

SAMPLE

**Employee Survey on
Workplace Violence Hazard Assessment**

Name (Optional) _____
 Department/Unit _____ Date _____
 Work Location (if at alternate worksite) _____

Please assess your department/unit over the last year. Circle TRUE (T), FALSE (F) or DON'T KNOW (?). *Thank you for your honest assessment.*

Management Commitment and Employee Involvement			
T	F	?	1. Violence/threats are not accepted as "part of the job" by managers, supervisors and/or employees.
T	F	?	2. Employees communicate information about potentially assaultive/threatening clients or visitors to appropriate staff.
T	F	?	3. Management communicates information to employees about incidents of workplace violence.
T	F	?	4. Employees feel they are treated with dignity and respect by other employees and management.
T	F	?	5. Employees are basically satisfied with their jobs.
T	F	?	6. Employees are basically satisfied with management.
T	F	?	7. Employees are basically satisfied with the organization (i.e., mission, vision, goals).
T	F	?	8. Employees generally feel "safe" when they are at work.
T	F	?	9. Employees are familiar with the department's/unit's violence prevention policy.
Potential Risk Factors			
T	F	?	10. Employees do not work in high-crime areas.
T	F	?	11. Employees do not work with drugs.
T	F	?	12. Employees do not work with cash.
T	F	?	13. Employees do not work with patients or clients who have a history of violent behavior or behavior disorders.
T	F	?	14. Employees do not work in isolated work areas.
Hazard Prevention and Control			
T	F	?	15. The department/unit has adequate lighting to, from and within the worksite.
T	F	?	16. The employee parking garage is secure when arriving, leaving and during changes of shift.
T	F	?	17. Access and freedom of movement within the workplace are restricted to those persons who have a legitimate reason for being there.
T	F	?	18. Alarm systems such as panic alarm buttons, silent alarms, or personal electronic alarm systems are being used for prompt security assistance.
T	F	?	19. Employees know to use security escort service after hours.
T	F	?	20. After hours, the building is locked down with only one access point.
T	F	?	21. Visitors are signed in and out.

Hazard Prevention and Control (continued)			
T	F	?	22. Exits are accessible and clearly marked.
T	F	?	23. Employees are able to locate emergency equipment such as fire alarm boxes or emergency-generator outlets.
T	F	?	24. Emergency equipment is accessible and free from obstruction.
T	F	?	25. Employees are able to locate cellular phones, power-failure phones and/or radios for emergency communication.
T	F	?	26. Employees know proper procedures if a bomb threat is announced.
T	F	?	27. Employee emergency call-back list is up-to-date and available.
T	F	?	28. Employees provide privacy to reflect sensitivity and respect for clients and visitors.
T	F	?	29. Employees use the "buddy system" to work together if problems arise.
T	F	?	30. Employees working in the field have cellular phones or other communication devices to enable them to request aid.
T	F	?	31. Staffing levels are appropriate for department/unit functions.
T	F	?	32. Reference manuals are up-to-date and available to employees.
T	F	?	33. There is a grievance policy available to employees.
T	F	?	34. There is a Safety Committee available as a resource to staff for any hazard concern.
Training			
			35. Employees have received training on the company's workplace violence prevention program.
T	F	?	36. Employees know how to ask for assistance by phone or by alerting other staff.
T	F	?	37. Employees have been trained to recognize and handle threatening, aggressive, or violent behavior.
T	F	?	38. Employees have been trained in verbal de-escalation techniques.
T	F	?	39. Employees have been trained in self-defense/restraint procedures.
Incidents and Reporting			
T	F	?	40. This work unit/department has not experienced violent behavior and assaults or threats from strangers.
T	F	?	41. This work unit/department has not experienced violent behavior and assaults or threats from clients or customers.
T	F	?	42. This work unit/department has not experienced violent behavior and assaults or threats from others employed in the organization.
T	F	?	43. This work unit/department has not experienced domestic violence issues.
T	F	?	44. Employees are required to report incidents or threats of violence, regardless of injury or severity; the reporting system is clear.
T	F	?	45. Medical and psychological counseling services were offered to employees who have been assaulted or threatened.