

June 11, 2024

## **Workplace Violence Prevention Plan Blochman Union School District**

Effective: July 1, 2024

### **Policy Statement**

- **Objective:** To create and maintain a safe and secure work environment for all employees within Blochman Union School District by preventing and addressing workplace violence.
- **Commitment:** The Blochman Union School District is committed to the prevention of workplace violence and will take necessary steps to protect its employees. As such, this Workplace Violence Prevention Plan shall be in effect at all times and in all work areas overseen by the Blochman Union School District.

### **Responsibility**

- The Superintendent, or designee, is responsible for the implementation of the Workplace Violence Prevention Plan.
- Blochman Union School District ensures that, in a manner consistent with paragraph (2) of subdivision (a) of Section 3203 of ensure that all certificated and classified employees including all supervisory employees comply with the plan per paragraph (2) of subdivision (a) of Section 3203 of Title 8 of the California Code of Regulations and in accordance with Blochman Union School District adopted policies regarding employee dismissal/suspension/disciplinary actions].

### **Employee Involvement**

- Blochman Union School District employees and authorized employee representatives will be actively involved in developing and implementing the plan, including, but not limited to:
  - participating in identifying, evaluating, and correcting workplace violence hazards;
  - designing and implementing training;
  - in reporting and the Blochman Union School District investigation of workplace violence incidents; and
  - reviewing and revising of the plan as needed.

### Communication Plan

- The Workplace Violence Prevention Plan is available for employees and their representatives without cost via the Blochman Union School District website at <https://www.blochmanusd.org/safety/> and in paper copy upon request to the Superintendent, or designee, at the Blochman Union School District Office.
- Blochman Union School District encourages employees to engage in open and constructive communication with the Blochman Union School District staff regarding the Workplace Violence Prevention Plan by contacting their direct supervisor.
- Blochman Union School District coordinates the implementation of this plan to ensure employers and employees understand their respective roles in provision of training and the reporting, investigation and recordkeeping of workplace violence incidents.
- Blochman Union School District provides employees annual, and as needed, communication regarding workplace violence matters, including, but not limited to:
  - How an employee can report a violent incident, threat, or other workplace violence concern to the Blochman Union School District or law enforcement without fear of reprisal.
  - How employee concerns will be investigated as part of the Blochman Union School District responsibility to identify and evaluate workplace violence hazards and how employees will be informed of the results of the investigation and any corrective actions to be taken as part of the employer's responsibility to correct workplace violence hazards.
- Blochman Union School District will notify reporting employees via written communication of workplace violence incident investigation results and, if applicable, corrective actions.
- Blochman Union School District employees and authorized representatives may request copies of the workplace violence hazard identification, evaluation and correction (See Appendix III: Workplace Violence Hazard Inspection Form), Blochman Union School District Violent Incident Log (See Appendix II: Violent Incident Log) and workplace violence prevention training documentation (See Appendix I: Training Record) through written request to the Superintendent, or designee.
  - Blochman Union School District makes available these records within 15 calendar days of a request to employees and their representatives, upon request and without cost, for examination and copying.
- Blochman Union School District provides employees with annual, and as needed, information regarding health and wellness benefits, leave information and support services.

### **Definitions**

- "Threat of violence" means any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.
- "Workplace violence" means any act of violence or threat of violence that occurs in a place of employment including, but is not limited to, the following:
  - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
  - An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
  - "Workplace violence" does not include lawful acts of self-defense or defense of others.
  - The following four workplace violence types:
    - "Type 1 violence," which means workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
    - "Type 2 violence," which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
    - "Type 3 violence," which means workplace violence against an employee by a present or former employee, supervisor, or manager.
    - "Type 4 violence," which means workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

### **Emergency Response**

- Blochman Union School District takes effective procedures to respond to actual or potential workplace violence emergencies, including, but not limited to, all of the following in accordance with emergency operations procedures:

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- Blochman Union School District uses OneCall Now alerting system, that sends emails, texts, and voicemails to alert employees of the presence, location, and nature of workplace violence emergencies.
- Blochman Union School District maintains emergency operation procedures that include evacuation and sheltering plans that are appropriate and feasible for the worksites.
- Blochman Union School District consults and coordinates with local law enforcement and emergency services experts in the creation and maintenance of emergency operation procedures.
- Blochman Union School District obtains help from staff (Superintendent or designee assigned to respond to workplace violence emergencies, and law enforcement through annual, and as needed, written assignment of duties on safety plan organization chart, and via the OneCall Now communication system and/or by calling 9-1-1.

