

General Physical Environment Risk Assessment Form

*Adapted from Occupational Health and Safety Council of Ontario document, "Developing Workplace Violence and Harassment Policies and Programs: A Toolbox."-

http://www.labour.gov.on.ca/english/hs/pdf/wvps_toolbox.pdf. To be completed annually by the employer. Note that this assessment is conducive to most physician office environments. If your workplace has certain unique characteristics and requires a more detailed assessment, please refer to the Occupational Health and Safety Council of Ontario document.

Location: _____

Date: _____ Time: _____ a.m. p.m.

Completed by: _____

	YES	NO	Recommended Improvement (Person assigned to task)
Parking Lot			
Are the entrances and exits well marked?			
Is the lot appropriately signed with security reminders? (e.g. "lock your car, security patrolled)			
Is there sufficient lighting?			
Are alarms clearly marked and easily accessible?			
Is access to the lot controlled by pass cards?			
Have there been vehicle thefts from the parking lot?			
Comments:			
Building Perimeter			
Is your workplace near any buildings or businesses that are vulnerable to violent crime (Bars, banks)?			
Are there any signs of vandalism?			
Is the exterior of the building adequately lighted?			
Is the building entrance adequately lighted?			
Is the entrance to the building easily seen from the street and free of heavy shrub growth?			
Comments:			
Access Control			
How many public entrances are there to your building?			
Is your building connected to any other buildings?			
If yes, is there access control to your building?			
Is your building shared with other businesses?			
Are offices designed/arranged to distinguish public versus private spaces?			
Are coded cards keys used to control access to the building or			

General Physical Environment Risk Assessment Form

	YES	NO	Recommended Improvement (Person assigned to task)
certain areas in the building?			
Comments:			
Security System			
Is there a security system in place at this location?			
Is the system tested on a regular basis to assure correct functions?			
Are there security guards (safety walking services) available at this location?			
Have you posted signs indicating there is a security system in use?			
Are security cameras and mirrors placed in locations that would deter potential offenders?			
Comments:			
Reception			
Is the reception area easily identifiable and accessible?			
Can the receptionist see incoming visitors?			
Is there a widened reception desk or a barrier?			
Is the reception area visible to fellow employees or members of the public?			
Is the reception area staffed at all times?			
Can outsiders enter the building when there is no receptionist present?			
Is the reception area the first point of contact for patients?			
Is there a policy for receiving and identifying patients, family members or other visitors?			
Does the area function well as a security screening area?			
Does the receptionist work alone at times?			
Is there an emergency call button at the reception area?			
Comments:			
Signage			
Upon entering the building, are there signs to identify where you are?			
Are there signs indicating where to get emergency assistance, if needed?			
Are visitor areas and private areas clearly marked?			
Are rules for patients and other visitors clearly posted?			
Are there exit signs?			
Are there areas where exit signs are not present, but are needed?			
Are signs posted to be highly visible to all?			

General Physical Environment Risk Assessment Form

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Are the hours of operation adequately posted?			
Impression of overall signage: <input type="checkbox"/> very poor <input type="checkbox"/> poor <input type="checkbox"/> satisfactory <input type="checkbox"/> good <input type="checkbox"/> very good			
Comments:			
Lighting			
Is the interior of the building well lit?			
Is the lighting evenly spaced?			
Are there any lights out?			
Can an employee access main light control switches?			
Comments:			
Stairwells and Exits			
Do exit doors identify where they exit to?			
Are there places at the bottom of stairwells where someone could hide?			
Is the lighting adequate?			
Can lights be turned off in the stairwell?			
Is there more than one route?			
Do the stairwell doors lock behind you: During regular hours of operation? After regular hours of operation?			
Comments:			
Working Alone			
At the time of inspection, did any areas feel isolated?			
In these areas, is there a telephone or a sign with emergency assistance information?			
In these areas, how far is the nearest person to hear calls for help?			
Are there any alarms or panic buttons? If yes, are they easily accessible?			
Are alarms or panic buttons regularly tested?			
Comments:			
Elevators			
Do you have full view of whether the elevator is occupied before entering?			
Is there an emergency phone or emergency call button in each elevator?			
Is there a response procedure for elevator emergencies?			

General Physical Environment Risk Assessment Form

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Comments:			
Washrooms			
Is public access to washrooms controlled?			
Can the lights in the washroom be turned off?			
Are washrooms checked before building is vacated?			
Comments:			
Meeting/Examination Rooms			
Do you have separate meeting/examination rooms?			
Is there an alarm system in these rooms?			
Is the furniture arranged to allow emergency exits?			
Do the rooms have multiple exits?			
Comments:			
Individual Offices/Tasks			
Are certain employees at higher risk of having violent acts bestowed upon them due to the nature of their position?			
Has the furniture been arranged to allow quick exit from the office?			
Comments:			
Emergency Assistance			
Has an emergency contact number been established: During regular hours of operation? After regular hours of operation?			
Are emergency numbers posted on phones?			
Are emergency phones accessible in all areas?			
Do you have a designated "safe" room where employees can go during an emergency?			
Does this room have a telephone and a door to which can be locked from the inside?			
Comments:			
Training			
Have employees been trained in preventive work practices relevant to their jobs?			
Have employees been trained in appropriate responses for violent situations that they may encounter?			
Have employees been trained in the procedure for reporting suspicious persons or incidents?			
Comments:			

**General Physical Environment
Risk Assessment Form**

Location of Medicines			
Are medications properly locked and stored?			
Is access to medication restricted to staff?			