

**BUILDINGS AND GROUNDS CHECKLIST  
FOR USE BY AGENCY SAFETY COORDINATOR**

- There are adequate measures to assure a safe workplace
- When appropriate, there is a consideration of physical separation of workers from customers or clients
- There is adequate lighting at necessary locations (i.e., entrances, exits, parking facilities)
- Entrances and exits are easily accessible
- Employees are aware of security procedures
- Surveillance is used
- There is documentation of which personnel has keys, security codes, or access to building(s)
- Building is accessible for those employees who are disabled

**HUMAN RESOURCE GUIDE CHECKLIST  
FOR USE BY AGENCY HR REPRESENTATIVE**

- Employees have received training on the Commonwealth's workplace violence prevention guide
- All threats are documented
- Appropriate authorities are notified when necessary
- Commonwealth's reporting procedures for violent incidents and emergency responses are followed
- There is a member of the consulting team available at all times
- Employees have access to emergency contact info sheet
- Supervisors have been trained in effective prevention techniques
- Supervisors closely monitor employee performance and behavior
- Changes in employee performance and behavior are discussed with the next level manager and Workplace Violence Liaison, if appropriate
- KEAP is notified if potential behavioral concerns exist
- Disciplinary meetings and terminations are conducted with a human resource representative present, if possible
- Disciplinary meetings are conducted in a confidential location
- Disciplinary meetings are not scheduled around holidays or other significant dates, when possible
- Consideration is given to whether or not there is a need for security prior to the disciplinary process
- Employees subject to discharge are removed immediately