**Reporting Procedures**

- Blochman Union School District employees may make a report of potential workplace violence without fear of retaliation.
- Blochman Union School District encourages employees to report a potential workplace violence incident, threat, or other workplace violence concern to the Superintendent/Principal or designee at the District Office or to law enforcement.

**Workplace Violence Investigation Procedures**

- Blochman Union School District implements procedures for post incident response and investigation.
  - Administration will impartially and confidentially investigate all incidents and near-miss incidents to identify the root cause of the incident.
  - Blochman Union School District implements prompt corrective action to repair and/or make procedural changes to prevent the reoccurrence of an incident and near-miss incident due to an identified worksite hazard.
  - Blochman Union School District reporting employees will be notified via written communication of workplace violence incident investigation results and, if applicable, corrective actions.
  - Blochman Union School District workplace violence incidents are documented on the Blochman Union School District Violent Incident Log.

### **Workplace Violence Hazard Inspections**

- Blochman Union School District implements procedures to identify and evaluate workplace violence hazards, including, but not limited to scheduled periodic inspections to identify unsafe:
  - conditions;
  - work practices; and
  - employee reports and concerns.
- Blochman Union School District conducts workplace violence hazard inspections when:
  - the plan is first established;
  - after each workplace violence incident; and
  - whenever the Blochman Union School District is made aware of new or previously unrecognized hazards.
- Blochman Union School District documents Workplace Violence Hazard Inspections on the Workplace Violence Hazard Inspection Form. (See Appendix III: Workplace Violence Hazard Inspection Form)

### **Workplace Violence Hazard Correction**

- Blochman Union School District implements procedures to correct identified and evaluated workplace violence hazards in a timely manner consistent with paragraph (6) of subdivision (a) of Section 3203 of Title 8 of the California Code of Regulations.
- Blochman Union School District recognizes that hazards range from imminent dangers to hazards of relatively low risk that necessitate a varied degree of response action.
- Corrective actions or plans, including suitable timetables for completion, for identified and evaluated workplace violence hazards are the responsibility of the Superintendent/Principal and Maintenance staff.
- Blochman Union School District documents hazard correction actions on the Workplace Violence Hazard Inspection Form. (See Appendix III: Workplace Violence Hazard Inspection Form)
- Blochman Union School District provides communication to the reporting employee regarding the correction of workplace violence hazards.

### **Employee Support Services**

- Blochman Union School District encourages employees to use the Blochman Union School District employee assistance program (EAP), administered by SISC, if they believe that a problem could lead to violent behavior and for those who may be victims or witnesses of workplace violence. Employees should contact the Blochman Union School District office for information about the Blochman Union School District EAP.

### **Training and Education**

- Blochman Union School District provides effective workplace violence prevention training to employees with materials that are appropriate in content and vocabulary to the educational level, literacy, and language of employees.
- Blochman Union School District provides employees with initial training when the plan is first established, and annually thereafter, on all of the following:
  - The Blochman Union School District Workplace Violence Prevention Plan, how to obtain a copy of the plan at no cost, and how to participate in development and implementation of the plan.
  - The definitions and requirements of the Plan.
  - How to report workplace violence incidents or concerns to Blochman Union School District or law enforcement without fear of reprisal.
  - Workplace violence hazards specific to the employees' jobs, the corrective measures Blochman Union School District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
  - The violent incident log and how to obtain copies of records.(See Appendix II: Violent Incident Log)
  - An opportunity for interactive questions and answers with a person knowledgeable about the Blochman Union School District plan.
- Blochman Union School District provides additional training when a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.
- Blochman Union School District provides regular training to employees on recognizing and preventing workplace violence.

