

WORK SITE INSPECTION CHECKLIST

This checklist provides an initial, suggestive list of items for consideration by the responsible authority. Additions and deletions to the list will be necessary for each work site. The responsible authority also should determine the level or standard of compliance required for items on the modified checklist at their work sites.

STAFFING

- ◆ Is someone responsible for building security?
- ◆ Is adequate and trained staff available to protect workers against assaults or other violence?
- ◆ Is there a “buddy system” for workers in potentially dangerous situations?
- ◆ Is the parking lot attended or otherwise secure?

TRAINING

- ◆ Are workers trained on the emergency response plan (escape routes, who to notify, etc.)?
- ◆ Are workers trained on when and how to report violent incidents and threats?
- ◆ Are workers trained on ways to prevent or defuse potentially violent situations?
- ◆ Are workers trained on personal safety?

FACILITY DESIGN

- ◆ Are there a sufficient number of exits and adequate routes of escape?
- ◆ Can exit doors be opened only from the inside to prevent unauthorized entry?
- ◆ Is the lighting adequate to clearly light indoor areas?
- ◆ Is access to work areas only through a reception area?
- ◆ Could someone hear a worker’s call for help?
- ◆ Do areas used for client interviews permit others to observe any problems?

PHYSICAL FACILITY SECURITY MEASURES

Do the following items provide adequate security?

- ◆ Physical barriers.
- ◆ Security cameras.
- ◆ Panic buttons (portable or fixed).
- ◆ Alarm systems.
- ◆ Door locks.
- ◆ Internal phone system to activate emergency assistance.
- ◆ Phones with an outside line programmed to call “911”.
- ◆ Two-way radios, pagers, or cell phones.
- ◆ Security (convex) mirrors.

OUTSIDE THE FACILITY

- ◆ Are workers safe walking to and from the workplace?
- ◆ Are the entrances to the building clearly visible from the street?
- ◆ Is the area surrounding the building free of bushes and other hiding places?
- ◆ Is there sufficient lighting to see clearly outside the building?
- ◆ Is there sufficient lighting to see clearly in the parking lot when walking to the building?
- ◆ Have neighboring facilities or businesses experienced violence or crime? Have they dealt with the problem?

WORKPLACE PROCEDURES

- ◆ Is public access to the facility controlled?
- ◆ Is emergency information, such as telephone numbers, posted?
- ◆ Are visitors or clients escorted to appointments?
- ◆ Are identification tags required and worn?
- ◆ Are workers notified appropriately of past violent acts by clients and others?
- ◆ Are security devices (locks, alarms, etc.) tested on a regular basis?
- ◆ Are security devices repaired promptly if necessary?
- ◆ Are special security measures taken to protect people who work late at night or unusual schedules?

COMMENTS