

# Sample Workplace Self-Inspection Security Checklist



Facility: \_\_\_\_\_

Address/Work Location: \_\_\_\_\_

Assessment Done By: \_\_\_\_\_

Date of Assessment: \_\_\_\_\_

SECURITY CONTROL PLAN	YES	NO
Has a Security Control Plan been developed?		
If yes, is it in writing?		
If yes, does it include a policy statement?		
If yes, does it include review of employee incident exposure?		
If yes, does it include evaluation of work areas?		
Identification of Control Methods considered:		
Engineering Controls		
Work Practice Controls		
Recordkeeping		
Does it include training?		
Does it include an evacuation and floor plan?		
Is the Security Control Plan accessible to all employees?		
Is the Security Control Plan reviews and updated when a task has been added or changed, and at least annually?		
Have you coordinated your Security Control Plan with local law enforcement?		
EMPLOYER POLICY STATEMENT	YES	NO
Is the Workplace Violence Policy statement clearly written?		
WORK AREA EVALUATION BY EMPLOYER	YES	NO
If yes, how often?		
Are all areas being evaluated?		
If no, which areas are not being evaluated?		
Comments:		

CONTROL MEASURES - ENGINEERING CONTROLS		
If appropriate, have the following engineering controls been implemented:	YES	NO
Door control(s)		
Panic buttons		
Door detectors		
Mirrors to see around corners and in blind spots		
Closed circuit		
Digital recording backed up		
Stationary metal detector		
Hand-held metal detector		
Sound detection		
Intrusion panel		
Monitors		
Switcher		
Landscaping to provide unobstructed view of workplace		
Adequate lighting in and around the workplace		
Parking lot well-lit		
Personnel traps ("Sally Port Doors")		
Other (Describe here):		
Have structural modifications (e.g. Plexiglass, partitions, etc.) been implemented? If yes, comment. If no, what is needed?		
Are security guards used at this facility?		
If yes, are they knowledgeable of the company WPVP Policy?		
If yes, are there an appropriate number for the site		
Indicate if they are from a contracted agency or in-house employees		

CONTROL MEASURES - ENGINEERING CONTROLS, CONT.	YES	NO
Security guards at entrances		
Building patrol		
Guards provided with communication? What type:		
CONTROL MEASURES - WORK PRACTICE CONTROLS		
If appropriate, have the following engineering controls been implemented:	YES	NO
Desk clear of objects		
Unobstructed office exits		
Vacant cubicles available		
Reception area available		
Visitor/Client sign in/out		
Visitor(s)/client(s) escorted		
Barriers to separate clients from work area		
One entrance used		
Separate interview area		
ID badges used		
Emergency phone numbers posted by phones		
Internal phone system		
Does internal phone system use 120 VAC building lines?		
Does internal phone system use phone lines?		
Internal procedures for conflict (problem) situations		
Procedures for employee dismissal		
Family and spouse visits limited to designated areas		
Key control procedures		
Access control to the workplace		
Parking prohibited in fire zones		
Other (Include comments):		

Workplace Security Checklist

FLOOR PLANS AND EVACUATION PLAN	YES	NO
Are emergency evacuation plans current?		
Are floor plans posted, showing exits, entrances, location of security equipment?		
Are emergency evacuation drills conducted?		
If yes, how often:		
Are shelter-in-place drills conducted?		
If yes, how often:		
CONCLUSIONS	YES	NO
Do employees feel safe?		
Have employees been surveyed to find out their concerns?		
Has the employer utilized the crime prevention services and/or lectures provided by the local or state police?		
Comments:		
Comments and recommendations based on this evaluation:		