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- Blochman Union School District provides the Superintendent/Principal, and other designees, training for effective implementation of the Workplace Violence Prevention Plan in accordance with leadership position expectations and legal obligations.

### Record Keeping

- Blochman Union School District creates and maintains records of workplace violence hazard identification, evaluation, and correction for a minimum of five years.(See Appendix III: Workplace Violence Hazard Inspection Form)
- Blochman Union School District creates and maintains training records for a minimum of one year inclusive of training dates, contents or a summary of the training sessions, names and qualifications of persons conducting the training, and names and job titles of all persons attending the training sessions.(See Appendix I: Training Record)
- Blochman Union School District creates and maintains a violent incident log for a minimum of five years. (See Appendix II: Violent Incident Log)
- Blochman Union School District records of workplace violence incident investigations are maintained for a minimum of five years. Blochman Union School District investigation records do not contain "medical information," as defined in subdivision (j) of Section 56.05 of the Civil Code.
- Blochman Union School District makes available required records in accordance with Cal/OSHA standards and state and federal law to the division upon request for examination and copying.
- Blochman Union School District makes available workplace violence hazard identification, evaluation and correction (See Appendix III: Workplace Violence Hazard Inspection Form), Blochman Union School District Violent Incident Log (See Appendix II: Violent Incident Log) and workplace violence prevention training documentation (See Appendix I: Training Record) through written request to the Superintendent or designee, to employees and their representatives, upon request and without cost, for examination and copying within 15 calendar days of a request.

### Review and Revision

- Blochman Union School District reviews and revises the Workplace Violence Prevention Plan annually and when a deficiency is observed or becomes apparent, after a workplace violence incident and as needed to maintain its effectiveness.

# Appendices

## Appendix A: Sample Workplace Violence Factors and Control Checklists

These sample checklists can help employers identify present or potential workplace violence problems. They contain various factors and controls that are commonly encountered in retail establishments.

Not all of the questions listed here fit all types of retail businesses, and these checklists obviously do not include all possible topics specific businesses need. Employers should expand, modify, and adapt these checklists to fit their own circumstances. These suggestions are not new regulations or standards, and the fact that an employer does not adopt a listed control does not prove a violation of the General Duty clause. ("N/A" stands for "not applicable").

### Sample Checklist 1:

Yes	No	N/A	Environmental Factors
			Do workers exchange money with the public?
			Is the business open during evening or late-night hours?
			Is the site located in a high crime area?
			Has the site experienced a robbery in the past 3 years?
			Has the site experienced other violent acts in the past 3 years?
			Has the site experienced threats, harassment, or other abusive behavior in the past 3 years?
Yes	No	N/A	Engineering Controls
			Do workers have access to a telephone with an outside line?
			Are emergency telephone numbers for law enforcement, fire and medical services, and an internal contact person posted next to the phone?
			Are emergency telephone numbers programmed into company telephones?
			Is the entrance to the building easily seen from the street and free of heavy shrub growth?
			Is lighting bright in outside, parking and adjacent areas?
			Are windows and views outside and inside clear of advertising or other obstructions?
			Is the cash register in plain view of customers and police cruisers to deter robberies?
			Is there a working drop safe or time access safe to minimize cash on hand?
			Are security cameras and mirrors placed in locations that would deter robbers or provide greater security for employees?
			Are there height markers on exit doors to help witnesses provide more complete descriptions of assailants?
			Are employees protected through the use of bullet-resistant enclosures in locations with a history of robberies or assaults in a high crime area?
Yes	No	N/A	Administrative/Work Practice Controls
			Are there emergency procedures in place to address robberies and other acts of potential violence?
			Have workers been instructed to report suspicious persons or activities?
			Are workers trained in emergency response procedures for robberies and other crimes that may occur on the premises?



Yes	No	N/A	<b>Administrative/Work Practice Controls (continued)</b>
			Are workers trained in conflict resolution and in nonviolent response to threatening situations?
			Is cash control a key element of the establishment's violence and robbery prevention program?
			Does the site have a policy limiting the number of cash registers open during late-night hours?
			Does the site have a policy to maintain less than \$50 in the cash register? (This may not be possible in stores that have lottery tickets and payouts.)
			Are signs posted notifying the public that limited cash, no drugs, and no other valuables are kept on the premises?
			Do workers have at least one other person throughout their shifts, or are other protective measures utilized when workers are working alone in locations with a history of robberies or assaults in a high crime area?
			Are there procedures in place to assure the safety of workers who open and close the store?

**Sample Checklist 2 – Self Inspection Security Checklist:**

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Facility: \_\_\_\_\_

Inspector: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

**Security Control Plan?**  Yes  No

*If yes, does it contain:*

Policy Statement?  Yes  No

Review of Worker Incident Exposure?  Yes  No

Methods of Control?  Yes  No

*If yes, does it include:*

Engineering  Yes  No

Work practice  Yes  No

Training  Yes  No

Reporting procedures  Yes  No

Recordkeeping  Yes  No

Counseling  Yes  No

Evaluation of incidents?  Yes  No

Floor Plan?  Yes  No

Protection of Assets?  Yes  No

Computer Security?  Yes  No

Plan accessible to all workers?  Yes  No

Plan reviewed and updated annually?  Yes  No

Plan reviewed and updated when tasks added or changed?  Yes  No

**Policy statement by employer?**  Yes  No

**Work areas evaluated by employer?**  Yes  No

*If yes, how often?* \_\_\_\_\_

**Engineering controls?**  Yes  No

*If yes, does it include:*

Mirrors to see around corners and in blind spots?  Yes  No

Landscaping to provide unobstructed view of the workplace?  Yes  No

"Fishbowl effect" to allow unobstructed view of the interior?  Yes  No

Limiting the posting of sale signs on windows?  Yes  No

Adequate lighting in and around the workplace?  Yes  No

Parking lot well lighted?  Yes  No

Door control(s)?  Yes  No

Panic button(s)?  Yes  No

Door detector(s)?  Yes  No

Closed circuit TV?  Yes  No

- Stationary metal detector?  Yes  No
- Sound detection?  Yes  No
- Intrusion detection system?  Yes  No
- Intrusion panel?  Yes  No
- Monitor(s)?  Yes  No
- Videotape recorder?  Yes  No
- Switcher?  Yes  No
- Handheld metal detector?  Yes  No
- Handheld video camera?  Yes  No
- Personnel traps ("Sally Traps")?  Yes  No
- Other?  Yes  No

**Structural modifications**

- Plexiglas, glass guard, wire glass, partitions, etc.?  Yes  No

If yes, comment: \_\_\_\_\_

**Security guards?**

- If yes, are there an appropriate number for the site?  Yes  No
- Are they knowledgeable of the company WPVP Policy?  Yes  No

Indicate if they are:

- \_\_\_\_\_ Contract Guards (1)
- \_\_\_\_\_ In-house Workers (2)

- At Entrance(s)?  Yes  No
- Building Patrol?  Yes  No
- Guards provided with communication?  Yes  No

If yes, indicate what type: \_\_\_\_\_

- Guards receive training on Workplace Violence situations?  Yes  No

Comments: \_\_\_\_\_

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**Work practice controls?**

If yes, indicate:

- Desks clear of objects which may become missiles?  Yes  No
- Unobstructed office exits?  Yes  No
- Vacant (Bare) cubicles available?  Yes  No
- Reception area available?  Yes  No
- Visitor/client sign in/out?  Yes  No
- Visitor(s)/client(s) escorted?  Yes  No
- One entrance used?  Yes  No
- Separate interview area(s)?  Yes  No

I.D. badges used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Emergency numbers posted by phones?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Internal phone system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, indicate:</i>		
Does it use 120 VAC building lines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does it use phone lines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Internal procedures for conflict (problem) situations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Procedures for worker dismissal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Limit spouse & family visits to designated areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Key control procedures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Access control to the workplace?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Objects which may become missiles removed from area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Parking prohibited in fire zones?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other: _____		

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### Sample Checklist 3 – Workplace Violence Inspection Checklist:

This checklist was adapted from *Violence on the Job: A Guidebook for Labor and Management*, published by the Labor Occupational Health Program, University of California, Berkeley.

