

Appendix D-5: Environmental Assessment Tool (OSACH 2006)

Location	Building/Unit
Date	Time
Name of Person(s) Conducting Assessment	

Parking Lot	Yes	No	Explanation
Are the entrances and exits well marked?			
Is the lot appropriately signed with security reminders (lock car, security patrolled)?			
Is the lighting sufficient?			
Are alarms clearly marked?			
Does the lot have controlled entry?			
Are company vehicles parked on-site after hours?			
Have vehicles been stolen or vandalized on-site?			

Building Perimeters	Yes	No	Explanation
Is the workplace near any buildings or businesses that are at risk of violent crimes (bars, banks)?			
Do violent, criminal, intoxicated or drugged persons visit your building accidentally?			
Is your building located in a high crime area?			

Parking Lot	Yes	No	Explanation
Are there signs of vandalism?			
Is your building isolated from other buildings?			
Are there graffiti on the walls or buildings?			
Is the exterior of the building adequately lighted?			
Is the building entrance adequately lighted?			
If answer is no, please indicate location.			
Are garbage areas, external buildings or equipment that employees use: a) in an area with good visibility? b) close to the main building with no potential hiding places? Do overgrown shrubs or landscaping provide a hiding place?			

Natural Surveillance	Yes	No	Explanation
Are there physical objects/structures that obstruct your view?			
If yes, could someone hide behind such objects?			
If so, where? What would make it easier to see? • Transparent materials • Mirrors • Windows in doors • Angled corners • Less shrubbery • Other			

Stairwells and Exits	Yes	No	Explanation
Are stairwells and exits clearly marked, well lit, and controlled with locked doors that have panic bars to allow exit in an emergency?			
Do exit doors identify where they exit to?			
Are there places at the bottom of stairwells where someone could hide?			
Can lights be turned off in the stairwell?			
Is there more than one exit route?			
Do exit routes restrict the ability to escape an attacker?			
Do stairwell doors lock behind people during or after regular hours of operation?			

Access Control	Yes	No	Explanation
Is your building connected to other buildings through stairwells, elevators or hallways?			
If yes, is there access control to your area?			
Is there a system to alert employees to access by intruders?			
Are offices and rooms signed in all areas?			
Do you use keys or key cards to access areas?			
Is there a system in place to minimize the distribution of keys or key cards?			
Are locks replaced if keys are lost or stolen?			

Security and PA System	Yes	No	Explanation
Is there a process to call for security assistance?			
Is the security system tested monthly or annually?			
Are there security guards or safety walking services at your location?			
Where appropriate, have staff areas (e.g. emergency, reception) been equipped with panic buttons?			

Reception	Yes	No	Explanation
Is the reception or nursing station identifiable and accessible?			
Can the people at these stations see incoming visitors?			
Is the reception or nursing station visible to clients or visitors?			
Is the reception or nursing station staffed at all times?			
Can outsiders enter the ward or building if the reception or nursing station is not staffed?			
Is the reception area or nursing station the first point of contact for visitors?			
Is there a policy for receiving and identifying visitors?			
Does the area function as a security screening area?			
Does the reception or nursing station have an emergency call button?			
If yes, are response procedures developed?			
Could objects/tools/equipment in this area be used as weapons?			

Signage	Yes	No	Explanation
Immediately inside the building/ward entrance, do signs identify where you are?			
Are rules for visitors clearly signed?			
Are exit signs posted?			
Are the posted signs highly visible to all?			
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			

Lighting	Yes	No	Explanation
List areas where lighting was a concern, i.e. too dark or too bright during the inspection			
Is the lighting evenly spaced?			
Are any lights out?			
If yes, where?			

Movement Predictors	Yes	No	Explanation
How easy would it be for someone to predict staff patterns of movement? <input type="checkbox"/> Very easy <input type="checkbox"/> Somewhat easy <input type="checkbox"/> No way of knowing			
Is an alternative, well-lit and frequently travelled route available?			
Can you tell what is at the other end of each walkway or corridor?			
If no, where?			
In walkways or corridors, are there alcoves or corners where someone could hide and wait for staff?			
If yes, where?			

