

Workplace Violence Prevention Inspection - Staff

Date and Time: _____ Staff Inspected: _____ Inspector: _____

	YES	NO	N/A
1) Staff are trained in the Standard Response Protocol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
2) Staff are trained in options-based protocol to on-campus threats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
3) Staff are trained in de-escalation techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
4) Employees are briefed about other non-routine site location hazards they may encounter due to work. (e.g. – ICOE partner district locations and outside agency visits)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
5) When off-site, employees have periodic check-in procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
6) When off site, staff have a mobile phone or radio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
7) Staff are aware of the site's WVPP (Please add notification date below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
8) Training on WVPP topics is covered prior to assignments for an employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
9) Training on WVPP topics is covered at least annually after initial training of an employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
10) WVPP topics are included in regular staff meetings and briefings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
11) When incidents occur, EAP services are offered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
12) When incidents occur, steps are taken to evaluate them to prevent recurrence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
13) Employees know how they can communicate their concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>