

## ATTACHMENT 5 WORKPLACE VIOLENCE CHECKLIST

The following items serve merely as an example of what might be used or modified by employers to help prevent workplace violence.

This checklist helps identify present or potential workplace violence problems. Employers also may be aware of other serious hazards not listed here. Please complete and return to the Personnel Office to assist in identifying problems and in developing training.

Designated competent and responsible observers can readily make periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence. These inspections should be scheduled on a regular basis; when new, previously unidentified security hazards are recognized; when occupational deaths, injuries, or threats of injury occur; when a safety, health and security program is established; and whenever workplace security conditions warrant an inspection.

Periodic inspections for security hazards include identifying and evaluating potential workplace security hazards and changes in employee work practices which may lead to compromising security. Please use the following checklist to identify and evaluate workplace security hazards. **TRUE** notations indicate a potential risk for serious security hazards:

- T  F This industry frequently confronts violent behavior and assaults of staff.
- T  F Violence occurs regularly where this facility is located.
- T  F Violence has occurred on the premises or in conducting business.
- T  F Customers, clients, or coworkers assault, threaten, yell, push, or verbally abuse employees or use racial or sexual remarks.
- T  F Employees are NOT required to report to the employer incidents or threats of violence, regardless of injury or severity.
- T  F Employees have NOT been trained by the employer to recognize and handle threatening, aggressive, or violent behavior.
- T  F Violence is accepted as "part of the job" by some managers, supervisors, and/or employees.
- T  F Access and freedom of movement within the workplace are NOT restricted to those persons who have a legitimate reason for being there.
- T  F The workplace security system is inadequate -- i.e., door locks malfunction, windows are not secure, and there are no physical barriers or containment systems.
- T  F Medical and counseling services have NOT been made available to employees who have been assaulted.
- T  F Alarm systems such as panic alarm buttons, silent alarms, or personal electronic alarm systems are NOT being used for prompt security assistance.
- T  F There is no regular training provided on correct response to alarm sounding.

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- T  F Alarm systems are NOT tested on a monthly basis to assure correct function.
- T  F Security guards are NOT employed at the workplace.
- T  F Closed circuit cameras and mirrors are NOT used to monitor dangerous areas.
- T  F Metal detectors are NOT available or NOT used in the facility.
- T  F Employees have NOT been trained to recognize and control hostile and escalating aggressive behaviors, and to manage assaultive behavior.
- T  F Employees CANNOT adjust work schedules to use the "Buddy system" for visits to clients in areas where they feel threatened.
- T  F Cellular phones or other communication devices are NOT made available to field staff to enable them to request aid.
- T  F Vehicles are NOT maintained on a regular basis to ensure reliability and safety.
- T  F Employees work where assistance is NOT quickly available.

ADDITIONAL COMMENTS: