

# Violence Prevention Inspection Checklist

This checklist helps the clinic prevent workplace violence by identifying areas that may need further action.

General information		
Clinic name:		
Clinic address:		
Inspection date:		
Clinic locations inspected:	Reception and waiting areas	Offices, exam, and treatment rooms
	Washrooms and staff areas	Outside areas, including grounds and parking lots

## PART A – WORKPLACE INSPECTION

Items marked \* are mandatory as per the British Columbia Occupational Health and Safety Regulation.

Access and Controls	Yes	No	N/A
Access to work areas is controlled (e.g., locked doors, buzzers) and restricted after hours.			
The clinic is laid out to clearly separate staff work areas from patient/public areas.			
The work area allows staff to quickly remove themselves from situations if they are being targeted or threatened (i.e., secure offices, safe room with locking door, access/egress clear).			
Counters and desks provide an adequate barrier against threatening behaviour in the reception area.			
Access to staff-only rooms is controlled by locked doors.			
Exam and treatment rooms are equipped to ensure assistance can be obtained if needed (e.g., duress alarm system, phones, or control panel to alert co-workers of a violent incident).			
Exam and treatment rooms are arranged with furniture positioned to ensure visibility and enhance staff safety.			
Counter/desk provides an adequate barrier between staff and the public in exam and treatment rooms.			
There is an emergency exit door available for use in case of emergencies.			
Worksite Environment	Yes	No	N/A
Lighting is appropriate for all indoor areas, facility grounds, and parking lots.			
The immediate outside area is free from signs of vandalism, drug paraphernalia, alcohol, and cannabis establishments.			

Security and Safety Measures	Yes	No	N/A
Emergency response phone numbers are posted by the phone.			
Staff wear identification where appropriate.			
Staff are instructed on the appropriate response to incidents of violence at the clinic.			
Duress systems, if available, are routinely tested to ensure operational.			
Potentially dangerous materials, equipment, and sharps are out of sight or secured.			
Violence prevention signage is appropriately placed in the clinic.			
Restricted access areas are clearly labelled.			
Staff-only rooms have a peephole or another method to view the area outside the door.			
Unoccupied rooms have their doors shut and/or locked.			
Working Alone	Yes	No	N/A
*The intervals for checking staff members' wellbeing are developed in consultation with the staff assigned to work alone.			
*Working Alone procedures include a procedure to follow if staff cannot be contacted.			
Staff who work alone or in isolation have a system in place to get immediate assistance if needed.			
The system in place to get immediate assistance is routinely tested.			
Washrooms	Yes	No	N/A
Staff washrooms are secured with locked doors.			
Access to public washrooms is controlled or visually monitored.			
Process and Procedures	Yes	No	N/A
*Violence prevention safe work procedures are in written form and available to staff.			
*Violent incident investigations are completed without delay and minimize risks for further incidents.			
*Staff receive appropriate violence prevention training, and training is tracked by the employer.			
*Staff know how to report a violent incident in the clinic.			
*Criteria for reporting violence incidents (injury, near miss, threatening statements or gestures, abusive behaviours) is understood by staff.			


 CONTINUE

*Violence prevention policies, safe work practices, and universal precautions are included in the orientation process for new and returning employees.			
*A Violence Risk Assessment and Working Alone Procedures have been completed/or reviewed within the last year.			
Staff involved in violent incidents receive prompt post-incident support.			

**Additional comments****PART B – RECOMMENDATIONS**

Item #	Corrective action	Assigned to	Completion date

**CONTINUE**

**PART B – SIGN OFF**

Inspection completion:			
Inspected by: <i>(name, position)</i>			
Signature:		Date completed:	
Inspected by: <i>(name, position)</i>			
Signature:		Date completed:	

Employer review:			
Reviewed by: <i>(name, position)</i>			
Signature:		Date reviewed:	

In community physician practices, inspections are typically conducted by the office manager (employer representative). If the clinic has a worker representative or a joint occupational health and safety committee, they should also participate. After Parts A (Inspection) and B (Recommendations) are completed, inspector(s) sign Part C and submit it to the employer. The employer reviews findings and tracks corrective actions.