SAMPLE VIOLENCE ASSESSMENT CHECKLIST

Be sure to add, remove or change items on this sample assessment form to make it specific to the risks for violence at your workplace.

Risk factors	Yes	No	Don't know
Working alone or in small numbers (e.g., after regular business hours or during travel)	◯	◯	◯
Working in isolated locations (e.g., basements or locked rooms)	◯	◯	◯
Working with the public	◯	◯	◯
Handling money or valuables	◯	◯	◯
Working at night or early in the morning	◯	◯	◯
Delivering, collecting or storing drugs, liquor or tobacco	◯	◯	◯
Working in public buildings or areas	◯	◯	◯
Young or inexperienced staff members	◯	◯	◯
Neighbourhood or community with a history of violence	◯	◯	◯
Previous incidents of violence at the workplace	◯	◯	◯
	◯	◯	◯
	◯	◯	◯
	◯	◯	◯
	◯	◯	◯
	◯	◯	◯
	◯	◯	◯

Parking lot	Yes	No	Don't know
Are the entrances and exits well-marked and lit?	◯	◯	◯
Is there enough lighting?	◯	◯	◯
Is the lot patrolled or monitored?	◯	◯	◯
• If yes, are there signs stating this?	◯	◯	◯
Have vehicles been stolen or vandalized?	◯	◯	◯
Are escorts or buddies available to walk people to their cars?	◯	◯	◯
Is there a way to call for help in the parking lot?	◯	◯	◯
Is the parking lot isolated?	◯	◯	◯
Are there areas to hide (e.g., bushes, doorways or garbage bins)?	◯	◯	◯
	◯	◯	◯
	◯	◯	◯
	◯	◯	◯
	◯	◯	◯
	◯	◯	◯
	◯	◯	◯
	◯	◯	◯
	◯	◯	◯

Outside and around the workplace	Yes	No	Don't know
Are there signs of vandalism, or has there been vandalism in the past?	◯	◯	◯
Is there enough lighting?	◯	◯	◯
Are entrances and exits well-marked and lit?	◯	◯	◯
Are there places to hide (e.g., bushes, doorways or garbage bins)?	◯	◯	◯
Is the building isolated from other buildings or businesses?	◯	◯	◯
Are there other businesses nearby that have a high risk of violence?	◯	◯	◯
Is the outside of the building patrolled or monitored?	◯	◯	◯
Are there fences or gates around the property to restrict access?	◯	◯	◯
Is access to the building restricted or limited?	◯	◯	◯
Is there a system to alert staff members when someone enters?	◯	◯	◯
Is the building locked?	◯	◯	◯
• If so, when?	◯	◯	◯
• If so, are keys or codes replaced immediately when lost or stolen?	◯	◯	◯
	◯	◯	◯
	◯	◯	◯
	◯	◯	◯
	◯	◯	◯

Reception areas	Yes	No	Don't know
Is access restricted (e.g., locked, buzzers, telecom or check-in)?	◯	◯	◯
Is there enough lighting?	◯	◯	◯
Is there a clear view of all entrances and waiting areas?	◯	◯	◯
Are there places to hide (e.g., plants, stairwells, elevators, alcoves or washrooms)?	◯	◯	◯
Is furniture designed to reduce contact between staff members and the public?	◯	◯	◯
Is furniture arranged to reduce contact between staff members and the public?	◯	◯	◯
Are there any objects that could be used as weapons?	◯	◯	◯
Is furniture secured to the floor?	◯	◯	◯
Is there a way to call for help?	◯	◯	◯
Is there a clear, unobstructed means of escape?	◯	◯	◯
Is access to other areas restricted (e.g., locked, codes, cards, buzzers or check-in)?	◯	◯	◯
Are visitors or clients easy to identifiy (e.g., wearing badges or name tags)?	◯	◯	◯
Is there a way to flag visitors or clients who have a history of violence?	◯	◯	◯
	◯	◯	◯
	◯	◯	◯
	◯	◯	◯
	◯	◯	◯

General	Yes	No	Don't know
Is there enough lighting?	◯	◯	◯
Can the lights be turned off?	◯	◯	◯
Are there places to hide (e.g., plants, stairwells, elevators or alcoves)?	◯	◯	◯
Can the end of each stairwell, hall, or elevator be seen (e.g., are there mirrors or corners)?	◯	◯	◯
Is public access to the washrooms controlled?	◯	◯	◯
Are there individual offices or rooms?	◯	◯	◯
• If so, is furniture arranged to allow a quick exit?	◯	◯	◯
• If so, is furniture designed to reduce contact between staff and the public?	◯	◯	◯
• If so, is there a way to call for help?	◯	◯	◯
Are there private areas for staff members (e.g., lunchrooms, change rooms and washrooms)?	◯	◯	◯
• If so, is access restricted to staff use only (i.e., with codes, keys or cards)?	◯	◯	◯
Are there secure places for storing money or valuables?	◯	◯	◯
Is cash kept on site?	◯	◯	◯
• If so, is the amount of cash on hand limited (e.g., regular pick-ups and deposits)?	◯	◯	◯
• If so, is there a safe for large amounts of cash?	◯	◯	◯
Are security personnel and/or equipment on site?	◯	◯	◯
• If so, are the personnel trained and/or security equipment checked regularly?	◯	◯	◯

General	Yes	No	Don't know
	◯	◯	◯
	◯	◯	◯
	◯	◯	◯
	◯	◯	◯

Policies, procedures and training	Yes	No	Don't know
Is a violence prevention policy posted?	◯	◯	◯
Are there emergency response plans for violent incidents?	◯	◯	◯
Are there procedures for investigating violent incidents?	◯	◯	◯
Have all staff members been trained about the policies and procedures?	◯	◯	◯
Have all tasks or areas with an increased risk of violence been fully assessed?	◯	◯	◯
Have all staff members had the job-specific training required to reduce the risk of violence?	◯	◯	◯
	◯	◯	◯
	◯	◯	◯
	◯	◯	◯
	◯	◯	◯
	◯	◯	◯