

Workplace Violence Risk Checklist: Fixed Facilities

- The employer must ensure that all areas of the workplace and all types of work practice are covered during the risk assessment for workplace violence.
- The following chart sets out some areas of the workplace and some risk factors for work practice to consider when designing a company risk assessment checklist. This checklist is to be used as a guideline only.

The inspection of company facilities should include areas inside and outside of the company building such as:

Parking Lots	<input type="checkbox"/> Are lot entrances and exits marked clearly? <input type="checkbox"/> Is the lot well lit? <input type="checkbox"/> Is access controlled? <input type="checkbox"/> Are company vehicles parked overnight? <input type="checkbox"/> Have vehicles been broken into or stolen from the lot?
Building Perimeter	<input type="checkbox"/> Are high violence risk businesses (banks, bars) nearby? <input type="checkbox"/> Is the workplace located in a dense manufacturing area? <input type="checkbox"/> Is the building isolated from other buildings? <input type="checkbox"/> Is the entrance well lit? <input type="checkbox"/> Is the building shared by other businesses? <input type="checkbox"/> Is building entry controlled by key or card?
Security Systems	<input type="checkbox"/> Is there a security system? <input type="checkbox"/> Is it tested regularly (at least monthly)? <input type="checkbox"/> Is the system adequate? <input type="checkbox"/> Is there signage stating that there is a security system? <input type="checkbox"/> Are there mirrors or cameras as part of the system?
Reception Area	<input type="checkbox"/> Is it visible and easily accessible? <input type="checkbox"/> Is reception staffed at all times? <input type="checkbox"/> Does the receptionist work alone at all times? <input type="checkbox"/> Is there a way of identifying visitors (sign in)? <input type="checkbox"/> Can persons enter the building when no one is at reception?

www.ihsa.ca

21 Voyager Court South, Etobicoke, Ontario M9W 5M7 Canada
Phone 1-800-263-5024 ■ Fax 416-674-8866