SAMPLE – Workplace Violence Self-Assessment

A self-assessment helps identify present or potential workplace violence problems. Employers or employees may be aware of other serious hazards not listed here. The following items may be expanded upon or modified to meet the needs of your organization.

Designated observers should make periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence. These inspections should be scheduled:

- On a regular basis
- When new, previously unidentified security hazards are recognized
- When occupational deaths, injuries, or threats of injury occur
- When a new safety, health, and security program is established
- Whenever workplace security conditions warrant an inspection

Periodic inspections for security hazards include identifying and evaluating potential workplace security hazards and changes in employee work practices which may lead to compromised security. Please use the following checklist to identify and evaluate workplace security hazards.

**TRUE notations indicate a potential risk for serious security hazards:**

- □ T □ F This facility frequently experiences violent behavior and assaults upon staff members.
- □ T □ F Violence occurs regularly in the neighborhood where this facility is located.
- □ T □ F Violence has recently occurred on the premises.
- □ T □ F Customers, clients, or coworkers assault, threaten, yell, push, or verbally abuse employees or use racial or sexual remarks.
- □ T □ F Employees are NOT required to report incidents or threats of violence, regardless of injury or severity.
- □ T □ F Employees have NOT been trained to recognize and handle threatening, aggressive, or violent behavior.
- □ T □ F Violence is accepted as “part of the job” by some managers, supervisors, and/or employees.
- □ T □ F Access and freedom of movement within high-risk areas (e.g., OB, nursery, and ED) are NOT restricted to those persons who have a legitimate reason for being there.
- □ T □ F Gang members are treated in the emergency department.
- □ T □ F The workplace security system is inadequate (e.g., door locks malfunction, windows are not secure, no physical barriers where needed).
☐ T  ☐ F Employees or staff members have been assaulted, threatened, or verbally abused by clients and patients.

☐ T  ☐ F Medical and counseling services have NOT been offered to employees who have been assaulted.

☐ T  ☐ F Alarm systems, such as panic alarm buttons, silent alarms, and personal electronic alarm systems, are NOT being used to obtain prompt security assistance.

☐ T  ☐ F Regular training is NOT provided on the correct response to an alarm sounding.

☐ T  ☐ F Alarm systems are NOT tested on a monthly basis to ensure correct function.

☐ T  ☐ F Security guards are NOT employed at the workplace.

☐ T  ☐ F Closed circuit cameras and mirrors are NOT used to monitor dangerous areas.

☐ T  ☐ F Metal detectors are NOT available or NOT used in the facility.

☐ T  ☐ F Employees have NOT been trained to recognize and control hostile and escalating aggressive behaviors or to manage assaultive behavior.

☐ T  ☐ F Employees do NOT (or may NOT) use the “buddy system” for visits to clients in areas where they feel threatened.

☐ T  ☐ F Cellular phones or other communication devices are NOT made available to field staff members to enable them to request aid.

☐ T  ☐ F Vehicles are NOT maintained on a regular basis to ensure reliability and safety.

☐ T  ☐ F Employees work where assistance is NOT quickly available.


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