

## General Physical Environment Assessment (GA)

This assessment focuses on the nature of the workplace. It takes you through a survey of your workplace's physical environment and its security measures. There are spaces for you to note the controls that are already in place, and to identify what additional controls may be suitable for your workplace.

**You are not required to use all or any of the examples of controls.** There may be other controls that are more suitable to the circumstances of your workplace and to controlling the risks of workplace violence that you identify.

<b>Job / Department / Location:</b>	<b>Completed by:</b>	<b>Date:</b>
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*Shading indicates elevated risk*

Physical Environment	Yes	No	N/A	Examples of Controls	Existing Controls	Recommended Controls (Identify person(s) responsible and expected completion dates (if possible))
<b>Have you assessed the following?</b>						
<b>1. Outside building and parking lot</b>				<ul style="list-style-type: none"> <li>• Bolted entries / locks</li> <li>• Designated public entry doors</li> <li>• Clear sightlines (look at landscaping, layout, and bushes)</li> <li>• Good lighting</li> <li>• Motion/movement detectors</li> </ul>		
<b>2. Entry control and security system</b>				<ul style="list-style-type: none"> <li>• Coded doors / security doors</li> <li>• Employee ID cards and guest passes with sign-in/out</li> <li>• Clearly labelled staff areas</li> <li>• Closed-circuit video system</li> <li>• Metal detectors</li> <li>• Alarms (silent or sounding)</li> <li>• Mirrors</li> </ul>		

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<b>3. Reception and waiting areas</b>				<ul style="list-style-type: none"> <li>• Clear sightlines</li> <li>• Means of communication</li> <li>• Signage (re: hours)</li> <li>• No heavy or sharp objects</li> </ul> <p>See the Assessment for Specific Risk: Direct Contact with Clients (page 29) for more suggestions.</p>		
<b>4. Public counters</b>				<ul style="list-style-type: none"> <li>• Widened service desks</li> <li>• Barriers (e.g., unbreakable screens)</li> <li>• Silent, concealed alarms</li> <li>• Other means to Wsummon help</li> </ul> <p>See the Assessment for Specific Risk: Direct Contact with Clients (page 29) for more suggestions.</p>		
<b>5. Interior design, hidden areas (utility rooms, etc.), and lighting</b>				<ul style="list-style-type: none"> <li>• Restricted public access</li> <li>• Clear sightlines</li> <li>• Locked doors</li> <li>• Mirrors</li> <li>• Angled corners</li> </ul>		
<b>6. Stairwells and exits</b>				<ul style="list-style-type: none"> <li>• Exit signs</li> <li>• Good lighting</li> <li>• No obstructions</li> <li>• Panic bars to allow escape</li> <li>• Requirements of Fire Code and Building Code</li> </ul>		
<b>7. Elevators and washrooms</b>				<ul style="list-style-type: none"> <li>• Clear sight lines</li> <li>• Restricted public access</li> <li>• Communication devices or alarms</li> <li>• Locks that can be accessed by security</li> </ul>		

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<b>8. Public meeting rooms, interview, treatment or counselling rooms</b>				<ul style="list-style-type: none"> <li>• Clear sight lines</li> <li>• Communication devices or alarms</li> <li>• Furniture layout</li> <li>• Weighted furniture</li> <li>• Extra exit</li> </ul>		
<b>9. Isolated areas</b>				<ul style="list-style-type: none"> <li>• Clear sight lines</li> <li>• Means of communication</li> <li>• Mirrors</li> <li>• Angled corners</li> <li>• Restricted access</li> </ul> <p>See the Assessment for Specific Risk: Working Alone or in Small Numbers (page 46) for more suggestions.</p>		
<b>10. Location of cash, goods, and medicines</b>				<ul style="list-style-type: none"> <li>• Locked and hidden storage</li> </ul>		
<b>11. Workplace location (shared building, neighbouring businesses, neighbourhood)</b>				<ul style="list-style-type: none"> <li>• Security tours</li> <li>• Cameras</li> <li>• Secured grounds</li> </ul> <p>Assessments for Specific Risks may have more detailed examples of controls.</p>		
<b>Security</b>						
<b>12. Are individual security devices necessary to protect workers?</b>				<p><b>Individual security devices could include:</b></p> <ul style="list-style-type: none"> <li>• personal alarms</li> <li>• cell phones</li> <li>• two-way radios</li> <li>• GPS tracking devices or other locating devices</li> </ul> <p>Assessments for Specific Risks may have more detailed examples of controls.</p>		

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13. If used in your workplace, are security systems and individual security devices tested?				<p>If used in your workplace:</p> <ul style="list-style-type: none"> <li>• Test the security systems regularly</li> <li>• Test individual security devices prior to use and regularly while in use</li> <li>• Keep records of tests</li> </ul>		
14. Is there a designated safe area where workers can go during a workplace violence incident?				<p>For emergency purposes, a safe area (for example, a safe room, the business next door, etc.) should be identified.</p> <p>If using a safe room, it should:</p> <ul style="list-style-type: none"> <li>• have clear entry</li> <li>• have a lock that can be used from the inside, but which can also be accessed by security</li> <li>• have a means of summoning immediate assistance</li> </ul>		
15. Are there other measures or procedures needed to protect workers from the risks arising from the physical environment?				Measures and procedures will depend on the specific workplace.		
16. If your workplace has workplace security measures or individual security devices, are workers trained in their use?				Provide workers training on workplace security measures and in the proper use and testing of individual security devices.		
17. Are workers and supervisors trained in all relevant measures and procedures that will protect them from violence associated with the workplace's physical environment?				<p>Information, instruction, or training could include:</p> <ul style="list-style-type: none"> <li>• risks of workplace violence arising from their job or location</li> <li>• other relevant measures and procedures</li> </ul>		