



Security Checklist for Workplace Violence Prevention Programs



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.

Upon request, the PEF Occupational Safety & Health Department will provide factsheets, standards, regulations, and other resources. Contact us at 518-785-1900, ext. 254 or 1-800-342-4306, ext. 25.

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