

## **Checklist 3: Identifying Environmental Risk Factors for Violence**

Use the following checklist to assist in your workplace walkthrough.

### **General questions about approach:**

- Are safety and security issues specifically considered in the early stages of facility design, construction, and renovation?
- Does the current violence prevention program provide a way to select and implement controls based on the specific risks identified in the workplace security analysis? How does this process occur?

### **Specific questions about the environment:**

- Do crime patterns in the neighborhood influence safety in the facility?
- Do workers feel safe walking to and from the workplace?
- Are entrances visible to security personnel and are they well lit and free of hiding places?
- Is there adequate security in parking or public transit waiting areas?
- Is public access to the building controlled, and is this system effective?
- Can exit doors be opened only from the inside to prevent unauthorized entry?
- Is there an internal phone system to activate emergency assistance?
- Have alarm systems or panic buttons been installed in high-risk areas?
- Given the history of violence at the facility, is a metal detector appropriate in some entry areas? Closed-circuit TV in high-risk areas?
- Is there good lighting?
- Are fire exits and escape routes clearly marked?
- Are reception and work areas designed to prevent unauthorized entry? Do they provide staff good visibility of patients and visitors? If not, are there other provisions such as security cameras or mirrors?
- Are patient or client areas designed to minimize stress, including minimizing noise?
- Are drugs, equipment, and supplies adequately secured?
- Is there a secure place for employees to store their belongings?
- Are "safe rooms" available for staff use during emergencies?
- Are door locks in patient rooms appropriate? Can they be opened during an emergency?
- Do counseling or patient care rooms have two exits, and is furniture arranged to prevent employees from becoming trapped?
- Are lockable and secure bathrooms that are separate from patient-client and visitor facilities available for staff members?