

**WORKPLACE VIOLENCE HAZARDS INSPECTION FORM <sup>1</sup>**

**Date:** \_\_\_\_\_

**Campus:** \_\_\_\_\_

**Conducted By:** \_\_\_\_\_

**Building:** \_\_\_\_\_

\_\_\_\_\_

**Location:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Parking Lot</b>		
	<b>Yes</b>	<b>No</b>
Are the entrances and exits well marked?		
Does the lot have signs with security reminders (e.g. "lock your car", "security patrolled")?		
Is there enough lighting?		
Are alarms clearly marked?		
Do pass cards control access to the lot?		
Have vehicles been stolen from the parking lot?		
Have vehicles been broken into?		
<b>Comment Section:</b>		

<sup>1</sup> Adapted from ESAO and IAPA Workplace Hazards Inspection Form

<b>Around the Outside of the Building (Perimeter)</b>		
	<b>Yes</b>	<b>No</b>
Is your workplace near any buildings or businesses that are at risk from violent crime (e.g., bars, banks)?		
Do violent, criminal, drunk, or drugged persons ever come into your building?		
Is your building located in a high-crime area?		
Are there signs of vandalism?		
Are you located in a dense manufacturing area?		
Are you isolated from other buildings?		
Is there graffiti on the building walls?		
Is the building well lit?		
Are garbage areas, external buildings, or equipment that employees use: <ul style="list-style-type: none"> <li>➤ In an area with good visibility?</li> <li>➤ Close the main building with no possible hiding places?</li> </ul>		
Do you use coded cards or keys to control access to the building or to certain areas within the building?		
Is there a system in place to limit the number of keys/entry cards given out?		
Do you change locks/codes immediately if keys/cards are lost or misplaced?		
<b>Comment Section:</b>		

<b>Signs</b>		
	<b>Yes</b>	<b>No</b>
When you enter the building, are there signs to identify where you are?		
Are there signs inside the building showing you where to get emergency assistance if needed? If no, what signs are needed and where?		
Are there exit signs?		
Are there areas where exit signs are not present but are needed? If yes, where?		

<b>Signs – cont'd</b>		
	<b>Yes</b>	<b>No</b>
Can the posted signs be easily seen by everyone? If no, where are these signs located?		
Are the hours of operation clearly posted?		
Impression of overall signage: <input type="checkbox"/> very poor <input type="checkbox"/> poor <input type="checkbox"/> satisfactory <input type="checkbox"/> good <input type="checkbox"/> very good  What other signs should be added?  		
<b>Comment Section:</b>		

<b>Lighting</b>		
	<b>Yes</b>	<b>No</b>
Is lighting evenly spaced/?		
Are any of the lights out? If yes, where are they located?		
List areas where lighting was a concern (too dark or too bright) during the inspection.		
<b>Comments Section:</b>		

<b>Stairwells and Exits</b>		
	<b>Yes</b>	<b>No</b>
Do exit doors identify the exit location?		
Could someone easily hide at the bottom of stairwells? If yes, where?		
Is the lighting bright enough?		
Can lights be turned off in the stairwell?		
Is there more than one exit route?		
Are there any exit routes, which prevent you from getting away? If yes, where?		
Do stairwell doors lock behind:		
➤ During regular hours of operation?		
➤ After regular hours of operation?		
<b>Comments Section:</b>		

<b>Possible Areas for an Attack</b>		
	<b>Yes</b>	<b>No</b>
Are there empty rooms that should be locked? If so, where?		
<b>Comments Section:</b>		

<b>Places to Hide</b>		<b>Yes</b>	<b>No</b>
Are there small areas where someone could hide, such as:  <input type="checkbox"/> Recessed doorways <input type="checkbox"/> unlocked storage areas  <input type="checkbox"/> Stairwells <input type="checkbox"/> elevators  <input type="checkbox"/> Other			
What would make it easier to see if someone is hiding:  <input type="checkbox"/> Transparent materials like glass <input type="checkbox"/> mirrors  <input type="checkbox"/> Windows in doors <input type="checkbox"/> angled corners  <input type="checkbox"/> Less shrubbery  <input type="checkbox"/> Other			
Do members of the public approach from the front of the building only?			
<b>Comments Section:</b>			

<b>Working Alone</b>		
	<b>Yes</b>	<b>No</b>
At the time of the inspection, did any areas feel isolated? If yes, what areas?		
In these areas, is there a telephone or a sign directing you to assistance?		
In these areas, how far away is the nearest person who could hear calls for help?		
Are alarms or panic buttons installed?		
Do you periodically check that the alarms or panic buttons are functioning?		
Is it easy to predict when people will be around?		
<b>Comments Section:</b>		

<b>Patterns of Movement</b>		
	<b>Yes</b>	<b>No</b>
Do you arrive and leave at the same time every day using the same route?		
How easily could someone get to know your patterns of movement?  <input type="checkbox"/> Very easily <input type="checkbox"/> somewhat easily <input type="checkbox"/> no way of knowing		
Is there another well-lit route used by a lot of people that you can take?		
Can you easily tell what is at the other end of each walkway or corridor? If no, where?		
In walkway and corridors, are there corners or alcoves where someone could hide? If yes, where?		
<b>Comments Section:</b>		

<b>Elevators</b>		
	<b>Yes</b>	<b>No</b>
Are you able to see if the elevator is occupied before entering?		
Is there an emergency phone or emergency call button in each elevator?		
Is there a response procedure for elevator emergencies?		
<b>Comments Section:</b>		

<b>Washrooms</b>		
	<b>Yes</b>	<b>No</b>
Can the public use the same washrooms as staff?		
Can the lights in the washrooms be turned off?		
Are washrooms checked before building is vacated?		
<b>Comments Section:</b>		

<b>Interview and Meeting Rooms</b>		
	<b>Yes</b>	<b>No</b>
Do you have a separate interview/meeting room?		
If yes, can employees see inside?		
Is there an alarm system in this room?		
Is the furniture arranged to allow for emergency exits?		
<b>Comments Section:</b>		

<b>Individual Offices</b>		
	<b>Yes</b>	<b>No</b>
Are employees at risk from workplace violence due to their office layout?		
Has their furniture been arranged to: <ul style="list-style-type: none"> <li>• Allow for a quick exit from the office?</li> <li>• Maintain a safe distance between employees and clients?</li> </ul>		
Are there objects that can easily be used as weapons?		
Do these offices have good visibility i.e. shatterproof glass in walls/doors?		
<b>Comments Section:</b>		

<b>Emergency Assistance</b>		
	<b>Yes</b>	<b>No</b>
Has an emergency contact number been established for use: <ul style="list-style-type: none"> <li>• During regular hours of operation?</li> <li>• After regular hours of operation?</li> </ul>		
Are emergency numbers posted on phones?		
Are emergency phones accessible in all areas?		
If no, where is access needed?		
<b>Comments Section:</b>		

**Areas of Improvement**

What improvements would you like to see?