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Introduction

What is Workplace Violence?

Workplace violence is defined as any physical assault or act of aggressive behavior that occurs where a public employee performs any work-related duty in the course of their employment. This includes but is not limited to:

1. An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee.
2. Any intentional display of force which would give an employee reason to fear or expect bodily harm.
3. Intentional and wrongful physical contact with a person without his or her consent that entails some injury.
4. Stalking an employee to cause fear of harm to the employee's physical safety and health when such stalking has arisen through and in the course of employment.

What is the New York State Workplace Violence Prevention Law and Regulation?

On June 7, 2006, New York State enacted legislation creating a new Section 27-b of State Labor Law that requires every public employer to evaluate the risk of workplace assaults and homicides at its workplace(s) and to develop and implement programs to prevent and minimize the hazard of workplace violence to public employees. In 2009, NYS Department of Labor (DOL) implemented regulations to accompany the Workplace Violence Prevention Law. These regulations are enforced by NYSDOL and can be found¹ at:

<https://dol.ny.gov/system/files/documents/2021/03/workplace-violence-prevention-regulations.pdf>. Effective January 4, 2024, all public school districts, New York City public schools, Boards of Cooperative Education Services (BOCES) and County Vocational Education & extension Boards are covered by this law.

Purpose of this program

The purpose of this Workplace Violence Prevention Program is to provide information to managers, supervisors, employees, and authorized employee representatives about preventing and responding to incidents of workplace violence or threats of violence in accordance with the Workplace Violence Prevention Law and Regulation.

The goal of this program is to reduce the risk of workplace violence to employees and to ensure that any incident, complaint, or report of violence is taken seriously and dealt with appropriately and as expeditiously as possible. This program outlines the major components of our effort to meet these goals. At the core of this Workplace Violence Prevention Program is St. Lawrence County's commitment to work with its employees to maintain a work environment free from violence and other threatening behavior to the greatest degree possible.

¹ Regulations can also be found in Title 12 of the New York Codes, Rules, and Regulations, Section 800.6

Zero Tolerance

Nothing is more important to St. Lawrence County than the safety and security of its employees. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on St. Lawrence County property will not be tolerated.

St. Lawrence County has a policy of zero tolerance for violence. If any employee engages in any violence in the workplace, or threaten violence in the workplace, disciplinary action will be taken. No talk of violence or joking about violence will be tolerated.

Workplace violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment, including, but not limited to:

- An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- Intentional and wrongful physical contact with a person without his or her consent that entails some injury; or
- Stalking an employee with the interest in causing fear of physical harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Workplace Security Measures

In an effort to fulfill this commitment to a safe work environment for employees, customers, and visitors, a few simple rules have been created. These are:

- Access to the County's property before/after normal work hours will be documented on the sign in/out sheets located at each buildings employee entrances. Any employee working other than their normal hours will inform a supervisor prior to doing so.
- Internal office entrance doors will be locked before/after normal work hours.
- All public access doors will be locked ½ hour after normal business hours.
- All public access doors will be open ½ hour before normal business hours.
- Workplace Violence Response Procedures specific to work areas detailing appropriate action and contact information will be posted and circulated

All Weapons Banned:

Legislation (S.51001/A.41001), known as the “Carry Concealed Improvement Act”, restricts the Carrying of Concealed Weapons in List of ‘Sensitive Locations’. Effective September 1, 2022, the possession of a firearm, rifle, or shotgun is prohibited in sensitive locations. Under the law, the following are considered sensitive locations:

- Any building owned or under control of federal, state, or local government for the purpose of government administration, including courts;
- Any location providing health, behavioral health, or chemical dependence care or services;
- NYS Office of Children and Family Service licensed or funded facilities (childcare facilities and Department of Social Services);
- NYS Office for People with Developmental Disabilities licensed or funded Facilities (Department of Social Services);
- NYS Office of Addiction Services and Supports licensed or funded facilities (Department of Community Services Clinics);
- NYS Office of Mental Health licensed or funded facilities (Department of Community Services Clinics);
- NYS Office of Temporary and Disability Assistance licensed or funded facilities (Department of Social Services);
- NYS Department of Health licensed or funded residential facilities (Public Health Department); and
- Public transportation and transit facilities.

