

WORKPLACE VIOLENCE CHECKLIST

Yes	No	N/A	Environmental Factors
			Do employees exchange money with the public?
			Is the business open during evening or late-night hours?
			Is the site located in a high-crime area?
			Has the site experienced a robbery in the past 3 years?
			Has the site experienced other violent incidents in the past 3 years?
			Has the site experienced threats, harassment, or other abusive behavior in the past 3 years?
Yes	No	N/A	Engineering Controls
			Do employees have access to a telephone with an outside line?
			Are emergency telephone numbers for law enforcement, fire, and medical services, and an internal contact person posted adjacent to the phone?
			Is the entrance to the building easily seen from the street and free of heavy shrub growth?
			Is lighting bright in parking and adjacent areas?
			Are all indoor lights working properly?
			Are windows and views outside and inside clear of advertising or other obstructions?
			Is the cash register in plain view of customers and police cruisers to deter robberies?
			Is there a working drop safe or time access safe to minimize cash on hand?
			Are security cameras and mirrors placed in locations that would deter robbers or provide greater security for employees?
			Are there height markers on exit doors to help witnesses provide more complete descriptions of assailants?
			Are employees protected through the use of bullet-resistant enclosures in locations with a history of robberies or assaults in a high-crime area?
Yes	No	N/A	Administrative/Work Practice Controls
			Are there emergency procedures in place to address robberies and other acts of potential violence?
			Have employees been instructed to report suspicious persons or activities?
			Are employees trained in emergency response procedures for robberies and other crimes that may occur on the premises?
			Are employees trained in conflict resolution and in nonviolent response to threatening situations?
			Is cash control a key element of the establishment's violence and robbery prevention program?
			Does the site have a policy limiting the number of cash registers open during late-night hours?
			Does the site have a policy to maintain less than \$50 in the cash register? (This may not be possible in stores that have lottery ticket sales and payouts.)
			Are signs posted notifying the public that limited cash, no drugs, and no other valuables are kept on the premises?
			Do employees work with at least one other person throughout their shifts, or are other protective measures utilized when employees are working alone in locations with a history of robberies or assaults in a high-crime area?
			Are there procedures in place to assure the safety of employees who open and close the store?