

# Workplace Violence Prevention Program ASSESSMENT CHECKLIST

<b>DSS Agency</b>			
<b>Physical Address</b>			
<b>City</b>		<b>Zip Code</b>	
<b>Assessment Date</b>			
<b>Name(s) of Evaluators</b>			

*This self-inspection checklist may be used as part of a regular security inspection or hazard assessment that is conducted periodically by the Office Manager, designated managers or supervisors, or the office Workplace Violence Prevention Safety Committee. If a question does not apply to the workplace, check N/A.  
Use the "Notes/Follow-Up Action" when you identify potential security hazards and make recommendations.*

BUILDING SECURITY	YES	NO	N/A	NOTES/FOLLOW-UP ACTION
Is there someone responsible for building security? Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do employees know who is responsible for building security?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Security cameras?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Panic buttons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alarm systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Door locks for unused areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Security mirrors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Security entry (buzzers)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal alarm devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SECURITY GUARDS	YES	NO	N/A	NOTES/FOLLOW-UP ACTION
Is there an appropriate number for the site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are guards posted at the main entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do guards patrol building and grounds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are guards provided with communication equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OUTSIDE THE FACILITY	YES	NO	N/A	NOTES/FOLLOW-UP ACTION
Do employees feel safe walking to and from the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the area surrounding the building free of bushes or other hiding places?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate lighting in and around the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have neighboring facilities experienced violence or crime?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Well lighted parking lots and walkways to parking lots?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
INSIDE THE FACILITY	YES	NO	N/A	NOTES/FOLLOW-UP ACTION
Are there enough exits and adequate routes of escape?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is lighting adequate to see clearly in indoor areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the employee work-only areas separate from public areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is access to employee work areas only through a reception area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are reception and work areas designed to prevent unauthorized entry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Could someone hear an employee calling for help?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can workers observe clients in waiting areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Do areas used for client interviews allow co-workers to observe any problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are waiting and work areas free of objects that could be used as weapons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are client areas designed to maximize comfort and minimize stress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a secure place available to employees to store their personal belongings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are private, locked restrooms available for employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there places where employees can go for protection in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>WORKPLACE PRACTICE CONTROLS AND PROCEDURES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES/FOLLOW-UP ACTION</b>
Physical barriers between client/visitor areas and employee work areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A visitor/client sign in/out procedure is in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visitor(s)/client(s) are escorted in the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ID badges are used? All employees and visitors wear badges? Some employees and visitors wear badges? Badges worn by employees only? No badges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Furniture arranged in interview rooms to prevent entrapment of employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Desks and other areas are clear of objects which may become weapons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do employees alert the supervisor when preparing to interview a client who has been threatening in the past?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do employees make clear notations in case records about clients with a history of violent behavior?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are escorts arranged for employees who are concerned about walking to and from the parking lot?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employees are discouraged from working alone after hours? If employees work after hours, are they instructed in safety measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do employees working alone in remote or potentially dangerous worksites keep the supervisor or co-workers informed of their location and activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are jobs of greatest risk identified so these employees can be provided job-appropriate information and/or training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do employees have a means to alert other workers when there is a dangerous situation, for example, an internal emergency code word or phone number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are emergency phone numbers displayed by/on phones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spouse and family visits are limited to designated areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visitors must be approved by employee before entry allowed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workplace access is controlled by keys, key card, punch card, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written mail handling and bomb threat procedures exist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are your contact persons list, floor plans, evacuation plans, and other emergency materials set out for emergency responders to access quickly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For lengthy waiting times for client, is an explanation provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>FOR EMPLOYEES WHO WORK IN THE FIELD</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES/FOLLOW-UP ACTION</b>
Is a daily work plan prepared to keep a contact person informed of the employee's work schedule throughout the day, as appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a "buddy system" used in potentially dangerous situations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees trained in security awareness and safety guidelines appropriate to potentially threatening situations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees provided a communication device (such as a cell phone) for employees in the field to call for help if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are state vehicles used in the field well maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees provided hand-held alarms or noise devices for emergency use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees discouraged from carrying items that could be used as weapons against them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Client and case histories are reviewed prior to travel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
After hours contact procedures are developed and used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employees know directions and routes for their daily schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees briefed about the area in which they will be working (gangs, neighborhood culture, language, drug activity, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can employees effectively communicate with people they meet in the field (same language)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are employees given maps and good directions covering the areas where they will be working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does a policy exist to allow employees to refuse service to clients (in the home) in a hazardous situation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**GENERAL COMMENTS/RECOMMENDATIONS**