

**Location:** \_\_\_\_\_

**Building:** \_\_\_\_\_

**Completed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Part A: BUILDING, GROUNDS & COMMON AREAS**

Questions	Yes	No	Comments
<b>1. Parking Lot</b>			
Are the entrances and exits well marked?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the lot have signs with security reminders (e.g. lock your car, security patrolled /CCTV)?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there enough lighting?	<input type="checkbox"/>	<input type="checkbox"/>	
Have vehicles been stolen from the parking lot?	<input type="checkbox"/>	<input type="checkbox"/>	
Have vehicles been broken into?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Building Location, Perimeter &amp; Entrances</b>			
Is your workplace near any buildings or businesses that are at risk from violent crime? (e.g., bars, banks)	<input type="checkbox"/>	<input type="checkbox"/>	
Do violent, criminal, drunk, or drugged persons ever come into your building?	<input type="checkbox"/>	<input type="checkbox"/>	
Is your building located in a high-crime area?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there signs of vandalism?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you located in a dense manufacturing area?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you isolated from other buildings?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there graffiti on the building walls?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the building entrance well lit?	<input type="checkbox"/>	<input type="checkbox"/>	
Do outside lights come on before dark?	<input type="checkbox"/>	<input type="checkbox"/>	
Are garbage areas, external buildings, or equipment that employees use: <ul style="list-style-type: none"> <li>• In an area with good visibility/on CCTV?</li> <li>• Close to the building with no hiding places?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your building shared with other businesses?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
If yes, is entry to your area(s) controlled?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a system to alert employees if intruders enter?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there hiding places or visibility barriers (shrubbery, fences, etc) along any of the regular walkways or near entrances?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you use coded cards or keys to control access to the building or to certain areas within the building?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there controlled access, after regular working hours?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a system in place to limit the number of keys/entry cards given out?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you change locks/codes immediately if keys/cards are lost or misplaced?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Security System</b>			
Do you have a security system at your location?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, is the system tested on a regular basis? (e.g., monthly)	<input type="checkbox"/>	<input type="checkbox"/>	
Is the security system adequate?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there security guards/safety walking services available at your location?	<input type="checkbox"/>	<input type="checkbox"/>	
Are signs posted indicating that there is a security system/CCTV in use?	<input type="checkbox"/>	<input type="checkbox"/>	
Are security cameras and mirrors placed in locations that would deter potential intruders?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Reception/ Visitor Access</b>			
Is your main reception area easily seen and easy to get to?	<input type="checkbox"/>	<input type="checkbox"/>	
Can the receptionist clearly see incoming visitors?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Is the reception area visible to fellow employees or members of the public?	<input type="checkbox"/>	<input type="checkbox"/>	
Is your reception area staffed at all times?	<input type="checkbox"/>	<input type="checkbox"/>	
Can outsiders enter the building when there is no receptionist present?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the reception area the first stop for visitors?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a policy for receiving, escorting, and identifying visitors?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the reception area function as a security screening area for unwanted visitors?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, have response procedures been developed?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there objects/tools/equipment in this area that someone could use as a weapon?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. Signs</b>			
When you enter the building, are there signs to identify where you are?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there signs inside the building showing you where to get emergency assistance if needed?	<input type="checkbox"/>	<input type="checkbox"/>	
If no, what signs are needed and where?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there areas where exit signs are not present, but are needed?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, where?	<input type="checkbox"/>	<input type="checkbox"/>	
What other signs should be added?			
<b>6. Stairwells, Exits &amp; Hallways</b>			
Do exit doors identify the exit location?	<input type="checkbox"/>	<input type="checkbox"/>	
Could someone easily hide at the bottom of the stairwell?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, where?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the lighting bright enough in stairwells and halls?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Can lighting be turned off by the public: • in stairwells? • in hallways? • in common/public access areas?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Is there more than one exit route out of the building?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any exit routes which prevent you from getting away? If yes, where?	<input type="checkbox"/>	<input type="checkbox"/>	
Do stairwell exit doors lock behind you?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there unoccupied rooms (storage room, janitor's closet, etc) in public access areas that should be locked? If yes, where?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7. Elevators</b>			
Are you able to see if the elevator is occupied before entering?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an emergency phone or emergency call button in each elevator?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a response procedure for elevator emergencies?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>8. Washrooms</b>			
Can the public use the same washrooms as staff?	<input type="checkbox"/>	<input type="checkbox"/>	
Can the lights in the washroom be turned off?	<input type="checkbox"/>	<input type="checkbox"/>	
Are any washrooms lockable from the inside?	<input type="checkbox"/>	<input type="checkbox"/>	
Are washrooms checked before building is vacated?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>9. Areas of Improvement – Action Plan</b>			<b>Priority</b>
What improvements are recommended to prevent or reduce	1.		
	2.		
	3.		
	4.		

Questions	Yes	No	Comments
the risk of violence?	5.		
What training is recommended?	1.		
	2.		
	3.		

**10. Additional Comments (if necessary)**


**Instructions for Completing the Risk Assessment Form:**

1. If responsible for a campus or site location other than the main campus, complete Part A&B.
2. **If only responsible for a department, complete Part B only.**
3. If a department operates in more than one building or in significantly different areas within one building, a separate risk assessment must be completed for each area/building.
4. If a question is not applicable to your area, indicate N/A in the “comment” field.
5. Check boxes shaded in light green indicate the low-risk response, Do not require additional comment but additional notes are recommended
6. For higher risk responses that do not have light green shading on checkbox, indicate precautions currently taken to mitigate risk in the “comment” field.
7. If concerns are flagged on the risk assessment, the area supervisor will identify and prioritize opportunities to reduce the risk of workplace violence in the “Areas of Improvement/Action Plan”, considering workplace design and practices, environmental conditions and training.
8. Send a copy of the completed Risk Assessment to the Organizational Health and Wellness Specialist.
9. If Assessment is being completed due to an incident of Workplace Violence to reassess the common grounds, Include reference to any safety plans, interim measures, or feedback from HR/CARE team. Limits on Disclosure outlined in the Occupational health and Safety Act must be followed when completing comments.