Policy Statement

St. Lawrence County has developed and implemented a policy statement which describes the goals and objectives of our workplace violence prevention policy, the incident alert and notification policies employees should follow in the event of workplace violence, and describes how employees are able to participate in the implementation of our workplace violence prevention program through an authorized employee representative. The policy statement is posted ***on notice boards within each department and outside the County Clerk's office within the Courthouse.*** The policy statement is included in **Attachment 1.**

Workplace Risk Evaluation

St. Lawrence County conducts workplace risk evaluations on an annual basis for each department, typically in October. A sample risk assessment is found as **Attachment 5**. These evaluations consist of:

A record examination: Examine all records of workplace violence incidents in the past year to identify patterns in the type and cause of incidents; areas of the workplace where incidents occur; incidents that involve specific workplace operations; or incidents which involve specific individuals.

An assessment of administrative risk factors: Assess all relevant policies, practices, and procedures that may impact the risk of workplace violence.

An evaluation of the physical environment: Evaluate the physical work environment for factors which may place employees at risk of workplace violence with the participation of authorized employee representatives. Although workplace violence can occur in any work setting, some settings or factors may pose a greater degree of risk. Employment situations or factors that may pose a higher risk for St. Lawrence County employees include, but are not limited to, the following:

- Working in public settings
- Working late night or early morning hours
- Exchanging money with the public
- Working alone or in small numbers
- Working in a setting with uncontrolled access to the workplace
- Working in a setting where previous security problems have occurred:
- Having a mobile workplace assignment
- Working with a population which might expose one to potentially violent persons (e.g. in health care, social service, public service or criminal justice settings)
- Having duties that include the delivery of passengers, goods, or services

Risks identified in each County Department are summarized and reviewed by County Administration. Feedback and mitigation steps for each identified risk is developed. This feedback is subsequently provided to each Department Head to be discussed with their staff. If additional concerns are raised during the departmental review, the Department Head will communicate this back to County Administration.

Any incidents that may occur after the implementation of this program must be carefully documented and analyzed in order to make improvements to this program during the required annual review or as necessary.

Workplace Violence Control Measures and Prevention

Hierarchy of Controls

A hierarchy of controls is a safety professional term referring to a ranking of the safeguards that an employer can use to protect employees from harm in order of preference and effectiveness. There are three main types of safeguards, or control measures, that an employer can implement to protect employees from recognized workplace violence risk factors. Engineering controls are considered the most effective, followed by work practice controls, and then personal protective equipment.

Engineering controls eliminate or reduce the risk of workplace violence through physical changes to the workplace.

Examples of engineering controls include:

- Increasing lighting in remote areas
- Designing secure building access
- Installing security hardware
- Eliminating isolated work areas
- Installing drop safes

Work practice controls eliminate or reduce the risk of workplace violence through changes to organizational policies, procedures, and work practices.

Examples of work practice controls include:

- Increased staffing
- Employment of security personnel
- Implementing building access control procedures, for example, requiring badges to enter
- Instituting communication procedures across shifts or classes to share information regarding agitated clients or students
- Providing information to employees on the criminal history or violence of clients, inmates, or customers
- Reducing customer wait times
- Providing employees with personal alarms
- Providing cell phones to employees in the field
- Training employees on de-escalation and how to recognize precursors to violence

Personal Protective Equipment (PPE) is generally considered the least effective control measure but may be needed to enhance other control measure or minimize potential injury severity when other control measures fail.

Examples of personal protective equipment include:

- Ballistic or stab resistant body armor
- Riot gear including protective helmets and shields
- Eye and face protection

Workplace Violence Prevention

Prevention of violence in the workplace is the responsibility of St. Lawrence County and everyone has a role to play in keeping the workplace safe from violence. The following section focuses on early warning signs of violent behavior and workplace issues that have the potential to trigger violent behavior. Management, employees, and authorized representatives should be familiar with the signs and issues described below to intervene early and reduce the likelihood of workplace violence.

Early warning signs of potential violence

There is no single “profile” that can identify a potentially dangerous individual. It is important to be careful when drawing assumptions about a person’s potential for violence based on any specific behavior or action. However, certain patterns of behavior and events frequently precede episodes of violence.

Behavior or situations that may indicate an increased risk of violence include, but are not limited to the following:

- Direct or veiled threats of harm
- Intimidation, belligerence, bullying or other inappropriate behavior directed at others
- Numerous conflicts with supervisors and employees and/or verbal comments expressing hostility directed at coworkers, supervisors, or others
- Bringing an unauthorized weapon to work, brandishing a weapon in the workplace, making inappropriate reference to guns or expressing fascination with weapons
- Fascination with incidents of workplace violence, statements in person or online indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides
- Statements in person or online indicating an increased tone of desperation, feeling that normal interventions to solve a problem will not work, feeling hopeless about a situation at work, with family, with finances, and other personal problems
- Signs of abuse of drugs or alcohol on or off the job
- Extreme or uncharacteristic changes in behavior or displays of emotion
- Employees with ongoing domestic difficulties
- Employees with a temporary order of protection against someone

These behaviors or situations should be reported to an employee’s supervisor and/or the administrator of the workplace violence prevention program. Some behaviors may require immediate law enforcement intervention where others may require disciplinary action or indicate a need for an Employee Assistance Program (EAP) referral.

