

Colorado Department of Human Services (CDHS)
Workplace Violence Security Checklist and Hazard Assessment page 1
as reprinted on www.makeityourbusiness.org

This tool has been developed by the Colorado Department of Human Services. It addresses workplace violence in general. It can be adapted to meet individual employers' needs specific to the impact of domestic violence in the workplace.

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Agency: _____

Address: _____

City: _____

Zip: _____

Telephone: _____

Fax: _____

Assessment Date: _____

Agency Demographics

No. of Employees: _____

No. of Clients: _____

Agency Director: _____

Workplace Violence
Coordinator: _____

Safety Coordinator: _____

Emergency Preparedness
Coordinator: _____

Threat Assessment Team: _____

Workplace Violence Incidents

	Previous Fiscal Year	Current Fiscal Year
Number of Incidents:	_____	_____
Number reported to District B/RM Mgr.:	_____	_____
Number reported to DHS Safety Director:	_____	_____
Number resulting in no action:	_____	_____
Number resulting in personnel action:	_____	_____
Number resulting in legal action:	_____	_____

Rating System

Elements of this Threat Assessment are to be rated using the following system:

Points	Adjective Rating
4	Excellent
3	Satisfactory (or not rated)
2	Needs Improvement
1	Element Not Present

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Section Rating	Actual Point	Weight (%)	Score
Policy Statement	<input type="text"/>	<input type="text" value="5"/>	<input type="text"/>
Program/Threat Evaluation	<input type="text"/>	<input type="text" value="15"/>	<input type="text"/>
Engineering Controls	<input type="text"/>	<input type="text" value="15"/>	<input type="text"/>
Structural Modifications	<input type="text"/>	<input type="text" value="5"/>	<input type="text"/>
Security Guards	<input type="text"/>	<input type="text" value="5"/>	<input type="text"/>
Work Practice Controls	<input type="text"/>	<input type="text" value="15"/>	<input type="text"/>
Off-Premise Work Practice Controls	<input type="text"/>	<input type="text" value="10"/>	<input type="text"/>
Training	<input type="text"/>	<input type="text" value="15"/>	<input type="text"/>
Incident Reporting and Evaluation	<input type="text"/>	<input type="text" value="5"/>	<input type="text"/>
Evacuation Plans	<input type="text"/>	<input type="text" value="5"/>	<input type="text"/>
Employee Concerns	<input type="text"/>	<input type="text" value="5"/>	<input type="text"/>

Threat Assessment Rating:

Policy Statement

1. Is there an agency specific workplace violence policy statement?

Program/Threat Evaluation

1. Is there an annual program and work area threat assessment?
4 = Semiannual, 3 = annual, 2 = > 1 year ago, 1 = no assessment

Engineering Controls

Do the Engineering Controls include:

1. Mirrors to see around corners and in blind spots

2. Landscaping to provide unobstructed views of the workplace

3. "Fishbowl effect" to allow unobstructed view of the workplace

4. Limited posting of signs on windows

5. Adequate lighting in and around the workplace

6. Well lighted parking lots and paths to parking lots

7. Door control(s)

8. Call alarm(s)

9. Door detectors(s)

10. Closed circuit TV

11. Monitors

12. VCRs

13. CCTV switcher

14. Hand held digital or video camera

15. Stationary metal detector

- 16. Hand held metal detector
- 17. Intrusion detection system
- 18. Intrusion warning panel
- 19. Personnel traps ("Sally Traps")
- 20. Evacuation alarm system
- 21. Quick shutoff systems for fresh air and water supply
- 22. Mail room PPE
- 23. Other :

Engineering Control Rating:

Structural Modifications

- 1. Have plexiglas, glass guard, wire glass, partitions, fencing been installed?

