
▪ work alone or in small numbers?		
▪ work in community-based settings?		
▪ drive a vehicle as part of the job?		
▪ work during the late hours of the evening or early hours of the morning?		
▪ use public transit during the workday?		
▪ travel to other cities/countries?		
▪ stay in hotels?		
Lighting		
List areas where lighting was a concern (too dark or too bright) during the inspection.		

Is the lighting evenly spaced?		
Are any of the lights out?		
If yes , where are they located?		

Can you access main light control switches?		
If yes , where?		

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Stairwells and Exits		
Do exit doors identify the exit location?		
Could someone easily hide at the bottom of stairwells? If yes , where? _____		
Is the lighting bright enough?		
Can lights be turned off in the stairwell?		
Is there more than one exit route?		
Are there any exit routes, which prevent you from getting away? If yes , where? _____		
Do stairwell doors lock behind you:		
▪ during regular hours of operation?		
▪ after regular hours of operation?		
Possible Areas for an Attack		
Are there empty rooms that should be locked? If yes , where? _____		
Places to Hide		
Are there small areas where someone could hide, such as:		
<input type="checkbox"/> recessed doorways <input type="checkbox"/> unlocked storage areas <input type="checkbox"/> stairwells <input type="checkbox"/> elevators		
<input type="checkbox"/> _____ <input type="checkbox"/> _____		
If so, where? _____		
What would make it easier to see if someone is hiding:		
<input type="checkbox"/> transparent materials like glass <input type="checkbox"/> mirrors <input type="checkbox"/> windows in doors		
<input type="checkbox"/> angled corners <input type="checkbox"/> less shrubbery <input type="checkbox"/> other _____		
Could someone easily hide at the bottom of stairwells?		

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Working Alone		
At the time of the inspection, did any areas feel isolated? If yes , what areas? _____		
In these areas, is there a telephone or a sign directing you to assistance?		
In these areas, how far away is the nearest person who could hear calls for help? _____		
Are alarms or panic buttons installed?		
Are the alarms or panic buttons easily accessible?		
Do you periodically check that the alarms or panic buttons are functioning?		
How many people were around you at the time of this inspection? _____		
Is it easy to predict when people will be around?		
Patterns of Movement		
Do you arrive and leave at the same time every day using the same route?		
How easily could someone get to know your patterns of movement? <input type="checkbox"/> very easily <input type="checkbox"/> somewhat easily <input type="checkbox"/> no way of knowing		
Is there another well-lit route used by a lot of people that you can take?		
Can you easily tell what is at the other end of each walkway or corridor? If no , where? _____		
In walkways and corridors, are there corners or alcoves where someone could hide? If yes , where? _____		
Elevators		
Are you able to see if the elevator is occupied before entering?		
Is there an emergency phone or emergency call button in each elevator?		
Is there a response procedure for elevator emergencies?		

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Washrooms		
Can the public use the same washrooms as staff?		
Can the lights in the washrooms be turned off?		
Are washrooms checked before building is vacated?		
Interview and Meeting Rooms		
Do you have a separate interview/meeting room?		
If yes , can employees see inside?		
Is there an alarm system in this room?		
Is the furniture arranged to allow for emergency exits?		
Individual Offices		
Are certain employees at higher risk from workplace violence because of the office layout or location?		
Has their furniture been arranged to:		
▪ allow for a quick exit from the office?		
▪ maintain a minimum distance (approx. 6 feet or 2 metres) between employees and clients?		
Have the number of objects that can be used as weapons been reduced?		
Do these offices have good visibility through the use of shatterproof glass in walls/doors?		
Emergency Assistance		
Has an emergency contact number been established for use:		
▪ during regular hours of operation?		
▪ after regular hours of operation?		
Are emergency numbers posted on phones?		
Are emergency phones accessible in all areas?		
If no , where is access needed?		
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Is there a designated “safe” room where employees can go during an emergency?		
Does this room have a telephone and a door that can be locked from the inside?		

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Areas of Improvement

What improvements would you like to see? (If you need more space, use a blank page)