#### Staffing

Is there someone responsible for building security?

Yes     No     Sometimes    Notes \_\_\_\_\_  
Who is it? \_\_\_\_\_

Are workers told who is responsible for security?

Yes     No     Sometimes    Notes \_\_\_\_\_

Is adequate and trained staffing available to protect workers against assaults or other violence?

Yes     No     Sometimes    Notes \_\_\_\_\_

Is there a "buddy system" to use when workers are in potentially dangerous situations?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are there trained security personnel accessible to workers in a timely manner?

Yes     No     Sometimes    Notes \_\_\_\_\_

Do security personnel have sufficient authority to take all necessary action to ensure worker safety?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are security personnel provided outside the building?

Yes     No     Sometimes    Notes \_\_\_\_\_

Is the parking lot attended or otherwise secure?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are security escorts available to walk workers to and from the parking lot?

Yes     No     Sometimes    Notes \_\_\_\_\_

#### Training

Are workers trained in the emergency response plan (for example, escape routes, notifying the proper authorities)?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are workers trained to report violent incidents or threats?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are workers trained in how to handle difficult customers?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are workers trained in ways to prevent or defuse potentially violent situations?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are workers trained in personal safety and self-defense?

Yes     No     Sometimes    Notes \_\_\_\_\_

### Facility Design

Are there enough exits and adequate routes of escape?

Yes     No     Sometimes    Notes \_\_\_\_\_

Can exit doors be opened only from the inside to prevent unauthorized entry?

Yes     No     Sometimes    Notes \_\_\_\_\_

Is the lighting adequate to see clearly in indoor areas?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are there worker-only work areas that are separate from public areas?

Yes     No     Sometimes    Notes \_\_\_\_\_

Is a secure place available for workers to store their personal belongings?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are private, locked restrooms available for staff?

Yes     No     Sometimes    Notes \_\_\_\_\_

### Security Measures

Does the workplace have:

Physical barriers (Plexiglas partitions, elevated counters to prevent people from jumping over them, bulletproof customer windows, etc.)?

Yes     No     Sometimes    Notes \_\_\_\_\_

Security cameras or closed-circuit TV in high risk areas?

Yes     No     Sometimes    Notes \_\_\_\_\_

Panic buttons (portable or fixed)?

Yes     No     Sometimes    Notes \_\_\_\_\_

Alarm systems?

Yes     No     Sometimes    Notes \_\_\_\_\_

Internal phone system to activate emergency assistance?

Yes     No     Sometimes    Notes \_\_\_\_\_

Phones with an outside line programmed to call 911?

Yes     No     Sometimes    Notes \_\_\_\_\_

Two-way radios, pagers or cellular phones?

Yes     No     Sometimes    Notes \_\_\_\_\_

Security mirrors (convex mirrors)?

Yes     No     Sometimes    Notes \_\_\_\_\_

Secured entry (buzzers)?

Yes     No     Sometimes    Notes \_\_\_\_\_

Personal alarm devices?

Yes     No     Sometimes    Notes \_\_\_\_\_

### **Outside The Facility**

Do workers feel safe walking to and from the workplace?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are the entrances to the building clearly visible from the street?

Yes     No     Sometimes    Notes \_\_\_\_\_

Is the area surrounding the building free of bushes or other hiding places?

Yes     No     Sometimes    Notes \_\_\_\_\_

Is video surveillance provided outside the building?

Yes     No     Sometimes    Notes \_\_\_\_\_

Is there enough lighting to see clearly outside the building?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are all exterior walkways visible to security personnel?

Yes     No     Sometimes    Notes \_\_\_\_\_

Is there a nearby parking lot reserved for workers only?

