



Preventing Workplace Violence: Checklist for Personnel



Do you:

- | | YES | NO |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> ✘ Meet visitors in the lobby and escort them to your work area? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ✘ Remember not to hold open an employee entrance door to allow someone to enter unless you recognize the person as an employee? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ✘ Alert security to strangers in the work area who have no identification? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ✘ Get help if you feel unsafe while dealing with anyone? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ✘ Stay alert to potential for violence in a co-worker, customer, or vendor who is often threatening, angry, defensive, or blames others for problems? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ✘ Wear any required ID badge at all times? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ✘ Prohibit use of your ID by anyone else? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ✘ Report any missing items or signs of break-in immediately? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ✘ Keep building security and police phone numbers near your phone? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ✘ Arrange a “danger signal” with co-workers? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ✘ Lock purses and other personal materials in a desk or locker? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ✘ Contact security immediately if any unusual packages arrive? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ✘ Avoid dark or generally unused stairways or halls? | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> ✘ Always let someone know if you are working late? | <input type="checkbox"/> | <input type="checkbox"/> |

