

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.

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.

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