Checklist of Suggested Prevention Strategies for Workplace Violence on Hospital Units

ENVIRONMENTAL

ENTRIES/EXITS
Are there enough exits and adequate routes of escape?
Can exit doors be opened only from the inside to prevent unauthorized entry?
Is access to work areas only through a reception area?
Are reception and work areas designed to prevent unauthorized entry?
Are there security guards at the entrances and/or exits of the unit?
Are there metal detectors at the entrances of the unit?

WORK AREA HAZARDS
Are waiting and work areas free of objects that could be used as weapons?
Are chairs and furniture secured to prevent use as weapons?
Is furniture in waiting and work areas arranged to prevent employees from becoming trapped?
Are hallways and work areas clear of obstacles that block pathways?

WORKPLACE DESIGN
Could someone hear a worker call for help?
Is there appropriate lighting used in patient areas? (brightly lit, dim during sleeping times)
Is there an appropriate noise level in patient areas?
Can workers observe patients or clients in waiting areas and rooms from their work stations?
Are patient or client areas designed to maximize comfort and minimize stress?
Are there employee-only work areas that are separate from public areas?
Is a secure place available for employees to store their personal belongings?
Are private, locked restrooms available for staff?

SECURITY MEASURES
Are emergency phone numbers programmed into phones? (i.e. security)
Do workers have easy access to telephones?
Are there security cameras in the unit?
Are there functional alarms/panic buttons?

ADMINISTRATIVE

POLICIES RELATED TO WORKPLACE VIOLENCE
Is a "zero tolerance" policy for violence clearly communicated to both employees and patients through verbal or posted cues?
Is there a written workplace violence prevention program in your facility?
Is there someone responsible for the violence prevention program to ensure that all managers, supervisors, and employees understand their obligations?
Are there emergency procedures in place for violent events?
Are there well-communicated consequences for employees who engage in Type III violence?
Are workers instructed to report suspicious or threatening activity?
Are workers encouraged to report violent incidents?

OTHER STRATEGIES:

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ACTION PLAN:

What:

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Who:

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When (Time Plan):

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Contact Person: **Email:**

Adapted from: Hamblin L, Essenmacher L, Luborsky M, Russell J, Janisse J, Upfal MJ, Arnetz JE. Worksite walkthrough intervention: data-driven prevention of workplace violence on hospital units. J Occup Environ Med. 2017 Sep; 59(9):875-884.