Workplace Violence Checklist

Violence, including murder and assault, happens in just about any industry. The presence of strong policies, combined with management support and effective implementation of policies and procedures, are all important measures to help protect workers.

Each workplace is different and the steps needed to prevent violence against workers may vary. Be sure to account for differences in your working environment as you plan and implement policies and procedures to stop workplace violence.

The following checklist identifies some of the questions you need to ask to help you recognize the danger signs and prevent future acts of violence in your workplace.

Recognize the Risks	YES	NO
Do you have direct contact with the public?		
Are there large amounts of cash in your worksite?		
Do you transport passengers?		
Does your business provide goods or services?		
Do you serve people who might be volatile or unstable?		
Do people at your worksite work alone or in small groups?		
Is your workplace in a high crime zone?		
Are valuables kept in your work location?		
Do you work in a community-based setting?		

If you answered “yes” to one or more of these questions, then you may have a workplace that is at high risk for violence. It means you need to take action. Below are some things you can check to help improve the situation.

Anti-Violence Strategies	YES	NO
Your workers are separated from clients by barriers, such as bulletproof glass		

Cash kept on site is limited by deposits into lock boxes		
Signs are visible stating that employees have no money or no access to money		
Desk areas have emergency buttons that are readily accessible		
Security alarms are connected to company security and to local police		
Metal detectors are present at all entry doors		
The work area is well lighted		
Parking lots are well lighted		
Security guards patrol the area, including parking lots		
There are working security cameras throughout the workplace, including stairwells and garages		
Security guards accompany workers to their cars after hours		
Visitors are not allowed to wander through the workplace unescorted		
There is a workplace security plan in place		
A security analysis of the workplace has been conducted		
The plan is periodically reviewed and updated		
There is a workplace violence policy in place		
Responsibility for implementing and enforcing the plan has been assigned to appropriate personnel		
All employees have been trained in how the policy works		
Employees have been trained to recognize risks that could lead to violence		
There is a standard response to all incidents and suspicious events		

Employees report all incidents and suspicious events		
All actions against employees who are violent or cause disruptions are taken promptly and are not postponed		
Records are kept of all incidents and suspicious events		
All violent incidents are discussed with affected employees		
Counseling sessions are available after an incident occurs		
Employees are trained on how to recognize increasingly aggressive behavior		
Employees have been trained on how to help reduce conflict		
Employees are protected from reprisals for reporting conflicts		
Employees clearly understand the consequences of violent or disruptive behavior		