

Self-assessment Checklist: Violence Prevention

The following questions are designed to help practices evaluate their policies and procedures regarding violence prevention and response. For additional risk control tools and information on a wide and growing range of topics, visit www.cna.com.

Risk Control Measures	Present (Yes/No)	Comments
Workplace Analysis		
Has a comprehensive violence and abuse analysis been performed in the facility, in order to ensure that:		
• Locking systems are in place on outer doors?		
• Unused doors are always locked?		
• Visitor access is carefully controlled?		
• Entrances and parking lots are well-illuminated?		
• Lights are regularly inspected?		
• Shrubbery is trimmed to minimize shadows?		
• Security alarm systems are carefully maintained and frequently tested?		
• Response procedures are in place for violent incidents, including assaults, bomb threats, gunfire and hostage situations?		
Community and Environmental Considerations		
Have local law enforcement and other emergency response agencies been contacted regarding area crime risks?		
Has an environmental risk assessment been performed, which considers:		
• Crime statistics of the surrounding community?		
• Past occurrences of workplace violence, as documented in medical and safety reports?		
• Instances of employees working alone?		

Risk Control Measures

Prevention Program

Has a violence prevention program (VPP) been developed and implemented?		
Is there a team in place that is responsible for implementing the program and monitoring results?		
Is the VPP in writing, and does it undergo periodic review for effectiveness and relevance?		
Does the VPP clearly define the various types of violence, including verbal and psychological abuse?		
Are the policies and procedures of the VPP drafted in a clear, thorough manner, and are they realistic in view of the organization’s human and financial resources?		
Does the VPP endorse one consistent procedure for reporting, investigating and documenting acts of real and threatened violence?		
Does the VPP work to avert workplace violence via human resources policies and conflict management training for staff?		
Is the VPP addressed in new hire/volunteer orientation programs, and are personnel required to acknowledge their understanding of the VPP through a written protocol?		
Is a criminal background check completed and documented for all new hires and volunteers?		
Is there a rapid response protocol for crisis situations, including evacuating the office and calling 911?		
Have staff been adequately trained in defusing conflicts and restraining out-of-control patients?		

This tool serves as a reference for organizations seeking to evaluate risk exposures associated with emergency management. The content is not intended to represent a comprehensive listing of all actions needed to address the subject matter, but rather is a means of initiating internal discussion and self-examination. Your clinical procedures and risks may be different from those addressed herein, and you may wish to modify the tool to suit your individual practice and patient needs. The information contained herein is not intended to establish any standard of care, serve as professional advice or address the circumstances of any specific entity. These statements do not constitute a risk management directive from CNA. No organization or individual should act upon this information without appropriate professional advice, including advice of legal counsel, given after a thorough examination of the individual situation, encompassing a review of relevant facts, laws and regulations. CNA assumes no responsibility for the consequences of the use or nonuse of this information.