Yes     No     Sometimes    Notes \_\_\_\_\_

Is the parking lot free of bushes or other hiding places?

Yes     No     Sometimes    Notes \_\_\_\_\_

Is there enough lighting to see clearly in the parking lot and when walking to the building?

Yes     No     Sometimes    Notes \_\_\_\_\_

Have neighboring facilities and businesses experienced violence or crime?

Yes     No     Sometimes    Notes \_\_\_\_\_

## Workplace Procedures

Is public access to the building controlled?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are floor plans posted showing building entrances, exits?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are these floor plans visible only to staff and not to outsiders?

Yes     No     Sometimes    Notes \_\_\_\_\_

Is other emergency information posted, such as telephone numbers?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are special security measures taken to protect people who work late at night (escorts, locked entrances, etc.)?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are authorized visitors to the building required to wear ID badges?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are identification tags required for staff (omitting personal information such as the person's last name and Social Security number)?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are workers notified of past violent activity?

Yes     No     Sometimes    Notes \_\_\_\_\_

Is there an established liaison with local police?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are broken windows and locks repaired promptly?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are security devices (locks, cameras, alarms, etc.) tested on a regular basis and repaired promptly when necessary?

Yes     No     Sometimes    Notes \_\_\_\_\_

## Field Work

### Staffing:

Is there adequate staffing in the establishment?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are escorts or "buddies" provided for people who work in potentially dangerous situations?

Yes     No     Sometimes    Notes \_\_\_\_\_



**Training:**

Are workers briefed about the area in which they will be working (gang colors, neighborhood culture, language, drug activity, etc.)?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are workers who work late at night or early mornings advised about special precautions to take?

Yes     No     Sometimes    Notes \_\_\_\_\_

**Work Environment:**

Is there enough lighting to see clearly in all areas where workers must go?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are there safe places for workers to eat, use the restroom, store valuables, etc.?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are there places where workers can go for protection in an emergency?

Yes     No     Sometimes    Notes \_\_\_\_\_

Is safe parking readily available for workers?

Yes     No     Sometimes    Notes \_\_\_\_\_

**Security Measures:**

Are workers provided two-way radios, pagers or cellular phones?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are workers provided with personal alarm devices or portable panic buttons?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are vehicle door and window locks controlled by the driver?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are vehicles equipped with physical barriers (Plexiglas partitions, etc.)?

Yes     No     Sometimes    Notes \_\_\_\_\_

**Work Procedures:**

Are workers given maps and good directions covering the areas where they will be working?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are workers given alternative routes to use in neighborhoods with a high crime rate?

Yes     No     Sometimes    Notes \_\_\_\_\_

Does a policy exist to allow workers to refuse service to unruly customers?

Yes     No     Sometimes    Notes \_\_\_\_\_

Has a liaison with the police been established?

Yes     No     Sometimes    Notes \_\_\_\_\_

Do workers avoid carrying unnecessary items, which someone could use as a weapon against them?

Yes     No     Sometimes    Notes \_\_\_\_\_

Is a safe vehicle or other transportation provided by the employer for use when conducting company business?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are vehicles used in the field routinely inspected and kept in good working order?

Yes     No     Sometimes    Notes \_\_\_\_\_

Is there always someone who knows where each worker is while traveling during business hours?

Yes     No     Sometimes    Notes \_\_\_\_\_

Are workers notified of past violent acts committed by customers or other personnel?

Yes     No     Sometimes    Notes \_\_\_\_\_

***Are special precautions taken when workers:***

Perform "enforcement" functions (parking control officers, inspectors, etc.)?

Yes     No     Sometimes    Notes \_\_\_\_\_

Have to take something away from customers (illegal credit cards)?

Yes     No     Sometimes    Notes \_\_\_\_\_

Have contact with people who behave violently?

Yes     No     Sometimes    Notes \_\_\_\_\_

Have contact with dangerous animals (dogs, rodents, etc.)?

Yes     No     Sometimes    Notes \_\_\_\_\_