Workplace issues that may trigger violence

Common situations that may trigger workplace violence can be categorized under employee issues or workplace issues.

Employee issues include:

- A negative performance review
- An unwelcome change in role due to performance or reorganization in the workplace
- An unwelcome change in work schedule
- Criticism of an employee's performance
- A conflict with coworker or supervisor
- Personal stress outside the workplace
- Increased workload or pressure

Workplace issues include:

- No clearly defined rules of conduct
- A lack of employee training
- Inadequate hiring practices or screening of potential employees
- Insufficient supervision of employees
- A lack of discipline or inconsistent discipline in the workplace
- A lack of employee support systems or support systems that are inadequate
- Employer failure to address incidents as they occur
- An overly authoritarian management style in the workplace

Note, a workplace issue that only an employee perceives can still be a trigger for workplace violence.

Recognizing the signs and intervening early

To help prevent a violent situation from occurring management, employees, and authorized representatives should be trained to recognize the early warning signs (such as a change in a person's behavior before an episode of violence) and the issues or events that may trigger violence. With this knowledge an employer can intervene early to prevent a violent incident from occurring.

Reporting an incident

At the core of this Workplace Violence Prevention Program is St. Lawrence County's commitment to work with its employees to maintain a work environment free from violence and violent behavior to the greatest degree possible.

Any St. Lawrence County employee who becomes aware of a physical assault, threatening behavior, or verbal abuse at the workplace must immediately report the facts and circumstances of the violent incident to their supervisor and/or the contact person identified in the Policy Statement (**Attachment 1**). In the event that an employee witnesses or is involved in an incident of violence in which there is an immediate threat to the employee's safety or the safety of others or where a serious injury has occurred, the employee will immediately call 911 to obtain law enforcement and/or medical assistance and notify their immediate supervisor. The supervisor will immediately conduct a preliminary inquiry into the facts and circumstances of the incident and make a prompt report to the Director of Human Resources using the Incident Report in **Attachment 4**.

If a pattern of workplace violence incidents develops that involve criminal conduct or serious injury, St. Lawrence County will develop a protocol with the District Attorney and/or Sheriff's Department to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted.

Retaliation against an employee who makes a report of violence or other violent behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures.

Post-Incident Response

Management has developed procedures to respond to incidents of workplace violence. These include the following as appropriate:

- Assure that injured employees receive prompt and appropriate medical care. (This includes, but is not limited to, providing transportation of any injured persons to medical care. Prompt first aid and emergency medical treatment can minimize the harmful consequences of a violent incident.)
- Report the incident to the appropriate authorities as required by applicable laws and regulations.
- Secure the premises to safeguard evidence and reduce distractions during the post incident response process.
- Assure that an incident report is completed immediately after an incident occurs, noting details that might be forgotten over time. **Attachment 4** contains a sample incident report form.
- Address the need for appropriate treatment for employees who were victims of workplace violence. In addition to physical injuries, victims and witnesses may suffer psychological trauma, fear of returning to work, feelings of incompetence, guilt, powerlessness, and fear of criticism by supervisors or managers.

The following procedure will be followed when a complaint is made:

- The supervisor and/or department head will make HR aware of any workplace violence complaint when it is received.
- The complaint will be promptly investigated. Information will be kept confidential to the extent possible.
 - Most complaints will be investigated by the Department Head or Supervisor, however, if the complaint is deemed serious it will be investigated by designated workplace violence investigators.
- Investigations will be completed within 14 days. A final report will be issued within 30 days.

Feedback and Outcomes

Once an investigation is completed and a final report issued, both the complainant and respondent will be notified whether the complaint was founded or unfounded. If founded, appropriate disciplinary, as determined by HR and the Department Head, will be taken. Due to the personnel nature of any such action, the complainant is not privy to this information. In the event a complaint is deemed serious and/or potentially dangerous, immediate action will be taken while the investigation is conducted. This can include relocation of employees, reassignment of duties, or administrative leave

Incident Management

In the event of a major workplace incident that affects, or has the potential to affect, the mental health of our workforce, St. Lawrence County will provide initial counseling and support services to you and your immediate family members. As the crisis passes and support systems are put into place for individuals affected by the incident, the County will make every effort to return to normal business operations. A reasonable effort will be made to notify employees, customers, clients, and others who need to know of the status of business operations will be made to communicate through the news media and other available resources.

