



Security Checklist for Workplace Violence Prevention Programs



December 2006

A “NO” answer indicates where corrective action should be taken if appropriate. Not all items apply to every workplace

1. Y N Access and freedom of movement within the workplace is restricted to only those individuals who have legitimate reason for being there.
2. Y N Workplace security system is adequate with properly functioning door locks, secure windows, physical barriers and containment systems.
3. Y N Medical and counseling services are available to staff should an assault or other abusive behavior occur.
4. Y N A trauma response or critical incident management stress program is in place and operational.
5. Y N Alarm systems such as panic alarm buttons or personal electronic alarm systems have been installed to provide for a prompt security response.
6. Y N Regular training is provided on how to respond if a security alarm is sounded.
7. Y N Alarm systems are tested monthly to assure that they are functioning correctly.
8. Y N Properly trained security guards are on duty at all times when staff are on the premises.

9. Y N Closed circuit cameras and mirrors are used to monitor dangerous areas.
10. Y N Stationary or hand held metal detectors are present and available for properly trained security officers.
11. Y N Staff have been trained in recognition and control of hostile or aggressive behavior.
12. Y N Staff who work in the field have option to always make visits with a partner and to adjust work schedule when visiting clients in locations where they may feel threatened.
13. Y N Communication devices such as cellular phones or two way radios linked to local police are made available to field staff when making visits.
14. Y N Employees, supervisors and managers have been properly trained about the agency's workplace violence prevention policy.

Remember! Violence at the workplace is a serious problem, and should be identified, assessed, and controlled, just like any other workplace hazard. If you are concerned about violence at work, talk to your union representatives, co-workers, health and safety committee, and employer.

PEF has compiled a comprehensive list of resources on workplace violence prevention. Visit our webpage at www.pef.org, click on "Health and Safety" in the left column, then select "Workplace violence prevention resource list" from the list of topics.

Upon request, the PEF Health & Safety Department will provide other factsheets, standards, regulations, and other resources. Contact us at 518-785-1900, ext. 254 or 1-800-342-4306, ext. 254. Also, visit our webpage at www.pef.org.

**Funded in part by a grant from the NYS Department of Labor Hazard Abatement Board
Produced by the New York State Public Employees Federation**

**Kenneth Brynien
President**

**Arlea Igoe
Secretary-Treasurer**