If yes, comment:

Security Guards

If security guards are present:

- 1. Are guards: _____ Contract _____ In-house Employees
- 2. Is there an appropriate number for the site?
- 3. Are guards knowledgeable of the agency Workplace Violence Prevention Policy?
(Ask during facility workplace violence threat assessment walk-through.)
- 4. Are guards posted at main entrance?
4=posted at multiple entrances (24x7x365)
3=posted at main entrance (24x7x365) or whenever employees are present
2=posted at main entrance (40hrs/week)
1=posted at other location or < 40 hrs/week

5. Do guards patrol building and grounds?
4=building/grounds (24/7/365)
3=building (24/7/365)
2=building when employees present
1=no patrol
6. Are guards provided with communication equipment?
4=pagers, cell phones, walkie-talkies
3=any two items listed above
2=any one item listed above
1=no equipment
7. Do guards receive training on workplace violence situations?
4=annual training
3=>1 year since training
2=orientation only
1=no training

Who provides training? _____

Security Guard Rating:

Work Practice Controls

Indicate if:

1. Desks and other areas are clear of objects which may become missiles
2. Office exits are unobstructed
3. Reception area is available to greet clients, visitors, etc.
4. Vacant (bare) cubicles/offices are available for meetings
5. A visitor/client sign in/out is present
6. Visitor(s)/client(s) are escorted
7. Barriers separate visitor(s)/client(s) from work areas
8. One entrance is used by visitor(s)/client(s)
9. Employees use same entrance(s) as visitor(s)/client(s)
10. Separate interview areas are used

Off-Premise Work Practice Controls

For staff who work away from a fixed workplace.

May include social service counselors, vehicle drivers, maintenance, and others)

Indicate if:

- | | |
|--|--------------------------|
| 1. Training in hazardous situation avoidance, including defensive driving, is provided | <input type="checkbox"/> |
| 2. Staff are briefed on work areas | <input type="checkbox"/> |
| 3. Past incidents are reviewed by type and location | <input type="checkbox"/> |
| 4. Staff know directions and routes for their daily schedule | <input type="checkbox"/> |
| 5. Client and case histories are reviewed prior to travel | <input type="checkbox"/> |
| 6. Itinerary with contact information is left in home office daily | <input type="checkbox"/> |
| 7. Staff check in to home office throughout the day | <input type="checkbox"/> |
| 8. After hours contact procedures are developed and used | <input type="checkbox"/> |
| 9. Partnering arrangements exist and are used | <input type="checkbox"/> |
| 10. Staff have training in how to control/defuse potentially violent situations | <input type="checkbox"/> |
| 11. Personal alarms, cell phones, two way radios, etc. are provided | <input type="checkbox"/> |
| 12. Staff limit visible clues of carrying money and/or valuables | <input type="checkbox"/> |
| 13. Staff carry forms to record incidents by area | <input type="checkbox"/> |
| 14. Staff know procedures if involved in an incident | <input type="checkbox"/> |

Off-Premise Work Practice Controls Rating:

Training

Indicate if:

- 1. Training is conducted in New Employee Orientation

- 2. Annual retraining is provided and attended

- 3. The training plan includes the following topics:
 - Components of the Security Control Plan
 - Engineering and Workplace Controls
 - Techniques to use in potentially volatile situations
 - How to anticipate/read behaviors
 - Post-incident procedures
 - Substance abuse awareness

- 4. Written records are maintained (Who maintains the records?)

Training Rating:

Incident Reporting and Evaluation

For workplace violence incidents, are:

- 1. Incidents reported in written form
 - 4=reported in written form to District B/RM Manager, CDHS Director of Safety
 - 3=reported to District B/RM Manager
 - 2=reported to agency only
 - 1=no formal reports provided

- 2. IOJs completed if the employee is injured

- 3. Employees offered EAP counseling

- 4. Incidents reported to local authorities

- 5. Steps taken to prevent a recurrence of the incident
 - (Includes root cause analysis and personnel actions)

Describe other actions are taken _____

Incident Reporting and Evaluation Rating:

Evacuation Plans

Does the facility have:

- 1. Posted floor plans showing exits, entrances, location of security equipment, phone numbers, etc.
- 2. A comprehensive emergency response plan that addresses workplace violence, bioterrorism, bomb threats, evacuation plans, fires, haz. mat., severe weather, disaster recovery, civil disturbance, etc.
 - 4=Plan is updated annually, employees receive annual training
 - 3=Plan is reviewed/updated annually
 - 2=Plan has been written
 - 1=No plan

Evacuation Plan Rating:

Employee Concerns

- 1. Have employees been surveyed about their concerns?
 - 4=Surveyed, actions taken base upon survey
 - 3=Surveyed, met with employees
 - 2=Surveyed only
 - 1=No action taken
- 2. Has the agency utilized crime prevention services and/or lectures provided by local law enforcement agencies or the state patrol?

Employee Concern Rating: