

Facility Security Checklist

Entity: _____ Location and Address: _____

- 1) Landscaping arranged/trimmed to prevent blind spots? Yes ___ No ___
- 2) Branches of large trees are trimmed back away from the building to prevent roof access? Yes ___ No ___
- 3) Dumpsters are located away from the building? Yes ___ No ___
- 4) View of walkways is not obstructed? Yes ___ No ___
- 5) Access to roof is limited and hatches are locked from inside? Yes ___ No ___
- 6) Ladders aren't stored outside? Yes ___ No ___
- 7) Oversized vehicles are not parked next to the building? Yes ___ No ___
- 8) Visitor access to building is limited? Yes ___ No ___
- 9) Doors to high risk areas are locked? Yes ___ No ___
- 10) Quality locks and dead bolts (1" throw) are installed? Yes ___ No ___
- 11) Strike plates are installed securely in jamb with 3" screws? Yes ___ No ___
- 12) A key control system is in place? Yes ___ No ___
- 13) The locks have been recently re-keyed? Yes ___ No ___
- 14) Door hinges have non-removable pins or hinges are installed to the inside? Yes ___ No ___
- 15) Door frames are made of pry-proof material, preferably metal? Yes ___ No ___
- 16) Doors are solid wood or metal and have no windows? Yes ___ No ___
- 17) There are no windows within 40 inches of a door lock? Yes ___ No ___
- 18) Windows have quality locking devices? Yes ___ No ___
- 19) Misc. openings are secure, i.e. crawl space, roof vents, etc.? Yes ___ No ___
- 20) A security system is installed and operational? Yes ___ No ___
- 21) Critical files, safes and vaults are secure? Yes ___ No ___
- 22) Fire alarms and smoke detectors are operational? Yes ___ No ___
- 23) Circuit breaker box is locked? Yes ___ No ___
- 24) Exterior lighting is operating and adequate? Yes ___ No ___
- 25) Exterior lights have break-resistant lenses or mesh covers? Yes ___ No ___
- 26) Exterior lights are mounted high enough to make access difficult? Yes ___ No ___
- 27) All entrances/exits are well illuminated? Yes ___ No ___

- 28) Lighting gives good coverage, minimizing shadows? Yes ___ No ___
- 29) Lights provide illumination without glare? Yes ___ No ___
- 30) Backup lighting is available in the event of a power failure? Yes ___ No ___
- 31) Lighting is inspected regularly? Yes ___ No ___
- 32) Exterior doors have peep holes installed? Yes ___ No ___
- 33) An up-to-date computer web/network security system is installed? Yes ___ No ___
- 34) Passwords are utilized for computer access? Yes ___ No ___
- 35) The phone service is secure? Yes ___ No ___
- 36) Violence in the workplace policy and procedure is in place and staff has been trained? Yes ___ No ___
- 37) There is a barrier to staff access in place at the main entrance? Yes ___ No ___
- 38) A safe room for staff is available? Yes ___ No ___
- 39) The safe room has a telephone or communications radio in it? Yes ___ No ___
- 40) There is an incident reporting system and staff has been trained? Yes ___ No ___
- 41) Staff walks to vehicles in pairs or group after dark? Yes ___ No ___
- 42) Staff is comfortable with the current level of security? Yes ___ No ___

No answers indicate that additional investigation or a change/correction may be needed

Workplace Security Checklist

Facility: _____
Address/Work Location: _____
Assessment Done By: _____
Date of Assessment: _____

Security Control Plan

Has a Security Control Plan been developed? Yes ___ No ___

If yes, is it in writing? Yes ___ No ___

If yes, does it include:

A. A Policy Statement Yes ___ No ___

B. Evaluation of work areas Yes ___ No ___

C. Identification of control methods considered:

1. Engineering Controls Yes ___ No ___

2. Work Practice Controls Yes ___ No ___

D. Training Yes ___ No ___

E. Evacuation and Floor Plan Yes ___ No ___

Is the Security Control Plan accessible to all employees? Yes ___ No ___

Is the Security Control Plan reviewed and updated when a task has been added or changed and at least annually? Yes ___ No ___

Have you coordinated your Security Control Plan with the local law enforcement agency? Yes ___ No ___

A. Policy Statement

Is the policy statement clearly written and does it support zero tolerance? Yes ___ No ___

B. Work Area Evaluation

Are all areas being evaluated? Yes ___ No ___

Comments:

C. Control Measures

1. Engineering Controls

If appropriate, have the following engineering controls been implemented:

A. Door Control(s) Yes ___ No ___

B. Panic buttons Yes ___ No ___

C. Door detectors Yes ___ No ___

E. Closed circuit Yes ___ No ___

F. Stationary metal detector Yes ___ No ___

G. Sound detection Yes ___ No ___

H. Intrusion panel Yes ___ No ___

I. Monitors Yes ___ No ___

J. Video tape recorder Yes ___ No ___

K. Switcher Yes ___ No ___

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- L. Hand held metal detector Yes ___ No ___
M. Other _____

Have structural modifications been implemented? (e.g. Plexiglass, partitions, etc.)
Yes ___ No ___

If yes, comment

2. Work Practice Controls:

If appropriate, have the following work practice controls been implemented:

- A. Desk clear of objects Yes ___ No ___
B. Unobstructed office exits Yes ___ No ___
C. Bare cubicles available Yes ___ No ___
D. Reception area available Yes ___ No ___
E. Visitor/client sign in/out Yes ___ No ___
F. Visitor(s)/client(s) escorted Yes ___ No ___
G. Counter top to separate clients from work area Yes ___ No ___
H. One entrance used Yes ___ No ___
I. Separate interview area(s) Yes ___ No ___
J. I. D. badges used Yes ___ No ___
K. Emergency phone numbers posted Yes ___ No ___
L. Internal phone system Yes ___ No ___
M. If yes, indicate:
 a. Does it use 120 VAC building lines Yes ___ No ___
 b. Does it use phone lines Yes ___ No ___
N. Internal procedures for conflict (problem) situations Yes ___ No ___
O. Parking lot well lighted Yes ___ No ___
P. Other

- Are Security Guards used at this facility? Yes ___ No ___
If yes, how many _____
A. At entrance(s) Yes ___ No ___
B. Building patrol Yes ___ No ___
C. Are they from a contracted security agency? Yes ___ No ___
If no, has consideration been given to the
local law enforcement response capability? Yes ___ No ___

Comments: _____

Workplace Security Checklist

D. Training

- Has training been conducted? Yes ___ No ___
If yes, is it provided? Yes ___ No ___
1. Prior to initial assignment Yes ___ No ___
2. Annually thereafter Yes ___ No ___

Does training include:

- A. Components of security control plan Yes ___ No ___
B. Engineering controls instituted at the workplace Yes ___ No ___
C. Work practice controls instituted at the workplace Yes ___ No ___
D. Techniques to use in potentially volatile situations Yes ___ No ___
E. How to anticipate/read behavior Yes ___ No ___
F. Procedures to follow after an incident Yes ___ No ___
G. Periodic refresher for on site procedures Yes ___ No ___
H. Recognizing abuse/paraphernalia Yes ___ No ___
I. Opportunity for Q&A with instructor Yes ___ No ___

Are training records kept? Yes ___ No ___

E. Floor Plan, Evacuation Plan

Are evacuation plans current? Yes ___ No ___
Are floor plans posted showing exits, entrances,
location of security equipment, etc? Yes ___ No ___

F. Conclusions:

Do employees feel safe? Yes ___ No ___
Comments:

Comments and Recommendations based on this evaluation:

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	Administrative/Work Practice Controls (<i>continued</i>)
			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? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sound detection? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Intrusion detection system? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Intrusion panel? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Monitor(s)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Videotape recorder? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Switcher? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Handheld metal detector? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Handheld video camera? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Personnel traps ("Sally Traps")? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Structural modifications

- | | | |
|---|------------------------------|-----------------------------|
| Plexiglas, glass guard, wire glass, partitions, etc.? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|------------------------------|-----------------------------|

If yes, comment: _____

Security guards?

- | | | |
|---|------------------------------|-----------------------------|
| If yes, are there an appropriate number for the site? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are they knowledgeable of the company WPVP Policy? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Indicate if they are:

_____ Contract Guards (1)
 _____ In-house Workers (2)

- | | | |
|-------------------------------------|------------------------------|-----------------------------|
| At Entrance(s)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Building Patrol? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Guards provided with communication? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If yes, indicate what type: _____

- | | | |
|---|------------------------------|-----------------------------|
| Guards receive training on Workplace Violence situations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|------------------------------|-----------------------------|

Comments: _____

Work practice controls?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--------------------------------	------------------------------	-----------------------------

If yes, indicate:

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