

High Risk Workplace Operations & Environments

1. **Direct contact with public**
 - a. Fixed location, constituents access to staff
2. **Exchange/handling of money**
 - a. Petty cash, handling cash, making deposits
3. **Working in community based setting**
 - a. Working on personal dwelling, traveling alone
4. **Working with unstable or volatile constituents**
 - a. Providing services to those with potential psychological concerns
 - b. Constituents that are unpredictable
5. **High crime**
 - a. Risk of assault, theft, and /or property damage
6. **Mobile workplace**
 - a. Vehicle is office
 - b. In remote/unknown areas
 - c. Constituent access to worker in and out of vehicle
7. **Working alone or in small numbers**
 - a. Fixed location limited access to communication tools
 - b. High potential for assault or crime
 - c. Isolated areas away from others
 - d. Remote worksite with constituent access
8. **Securing or protecting goods**
 - a. Presence of valuable portable goods such as vehicles or electronics
 - b. Intervene in a situation to prevent theft or loss
 - c. Patrolling alone at night (isolated areas)
9. **Transporting constituents or goods**
 - a. High-density traffic routes
 - b. Road rage
 - c. Limited/no communication tools
 - d. Constituent has physical access
 - e. Fare collection and enforcement
 - f. Exposure to theft of goods being transferred
10. **Potential Sources of Workplace Violence**
 - a. Interactions with constituents
 - b. Cash handling
 - c. High-stress / High-traffic areas
 - d. Limited visibility
 - e. Employee skill set
 - f. Public access
 - g. Time of day
 - h. Staffing shortages

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Interior Considerations

11. Entrances & exits

- a. Door locks, access control systems

12. Reception and lobby areas

- a. Visibility, security personnel or other security measures

13. Workspaces & offices

- a. Inadequate lighting, blocked exits, visibility

14. Common areas

- a. Door locks, access control systems

15. Hallways & corridors

- a. Lighting, access control

16. Communication systems - do they work in all spaces?

Exterior Considerations

17. Building entrances & exits

- a. Well-lit, visibility, clear signage

18. Parking lots & structures

- a. Lighting, visibility, free of hiding spots

19. Perimeter of facility

- a. Unauthorized access points

20. Landscaping & outdoor structures

- a. Hiding spots, concealment, or obstructions

21. Trash receptacles

- a. Unauthorized tampering

22. Security measures

- a. Are we capturing the right things?

Hazard Assessment Checklist

23. WPV Risk Factors

- a. Contact with the public
- b. Working alone
- c. High crime rate
- d. Public safety function – conflicts
- e. Interact with known or suspected history of violence
- f. Employee history of red flags

24. Inspecting Work Areas

- a. Identification, badges
- b. Security personnel
- c. Barriers in place
- d. Area free of potentially harmful objects
- e. Communication channel