SAMPLE – Violence Prevention Checklist

1. Does the facility have a written workplace violence prevention/management policy/program?   Yes ☐   No ☐

2. Has an individual or department been designated as being responsible for overseeing the workplace violence prevention/management program?   Yes ☐   No ☐

3. Is a formal committee assigned responsibility for oversight of the workplace violence prevention program, including keeping abreast of new strategies available to manage violence and compliance with OSHA and state requirements?   Yes ☐   No ☐

4. Does the orientation and annual training for staff members (including healthcare providers) include the following:

   a. Review of the workplace violence prevention/management policy/program?   Yes ☐   No ☐

   b. Review of policies/procedures for reporting and record keeping?   Yes ☐   No ☐

   c. Review of policies/procedures for obtaining medical care, counseling, workers' compensation, and/or legal assistance after a violent episode or injury?   Yes ☐   No ☐

   d. Training on identifying and managing a potentially violent situation?   Yes ☐   No ☐

   e. Risk factors associated with violent behavior?   Yes ☐   No ☐

   f. Early recognition of escalating behavior?   Yes ☐   No ☐

   g. Escalating behavior control methods (e.g., nonviolent crisis intervention)?   Yes ☐   No ☐

   h. Appropriate use of restraints and safe application of restraints?   Yes ☐   No ☐

   i. Information on multicultural diversity?   Yes ☐   No ☐

   j. Review of a standard response to violent situations (e.g., availability of assistance, response to alarm systems, communication procedures)?   Yes ☐   No ☐

   k. Management of hostile persons other than the patient (e.g., family members, visitors)?   Yes ☐   No ☐

   l. Location and operation of safety devices (e.g., alarm systems)?   Yes ☐   No ☐

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5. Are risk assessments conducted on a regular basis to assess for the existence of factors that may increase the risk of patient, family member, and/or visitor violence? Yes ☐ No ☐

6. Are all workplace violence events analyzed, including with regard to the characteristics of the assailants and victims, details of the situation, facility response, and risk factors present before and during the event (e.g., lighting problems, lack of communication devices, security problems)? Yes ☐ No ☐

7. Do engineering controls include the following:

    a. Alarm systems and other security devices which are regularly maintained? Yes ☐ No ☐

    b. Metal detectors (installed or handheld), where appropriate, to detect weapons and other dangerous items? Yes ☐ No ☐

    c. Closed-circuit video recording in high-risk areas on a 24-hour basis (The public is alerted to video recording through signage)? Yes ☐ No ☐

    d. Curved mirrors at hallway intersections and concealed areas? Yes ☐ No ☐

    e. Nursing stations enclosed with deep service counters and/or bullet-resistant, shatterproof glass in reception, triage, and admitting areas? Yes ☐ No ☐

    f. Employee "safe rooms" for emergencies? Yes ☐ No ☐

    g. "Time-out" or seclusion areas for patients who are disruptive? Yes ☐ No ☐

    h. Two exits from patient care and counseling rooms? Yes ☐ No ☐

    i. Furniture arranged to avoid entrapment of a staff member? Yes ☐ No ☐

    j. Unused doors locked to limit access in accordance with local fire codes? Yes ☐ No ☐

    k. Regularly maintained, bright, and effective lighting – both inside and outside? Yes ☐ No ☐

8. Do administrative and work practice controls include the following:

    a. A policy on zero tolerance for violence, which is clearly presented to employees, clients, the medical staff, patients, and visitors? Yes ☐ No ☐

    b. A requirement for employees to report all assaults or threats to their supervisor or manager? Yes ☐ No ☐

    c. Education of employees on the procedures for requesting police assistance and/or filing charges when assaulted? Yes ☐ No ☐

    d. Readiness of a trained response team to respond to emergencies? Yes ☐ No ☐

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    e. Trained security officers to respond to aggressive and violent behavior?   Yes ☐   No ☐

    f. Security officers who follow written security procedures when managing aggressive or violent behavior?   Yes ☐   No ☐

    g. Measures to reduce patient wait time and provide timely updates to patients and families waiting in line or for information?   Yes ☐   No ☐

    h. A process to flag the records of patients with a known history of violence?   Yes ☐   No ☐

    i. Completion of a behavioral history on new and transfer patients to assess them for past violent and assaultive behaviors?   Yes ☐   No ☐

    j. The presence in the room of another team member when nurses and/or healthcare providers perform a sensitive physical examination of a patient?   Yes ☐   No ☐

    k. Controlled access to areas of the hospital that are not waiting rooms (e.g., drug storage and pharmacy areas, surgical suites after hours)?   Yes ☐   No ☐

    l. Discouraging employees from wearing or carrying personal items that may be used against them as weapons to cause injury (e.g., necklaces, keys)?   Yes ☐   No ☐

    m. Availability of security escorts for staff members going to parking areas after dark?   Yes ☐   No ☐

    n. The presence of more than one staff member working in high-risk areas (e.g., emergency departments, behavioral health units) at all times?   Yes ☐   No ☐

    o. Encouraging use of the "buddy system" when personal safety may be threatened (e.g., home care workers)?   Yes ☐   No ☐

9. Are field staff members required to submit a daily work plan and check in regularly to keep a designated contact person aware of their whereabouts?   Yes ☐   No ☐

10. Are mock drills conducted on a regular basis to test and evaluate the response of staff members to a potentially violent situation?   Yes ☐   No ☐

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