Elevators	Yes	No	Explanation
Do you have a full view of whether an elevator is occupied before entering?			
Is there an emergency telephone or emergency call button in the elevator?			
Is there a response procedure for elevator emergencies?			

Washrooms	Yes	No	Explanation
Is public access to washrooms controlled?			
Can the lights in the washroom be turned off?			
Are washrooms inspected on a regular basis?			
Do washrooms have emergency call buttons?			

Interview Room	Yes	No	Explanation
Do you have a separate interview/meeting room?			
If yes, is natural surveillance possible?			
Is there an alarm system in this room?			
Is the furniture arranged to allow for emergency exits?			

Pharmacy/medication room/treatment room/office	Yes	No	Explanation
Is there another way out for an emergency exit?			
Are furniture/counters arranged to allow both visibility and protection of staff?			
Do the width and height of the counter/desk provide an appropriate barrier between staff and the public?			
Does the area have an alarm system?			
Do workers sometimes work alone?			
If so, do they know emergency alert procedures?			
Is pharmacy staff required to handle cash?			

Waiting areas	Yes	No	Explanation
Does the waiting area isolate patients/clients from staff and hinder communication with workers?			
Are there objects, tools or equipment that could be used as weapons?			

Files/Records	Yes	No	Explanation
Are confidential files/records kept in a locked room?			
Are file cabinets containing confidential records locked?			

Identification system for clients and visitors	Yes	No	Explanation
Have name tags, preferably with photo and no last name, been issued to staff?			
Have tags, preferably a different colour than those for staff, been issued to visitors?			
Is there a visitors' sign-in book to document who is entering and exiting the facility?			
Have clients with a history of violent behaviour been flagged in computers, charts and wristbands?			

Individual Offices	Yes	No	Explanation
Are certain employees at higher risk of violence?			
Has office furniture been arranged: <ul style="list-style-type: none"> • to allow for a quick exit from the office? • to maintain a safe distance between the staff and client? 			
Are objects that can be thrown or used as weapons minimized?			
Do these rooms have good natural surveillance (shatterproof glass in walls and doors)?			

Stairwells and Exits	Yes	No	Explanation
Do exits identify where they lead to?			
Do stairwells contain places at the bottom where someone could hide?			
If yes, where?			
Is the lighting adequate?			
Can lights be turned off in the stairwell?			
Is there more than one exit route?			
Do any exit routes restrict your ability to get away?			
Do stairwell doors lock behind you?			

Possible Entrapment Sites	Yes	No	Explanation
Are there unoccupied rooms that should be locked?			
If yes, where?			
Are there small, well-defined areas where someone could be hidden from the view of others? <ul style="list-style-type: none"> • Recessed doorways • Unlocked storage areas • Stairwells • Elevators 			
Are there physical objects/structures that obstruct your view?			
If yes, could someone hide behind such objects? If so, where?			

What would make it easier to see? <ul style="list-style-type: none"> • Transparent material • Mirrors • Windows in doors • Less shrubbery Other:			
Do members of the public approach staff from one entrance?			

Working Alone	Yes	No	Explanation
Has an emergency contact number been established for all hours of operation?			
Are emergency telephones located in key areas, accessible to all staff?			
If no, where is access needed?			
Is there a designated "safe room" where employees can go during an emergency?			
Does this room have a telephone and a door that can be locked from the inside?			
At the time of the inspection, did any areas seem isolated?			
If yes, which areas?			
In these isolated areas, is there a telephone or a sign directing you to emergency assistance?			
In these isolated areas, how far is the nearest person who might hear calls for help?			
Do you have alarms or panic buttons (personal or stationary)?			
Are the alarms or panic buttons easily accessible?			
Do you periodically check the functioning of panic buttons or alarms?			
Is it easy to predict when people will be around?			