Employee Assistance Program (EAP)

The County provides an employee assistance program (EAP) for all employees. This EAP offers services to these employees and their eligible dependents. You are encouraged to use the EAP whenever you feel the need for guidance in coping with life's difficulties. The EAP is a confidential service to be used when you need help. Call (315) 386-3439.

Employee Information and Training

Training of every employee will be performed upon initial assignment and annually thereafter. Retraining is required any time there is a significant change to **St. Lawrence County's** workplace violence prevention program, a newly identified risk factor, or a control measure addition. Required training topics are listed in the Training Outline in **Attachment 4**.

Recordkeeping Requirements

All workplace violence incidents and threats will be documented in a workplace violence incident report. Workplace violence incidents that cause a work-related death or an injury that meets the recording criteria of the Public Employee Safety and Health Bureau (PESH) log of injuries and illnesses should be recorded on both the PESH log and the workplace violence incidents report. For more on the PESH log of injuries and illness, the PESH website linked here: <https://dol.ny.gov/public-employee-safety-health>

Workplace violence incident reports will provide a written description when an incident occurs so that management can evaluate why the incident occurred and implement an appropriate safeguard or control measure to reduce the risk of such incidents from happening again. The Workplace Violence Incidents Report also creates a historical record. The Workplace Violence Incident Report(s) will be reviewed at least once a year to determine if and how the workplace violence prevention program should be updated. (A sample incident reporting form is attached as **Attachment 4** of this document.)

Program Review

During the last quarter of each calendar year an annual review of the Workplace Violence Prevention Program will be conducted by the joint labor-management Health and Safety Committee. As part of this review authorized employee representatives will be given an opportunity to contribute information, assist with analyzing statistics, conduct workplace risk evaluations and determinations, and participate in incident reviews.

The review will focus on: determining trends in workplace violence incidents; addressing the root cause of incidents; evaluating the effectiveness of the control measures in place; and determining if any changes need to be made to control measures. The review will also assess whether the reporting and record keeping systems have been effective in collecting all relevant information. The cover sheet of this program will be updated with the names and titles of those who perform the review and the date of completion.

If an employee or authorized representative submits a written notice of concern regarding a violation of the employer's workplace violence prevention program or imminent danger in the workplace, the employer must be afforded a reasonable opportunity to address the reported issue. If the employee or authorized employee representative believes that the reported concern has not been resolved and a serious violation of St. Lawrence County's workplace violence prevention program still exists, the employee or authorized employee representative may request an inspection by filing a complaint with the Public Employee Safety and Health

(PESH) bureau at the Department of Labor's Division of Safety and Health using the complaint form linked here: <https://dol.ny.gov/system/files/documents/2023/09/pesh7.pdf> or by calling 1-844-SAFE-NYS. The completed and signed complaint form can be emailed to ask.shnypesh@labor.ny.gov, or faxed or mailed to the nearest Division of Safety and Health (DOSH) District Office listed in the complaint form.

Employees can also contact the PESH bureau to ask questions about health and safety standards by calling: 1-844-SAFE-NYS or emailing ask.shnypeshlabor.ny.gov. An employee is NOT required to provide written notice to an employer if the employee believes themselves, another employee, or patient is in imminent danger of workplace violence and reasonably believes, in good faith, that reporting to a supervisor would not result in corrective action. In such an instance, an employee can reach out directly to PESH.

For additional information on recordkeeping or workplace violence prevention, or to request free and confidential consultation assistance, please use the contact information on the PESH Consultation Fact Sheet available here:

https://dol.ny.gov/system/files/documents/2023/11/p206_12-10-20.pdf

ATTACHMENT 1

Workplace Violence Prevention Policy Statement

St. Lawrence County is committed to the safety and security of our employees. Workplace violence presents a serious threat to the safety of our employees, visitors, guests, or other individuals by on St. Lawrence County property.

Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of their employment. Workplace violence includes but is not limited to:

- Any verbal or physical attempt or threat to inflict physical injury upon an employee.
- Any intentional display of force which gives an employee reason to fear or expect bodily harm.
- Any intentional, wrongful and nonconsensual physical contact with a person that causes injury.
- Stalking an employee to cause fear of harm to an employee's physical safety and health.

