

Workplace Violence Checklist

Please use the following checklist to identify and evaluate agency workplace safety standards:

T	F	The agency frequently confronts violent behavior and assaults of staff.
T	F	Violence occurs regularly where this facility is located.
T	F	Violence has occurred on the premises or in conducting business.
T	F	Customers, clients, or coworkers assault, threaten, yell, push, or verbally abuse employees or use racial or sexual remarks.
T	F	Employees/volunteers are required to report incidents or threats of violence, regardless of injury or severity, to the agency.
T	F	Employees/volunteers are trained by the agency to recognize and handle threatening, aggressive, or violent behavior.
T	F	Violence is accepted as “part of the job” by some managers, supervisors, and/or employees.
T	F	Access and freedom of movement within the workplace is restricted to those persons who have a legitimate reason for being there.
T	F	Employees or staff members have been assaulted, threatened, or verbally abused by clients and patients.
T	F	Medical and counseling services are been offered to employees who have been assaulted.
T	F	Alarm systems such as panic alarm buttons, silent alarms, or personal electronic alarm systems are being used for prompt security assistance.
T	F	There is regular training provided on correct response to alarm sounding (if applicable).
T	F	Alarm systems are tested on a monthly basis to assure correct function (if applicable).
T	F	Security guards are employed at the workplace.
T	F	Closed circuit cameras and mirrors are used to monitor dangerous areas (if applicable).
T	F	Metal detectors are available.
T	F	Employees have been trained to recognize and control hostile and escalating aggressive behaviors, and to manage assaultive behavior.
T	F	Employees can adjust work schedules to use the “Buddy system” for visits to clients in areas where they feel threatened.
T	F	Cellular phones or other communication devices are made available to field staff to enable them to request aid.
T	F	Agency vehicles are maintained on a regular basis to ensure reliability and safety.
T	F	Employees work where assistance is quickly available.

Adapted from, (2003) School of Social Work, University of Missouri Columbia Field Manual, p.76.