

**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