

SAMPLE WORKPLACE VIOLENCE ASSESSMENT

This assessment is designed to provide employers with a quick overview of:
types of workplace violence that organizations may experience; and
policies and procedures to minimize the impact and/or deal with workplace violence, including domestic violence in the workplace.

Instructions

Review each category and analyze your own workplace.

	<i>Question</i>	<i>Response</i>
1.	Type of Agency	
2.	Location: office building, courthouse, work outside the office, travel, other	
3.	Number of employees	
4.	Number of clients/day	
5.	Types of violent incidents this year Stranger Co-worker Domestic violence Client	
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7.	Physical injuries, psychological impact, \$\$\$ costs of incidents	

	<i>Question</i>	<i>Response</i>
8.	Workplace response to actual incidents	
9.	Types of potential incidents Stranger Co-worker Domestic violence Client	
10.	Current workplace violence program Policy Security assessment Security guards Engineering controls Limited access (ID badges) Lighted, secure parking Work practice controls Opening & closing procedures Procedures for response to violence (whom to call) Procedures to de-escalate a violent situation Off-premise work practice controls Use of cell phones Required reporting in to workplace Training Incident Reporting and evaluation Evacuation plan Employee concerns	

	<i>Question</i>	<i>Response</i>
11.	<p>Protecting Victims Way to maintain contact</p> <p>Stalking/Assault Consult with law enforcement Arrange parking close to building Move victim's work station Put victim in a secure area</p> <p>Phone Harassment Screen phone calls Change victim's phone number Install caller ID on victim's phone Remove her/his name and phone number from automated services Provide her/his cell phone and service Use voice mail to receive messages. (Allow victim to keep voice mail even if she/he needs to take a leave of absence.)</p>	
12.	<p>Family Friendly Policies Flexible use of leave Flex time, part-time employment</p>	

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