

# Violence Prevention Clinic Inspection

<b>Clinic name:</b>			
<b>Clinic address:</b>			
<b>Area inspected:</b>	<input type="checkbox"/> Office and Clinic Rooms	<input type="checkbox"/> Waiting area and reception	<b>Date:</b> DD / MM / YYYY
	<input type="checkbox"/> Outside areas including grounds and parkings lot(s)	<input type="checkbox"/> Storage, staff areas, and washrooms	<b>Time:</b> HH:MM

## PART A – INSPECTION

Access and controls	Yes	No	N/A
Access to work areas is controlled (e.g., locked doors, buzzers) and restricted after hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The clinic is laid out to clearly separate staff work areas from patient/public areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The work area allows for 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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The reception area is set up to allow for good visibility of people arriving and exiting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counters and desks provide an adequate barrier against threatening behaviour in the reception area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to staff-only rooms is controlled by locked doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exam and treatment rooms are arranged with furniture positioned to ensure visibility and enhance staff safety.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counter/desk provides a barrier between staff and the public in exam and treatment rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is an emergency exit door available for use in case of emergencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Worksite environment	Yes	No	N/A
Lighting is appropriate for all indoor areas, facility grounds, and parking lots.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The immediate outside area is free from signs of vandalism, drug paraphernalia, alcohol, and cannabis establishments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security and safety measures	Yes	No	N/A
Emergency response phone numbers are posted by the phone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff wear identification where appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff are instructed on the appropriate response to incidents of violence at the clinic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Duress systems, if available, are routinely tested to ensure operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## PART A – INSPECTION CONTINUED

Security and safety measures continued	Yes	No	N/A
Potentially dangerous materials, equipment, and sharps are out of sight or secured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Violence prevention signage is appropriately placed in the clinic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restricted access areas are clearly labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff-only rooms have a peephole or another method to view the area outside the door.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unoccupied rooms have their doors shut and/or locked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working alone	Yes	No	N/A
Staff who work alone or in isolation have a system in place to get immediate assistance if needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The system in place to get immediate assistance is routinely tested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*The intervals for checking staff member's wellbeing are developed in consultation with the staff assigned to work alone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Working Alone procedures include a procedure to follow if staff cannot be contacted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washrooms	Yes	No	N/A
Staff washrooms are secured with locked doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to public washrooms is controlled or visually monitored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process and procedures	Yes	No	
*Violence prevention safe work procedures are in written form and available to staff.	<input type="checkbox"/>	<input type="checkbox"/>	
*Violent incident investigations are completed without delay and minimize risks for further incidents.	<input type="checkbox"/>	<input type="checkbox"/>	
*Staff receive appropriate violence prevention training and training is tracked by the employer.	<input type="checkbox"/>	<input type="checkbox"/>	
Staff involved in violent incidents receive prompt post-incident support.	<input type="checkbox"/>	<input type="checkbox"/>	
*Staff know how to report a violent incident in the clinic.	<input type="checkbox"/>	<input type="checkbox"/>	
*Criteria for reporting violence (injury, near miss, threatening statements or gestures, abusive behaviours) is understood by staff.	<input type="checkbox"/>	<input type="checkbox"/>	
*Violence prevention policies, safe work practices, and universal precautions are included in the orientation process for new and returning employees.	<input type="checkbox"/>	<input type="checkbox"/>	
*A Violence Risk Assessment and Working Alone Procedures has been completed/or reviewed within the last year.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Comments:</b>			

**PART B – RECOMMENDATIONS**

Item	Corrective action	Assigned to	Status

**PART C – SIGN OFF**

Inspected by:

Full name (please print):	Signature:	Date:
		DD / MM / YYYY
		DD / MM / YYYY

Employer review:

Full name (please print):	Signature:	Date:
		DD / MM / YYYY

The clinic will maintain a copy of this inspection for three (3) years. Physician employers must determine the appropriate time interval necessary to prevent the development of unsafe working conditions. In some clinics this could be monthly, or quarterly for others. Workers must report any unsafe conditions or acts to the person-in-charge as soon as possible. Unsafe conditions and acts must be investigated by the employer and remedied without delay. If a worker representative or joint occupational health and safety committee is required, the violence prevention workplace inspection should include these individuals.

**This will require asking workers questions, observing techniques, and watching the use of equipment and materials.  
Do not try to imitate acts or conditions.**