

Workplace Violence Prevention Security Hazard Inspection List

- **Type I** - *An incident where the assailant has no legitimate relationship to the workplace (i.e. enters the workplace to commit a robbery or other criminal act).*

Inspections for Type I workplace security hazards include assessing:

1. The exterior and interior of the workplace for its attractiveness to robbers
2. The need for security surveillance measures, such as mirrors or cameras
3. Posting of signs notifying the public that limited cash is kept on the premises
4. Procedures for employee response during a robbery or other criminal act
5. Procedures for reporting suspicious persons or activities
6. Posting of emergency telephone numbers for law enforcement, fire and medical services where employees have access to a telephone with an outside line
7. Limiting the amount of cash on hand and using time access safes for large bills
8. Other: _____

- **Type II** - *An incident involving a violent act by a recipient of a service provided by an employer.*

Inspections for Type II workplace security hazards include assessing:

1. Access to, and freedom of movement within the workplace
2. Adequacy of workplace security systems, such as door locks, security windows, physical barriers and restraint systems
3. Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of the County
4. Employees' skill in safely handling threatening or hostile service recipients
5. Effectiveness of systems and procedures to warn others of a security danger or to summon assistance (e.g., alarms or panic buttons)
6. The use of work practices such as "buddy" systems for specified emergency events
7. The availability of employee escape routes
8. Other: _____

- **Type III** - *An incident committed by someone seeking revenge for perceived unfair treatment by a co-worker, a supervisor, a manager, or an incident involving a domestic dispute where an employee is threatened at work by someone with whom the employee has a personal relationship.*

Inspections for Type III workplace security hazards include assessing:

1. How well the County's Violence Prevention Policy has been communicated to employees, supervisors and managers
2. How well management and employees communicate with each other
3. Employees', supervisors', and managers' knowledge of the warning signs of potential workplace violence
4. Access to, and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom an employee is having a dispute
5. Frequency and severity of employee reports of threats of physical or verbal abuse by managers, supervisors, or other employees
6. Any prior violent acts, threats of physical violence, verbal abuse, property damage, or other signs of strain or pressure in the workplace
7. Employee disciplinary and discharge procedures
8. Other: _____