▲ Click above to insert your company logo

Replace this text with company name or delete to leave blank

Workplace Violence Hazard Inspection Form

Use this form to help identify, evaluate and document potential hazards for correction in accordance with the company's workplace violence prevention plan (WVPP). This is a general inspection form, some provisions of which may not be applicable to the specific worksite being inspected. Fill out all relevant portions of this form with additional notes and comments as needed. Give completed form to the WVPP administrator or other individual(s) designated to receive such information under the company's WVPP.

Company and Worksite Information

Company Name: _____ Inspection Date: _____

Address: _____

Nature of Business: _____ Hours of Operation: _____

Property and Environment

Describe the physical layout of the establishment. Indicate its location to other businesses or other residences in the area and access to the street.

Evaluate and describe the exterior and interior of the workplace for its potential attractiveness to criminal activity, including whether cash, electronics, supplies, or other assets or products are on site that may make the worksite a potential target for robbery, burglary or other criminal acts.

Has the worksite experienced criminal activity, workplace violence or threats of violence in the past? If so, describe.

Is the surrounding area a high crime area?

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Personnel and Schedules

Number of employees on-site during hours operation: _____

Evaluate potential risk factors for employees working in small numbers or alone and any existing procedures to minimize those risks:

Number of employees on-site during late night, early morning or off-hours, if any: _____

Evaluate potential risk factors associated with those schedules and any existing procedures to minimize those risks:

Interaction with Public

Describe nature and frequency of the company's and employees' interactions with members of the public, including clients, customers, patients, passengers, visitors or other individuals.

Are cash transactions conducted with the public during working hours? If yes, describe the nature of the cash transactions, where cash can be accessed and by whom, including whether it could potentially be accessed by members of the public, and whether there is an effective policy or practice to minimize the amount of cash or assets kept on hand.

Are there other products, items or other valuables that could potentially be accessed by members of the public (e.g., electronics, other goods, etc.)?

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Are there any products or services provided that could potentially increase the risk of a workplace violence incident with a member of the public (e.g., alcohol served or sold on premises, etc.)? If so, describe.

Is there a safe, lockbox, vault or other secured area on the premises into which cash or other valuables are deposited/ stored? If so, describe the safe, lockbox, vault or other secured area, how it is accessed, by whom, and whether it could potentially be observed or accessed by members of the public.

What is the frequency and severity of threatening or hostile situations that may lead to workplace violence incidents by persons who are customers, visitors, or service recipients of company worksite, if any.

Security Measures and Procedures

Describe the current security measures and systems in place on the premises, including access management, surveillance, alarms, physical barriers, security windows, etc.

Are any of the security measures listed above broken or non-functioning? If yes, note and describe.

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Evaluate effectiveness of access control policies or practices that identify limited access areas, authorization criteria for employees, vendors and members of the public.

Evaluate the effectiveness of and/or the need for maintenance, repair, replacement, acquisition or improvement of the following:

- Security/violence surveillance measures, such as mirrors and cameras. If additional measures should be considered, provide details on specific measures, locations, etc.

- Access management and security systems (i.e., key cards, codes, traditional lock and key, etc.) and note any violations or circumvention of company access management security procedures by employees or members of the public, whether intentional or unintentional.

- Physical barriers in the worksite, for example, security windows and/or barriers between customers and service personnel, etc.

- Illumination of all work areas, including hallways, entrances and parking areas.

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- Security services obtained from third party security company, if any.

- Alarm systems, including "panic alarm/panic button" systems.

- Systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance (e.g., alarms, PA systems, other worksite alert systems).

Evaluate non-employee access to and freedom of movement within the workplace and note where non-employees can go without escort or observation.

What is the frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors or other employees, if any?

Have there been any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace?

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Training and Response Procedures and Practices

Has the employer provided workplace violence prevention training to employees? If so, evaluate the effectiveness of training and note any deficiencies and noncompliance with the company's workplace violence prevention plan.

Evaluate the effectiveness of the following:

- Employees' skill and knowledge in safely handling and reporting threatening or hostile customers, service recipients or other members of the public.

- Procedures for reporting suspicious or unusual activities or persons with no legitimate relationship to employer's operations.

- Procedures for employee response during a robbery or other criminal act.

Is the most current emergency contact information for law enforcement, security, and emergency services posted in common areas?

Do employees have access to a telephone with an outside line?

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Do employees have effective escape routes from the workplace?

Do employees have a designated safe area where they can go to in an emergency?

Are the company's communication procedures as detailed in their workplace violence prevention plan effective?

Additional Notes/Findings:

Inspection Completed By: _____ **Date:** _____

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