Acts of violence against St. Lawrence County employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken. All employees are responsible: for creating an environment of mutual respect for each other as well as clients; following all workplace policies, procedures and practices; and for assisting in maintaining a safe and secure work environment.

The workplace violence prevention law and regulation specify that employers must provide for employee participation in the workplace violence prevention program through an authorized employee representative. Authorized Employee Representative(s) have a right to, at minimum, be involved in:

- evaluating the physical workplace environment to determine workplace violence risk factors;
- developing the Workplace Violence Prevention Program and;
- reviewing workplace violence incident reports at least once a year to identify trends in the types of incidents reported, if any, and evaluate the effectiveness of safeguards and actions taken to reduce the risk of workplace violence.

All employees will participate in the Workplace Violence Prevention Training Program when they are first assigned to our workplace and once a year after that.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents or threatening behavior, including threats they have witnessed, received, or have been told about by another person.

Designated Contact Person:

Name: Director of Human Resources

Title: Human Resources Director

Department: Human Resources

Phone: (315) 379-2210

Location: 48 Court St., Canton, NY 13617

ATTACHMENT 2

Risk Factors and Control Measures

Risks identified in our annual workplace risk evaluations will be summarized and presented back to Department Heads in tables similar to below. Corresponding control methods to reduce those risks are listed and are reviewed with departmental staff annually.

Facility A - Identified Risk	Selected Control(s)	Comments

Facility B - Identified Risk	Selected Control(s)	Comments

ATTACHMENT 3

Workplace Violence Prevention Training Outline

Information and training for all employees:

- I. Overview of Requirements of the Workplace Violence Regulations
 - A. **Develop a written policy statement.** Employers must develop a written policy statement describing the goals and objectives of their workplace violence prevention program and the notification policies employees should follow in the event of a workplace violence incident. The policy statement should describe how employees can participate in the workplace violence program through an authorized employee representative. The policy statement must be posted where notices to employees are normally posted.
 - B. **Conduct a risk evaluation.** Employers must evaluate their workplace to determine what factors exist that might place employees at risk of occupational assaults or homicides. The risk evaluation includes an examination of any records of workplace violence incidents over the previous year; an assessment of any relevant policies, work practices, and work procedures that may impact the risk of workplace violence; and an evaluation of the physical workplace environment.
 - C. **Develop a workplace violence prevention program.** Employers must develop and implement a workplace violence prevention program, with input from employees through an authorized employee representative. The program must include: the risk factors identified through the risk evaluation; how the identified risks will be addressed; the methods that will be used to try to prevent workplace violence incidents; a system to report and record any workplace violence incidents that may occur; a written outline or lesson plan for employee trainings on workplace violence risk; and a plan to review and update the program at least once a year.
 - D. **Provide training and information for employees.** Employers must provide each employee with information and training on the risks of workplace violence in their workplace(s) at least once a year and any time significant changes are made to the workplace violence prevention program.
- II. Risk factors that were identified in the annual risk evaluation and implemented control measures will be discussed on a departmental level after risk assessments are administered.

III. Employees shall respond to workplace violence incidents as follows:

Emergencies – A situation is considered an emergency if:

- An injury has occurred; or
- There is an immediate threat of physical harm or injury.
- **Emergency Procedure**, consider your personal safety first. If possible, follow the steps below:
 - **Step 1** – Activate the **Police Response Device** and/or Call **911**, if appropriate.
 - **Step 2** -- Notify your supervisor or Department Head.
 - Supervisor or Department Head will notify the County Administrator at **379-2276** as soon as practicable.

Non-emergencies -- A situation is considered a non-emergency if:

- No injury has occurred;
- There is no immediate danger; but
- The words or gestures of one person have induced fear of physical harm in another person.
- **Non- emergency Procedure** -- In the event of a non-emergency:
 - Inform your Supervisor and/or Department Head, or
 - Place a confidential (and, if you wish, anonymous) call to the Director of Human Resources at **379-2210** or the County Administrator at **379-2276**.

III. ***A written copy of this Workplace Violence Prevention Plan can be obtained by contacting St. Lawrence County Human Resources***

IV. Privacy Concerns

A. ***Reports of workplace violence, including names, titles, and locations will be kept confidential to the maximum extent possible.***

Note: Information otherwise kept confidential for security reasons does not have to be disclosed to all employees. Examples of confidential information include but are not limited to information that would interfere with law enforcement investigations or judicial proceedings, would deprive a person of a right to a fair trial, would identify a confidential source or disclose confidential information relating to a criminal investigation, would reveal criminal investigative techniques or procedures except routine techniques and procedures, or would endanger the life or safety of any person.

