

Workplace Violence Prevention Inspection - Site

Date and Time: _____ Area Inspected: _____ Inspector: _____

	YES	NO	N/A
1) Area well-lit			
Evidence: Lights are in working order			
Evidence: No bulbs are burnt out			
	YES	NO	N/A
2) Branches/trees trimmed			
Evidence: Bushes trimmed and cut clear of walk-way			
Evidence: Bushes not obstructing view of area			
Evidence: Trees trimmed and cut clear of walk-way			
Evidence: Tree branches are not obstructing view of area			
Evidence: No potential for an individual to hide or hide objects			
	YES	NO	N/A
3) Visible signage directs all visitors to main entrance			
	YES	NO	N/A
4) All buildings are clearly labeled, and labels are visible from a distance			
	YES	NO	N/A
5) Pedestrian access controls are in place			
Evidence: Gates locked and functioning as designed			
	YES	NO	N/A
6) Vehicle access controls are in place			
Evidence: Gates locked and functioning as designed			
	YES	NO	N/A
7) Cleaning staff clean hands often. They are encouraged to clean hands after: removing gloves, blowing one's nose, using the restroom, eating or preparing food, and after contact with another person who needs assistance (e.g., a child).			
	YES	NO	N/A
8) Visitors are required to sign in			
	YES	NO	N/A
9) Visitors are escorted while on site			
	YES	NO	N/A
10) Is there limited access to the workplace?			
	YES	NO	N/A
11) The site has metal detection systems			
	YES	NO	N/A
12) ID Badges are in use and worn in a conspicuous manner			
	YES	NO	N/A
13) Site has ID badge-based access control for the facility and/or classrooms? (If no, describe key control procedures in comments)			
	YES	NO	N/A
14) The interior workplace allows for an unobstructed view of the office space			

Workplace Violence Prevention Inspection - Site

		YES	NO	N/A
15) Adequate lighting in and around the workplace				
		YES	NO	N/A
16) Mirrors to see around corners and/or in blind spots have been installed				
		YES	NO	N/A
17) Panic button(s) are available				
		YES	NO	N/A
18) Door sensor(s) are in use and functional at the facility				
		YES	NO	N/A
19) A communication system is in place and functional to alert students during emergencies				
		YES	NO	N/A
20) A communication system is in place and functional to alert staff during emergencies				
		YES	NO	N/A
21) A communications system is in place and functional to alert visitors during emergencies				
		YES	NO	N/A
22) The site has surveillance cameras				
	Evidence: Cameras are functional			
	Evidence: Cameras are not obstructed			
	Evidence: Cameras capturing area as designed			
	Evidence: No blind spots			
		YES	NO	N/A
23) Desk spaces are clear of objects which may become a projectile hazard				
		YES	NO	N/A
24) A physical handset is available, and no extension is needed to call out				
		YES	NO	N/A
25) Emergency phone numbers posted near or on phones				
		YES	NO	N/A
26) All exits are clearly marked				
		YES	NO	N/A
27) All exits are unobstructed				
		YES	NO	N/A
28) Evacuation maps are up to date, contain clearly marked evacuation routes and rally points, and are posted in a conspicuous location				