



Administration

Violence

Assessment Form

SM: 207A

SAMPLE VIOLENCE ASSESSMENT

Be sure to add, remove or change items on this sample assessment form to make it specific to the risks for violence at your workplace.

Risk Factors	Yes	No	Don't Know
Working alone or in small numbers (ex: after hours or travel)			
Working in isolated locations (ex: basements, locked rooms)			
Working with the public			
Handling money or valuables			
Working at night or early morning			
Delivering, collecting or storing drugs, liquor or tobacco			
Working in public buildings or areas			
Young or inexperienced staff			
Neighbourhood or community with a history of violence			
Previous incidents of violence at the workplace			
Parking Lot	Yes	No	Don't Know
Are the entrances and exits well marked and lit?			
Is there enough lighting?			
Is the lot patrolled or monitored?			
<ul style="list-style-type: none"> • If yes, are there signs stating this? 			
Have vehicles been stolen or vandalized?			
Are escorts or buddies available to walk people to their cars?			
Is there a way to call for help in the parking lot?			
Is the parking lot isolated?			
Are there areas to hide (ex: bushes, doorways, garbage bins)?			
Outside & Around the Workplace	Yes	No	Don't Know
Are there signs of vandalism, or has there been vandalism in the past?			
Is there enough lighting?			
Are entrances and exits well marked and lit.			
Are there places to hide (ex: bushes, doorways, garbage bins)?			
Is the building isolated from other buildings or businesses?			
Are there other businesses nearby that have a high risk of violence?			
Is the outside of the building patrolled or monitored?			
Are there fences or gates around the property to restrict access?			
Is access to the building restricted or limited?			
Is there a system to alert staff when someone enters?			
Is the building locked?			
<ul style="list-style-type: none"> • If so, when? • If so, are keys or codes replaced immediately when lost or stolen? 			
	Yes	No	Don't

Reception Areas			Know
Is access restricted (ex: locked, buzzers, telecom, check-in)?			
Is there enough lighting?			
Is there a clear view of all entrances and waiting areas?			
Are there places to hide (ex: plants, stairwells, elevators, alcoves, washrooms)?			
Is furniture designed to reduce contact between staff and the public?			
Is furniture arranged to reduce contact between staff and the public?			
Are there any objects that could be used as weapons?			
Is furniture secured to the floor?			
Is there a way to call for help?			
Is there a clear, unobstructed means of escape?			
Is access to other areas restricted (ex: locked, codes, cards, buzzers, check-in)?			
Are visitors or clients easy to identify (ex: badges, name tags)?			
Is there a way to flag visitors or clients who have a history of violence?			
General	Yes	No	Don't Know
Is there enough lighting?			
Can the lights be turned off?			
Are there places to hide (ex: plants, stairwells, elevators, alcoves)?			
Can the end of each stairwell, hall or evaluator be seen (ex: mirrors, corners)?			
Is public access to the washrooms controlled?			
Are there individual offices or rooms?			
• If so, is furniture arranged to allow quick exit?			
• If so, is furniture designed to reduce contact between staff and the public?			
• If so, is there a way to call for help?			
Are there private areas for staff (ex: lunchroom, change room, washrooms)?			
• If so, is access restricted to staff use only (ex: codes, keys, cards)?			
Are there secure places for storing money or valuables?			
Is cash kept on-site?			
• If so, is the amount of cash on hand limited (ex: regular pickups, deposits)?			
• If so, is there a safe for large amounts of cash?			
Is security personnel and/or equipment on site?			
• If so, is the personnel trained and/or security equipment checked regularly?			
Policies, Procedures & Training	Yes	No	Don't Know
Is there a violence prevention policy posted?			
Are there emergency response plans for violent incidents?			
Are there procedures for investigating violent incidents?			
Has all staff been trained about the policies and procedures?			
Have all tasks or areas with an increased risk of violence been fully assessed?			
Has all staff had the job-specific training required to reduce the risk of violence?			