ATTACHMENT 4

Workplace Violence Incident Report

1. Date of Incident
2. Time of day/shift when incident occurred:
3. Workplace location where incident occurred:
4. Names and job titles of involved employees:
5. Detailed description of the incident, including events leading up to the incident and how the incident ended:
6. Name or other identifier and job titles of involved individuals:
7. Nature and extent of injuries arising from the incident:
8. Names of witnesses:

Note: Employees who are victims of workplace violence can independently and voluntarily request that their name not be entered on the report.

ATTACHMENT 5

Sample Risk Assessment

WORKPLACE SAFETY/SECURITY INSPECTION CHECKLIST			
Facility:			
Assessment Done By:			
Date of Assessment:			
	Acceptable		Comments:
	Y	N	
Thoroughfares (access and egress)			
Pathways/walkways/stairs/ramps and access areas clear of rubbish and obstruction			
Pathways/walkways are slip free. Surfaces are even, free of holes, cracks, fraying or uplifted edges			
Slip resistant materials or absorbent mats used in wet areas			
Steps/stairs/ramps/handrails are secure and in good repair			
Electrical cables/cords kept clear of walkways or secured			
Exit and egress points clearly identified and accessible			
Are stairwells well lit?			
Office environment (workstations and surrounding areas)			
Furniture is well maintained and in good/safe condition			
Desks and benches stable and suitable for work			
Materials are stored appropriately e.g. not on floor around work area			
Are good housekeeping practices used around work areas			
Sufficient space is provided around workstations so staff can move and work safely			
Walkways and aisles are clear of obstructions e.g. boxes, wastebaskets, chairs			
Floor mats do not present trip hazards			
Are floor surfaces chipped: does carpeting show worn spots or holes			
Electrical equipment is in good working order			
Are desk or file drawers left open?			
Are files top-heavy with empty drawers at the bottom and full drawers on top?			
Storage			
Storerooms and storage areas are tidy and free from obstruction			
Stored materials are secured appropriately to prevent them falling			
Heavy equipment is stored at waist level			
Storage areas are accessible and free from trip hazards			
Shelving is stable and well maintained			
Room heaters, air conditioners and ventilation			
Heating and cooling units effective for the work area			

Photocopiers are placed in well ventilated areas			
Adequate ventilation in all areas			
Fire Safety			
Access to all fire safety equipment unobstructed			
Fire extinguishers mounted on the wall, signs located above them, and accessible			
Fire and sprinkler heads clear of obstructions			
	Acceptable		Comments:
	Y	N	
Fire Safety cont'd			
Clear instructions displayed for evacuation			
Fire doors and emergency exits clear of obstruction			
Are flammable liquids/fluids stored in approved container or cabinet?			
Are combustible materials stored near machinery or heat sources?			
Workplace Security-Control Measures (Engineering Controls)			
If appropriate, have the following controls been implemented:			
Door control(s) - locks, remote buzzer, panic bars			
Panic buttons			
Door detectors			
Stationary metal detector			
Intrusion panel			
Monitors			
Video tape recorder			
Hand-held metal detector			
Sound detection			
Closed circuit			
Have structural modifications (e.g. plexiglass, partitions, etc. been implemented?			
If Yes, comment, if no, What is needed?:			
Workplace Security-Control Measures (Work Practice Controls)			
If appropriate, have the following controls been implemented:			
Reception area available			
Visitor(s)/Client sign in/out			
Visitor(s)/Client escorted			
Counter top to separate clients from work area			
One entrance used			
Separate interview area(s)			
I.D. badges used			
Emergency Phone numbers posted			
Internal procedures for conflict (problem) situations			
Parking lot well lighted			

Other:			
Factors That Might Place Employees at Risk			
Work in public settings (Health Care, Police, Firefighters, Social Workers)			
Work late or early morning hours?			
Exchange money with the public?			
Work alone or in small numbers?			
Work in a location with uncontrolled public access?			
Areas of previous security concerns?			
Any other factors that put employees at risk?			
	Acceptable		Comments:
	Y	N	
Security Guards			
Any security guards present at location?			
Are guards posted at entrance?			
Do they patrol the building?			
Dare they provided with communication devices?			
Conclusion:			
Do you as an employee feel safe?			
Comments:			
Other Comments and Recommendations based on this Checklist:			