

Appendix D–6: Community Workplace Assessment Tool (OSACH 2006)

Use this form for pre-visit assessments of violence risks. Change, delete or ignore items that are not relevant to your organization.

How a care provider approaches the client may be important for safety. Be certain to document your concerns and planned approaches, because consistency is important in minimizing risk. Your organization should decide who is qualified to make the assessment.

Take the time to contact the prospective patient or client or a family member for this information, or plan time to assess the site or area at the time of the first visit, and take the recommended precautions.

Questions about Work Environment and Client

1. What is the address and the safest route to get to client? Is the area considered a high crime area?

2. What is the location of the closest and safest parking spot?
 - Park under a streetlight if working in the late afternoon or at night. Avoid night visits if possible.
 - Lock valuables in the vehicle trunk before driving away from the office.
 - Make sure the vehicle windows are closed and all vehicle doors are locked.

3. Do street lamps provide enough light for walking from the parked car to the entrance, and is there a light in the entrance to the building?
 - Request that the entry area light be on, if there is one.
 - Use a flashlight if needed.

4. What is the safest route into the residence, and which entrance should be used?

5. Where is the nearest public phone? Are there emergency phones in the building or housing complex?

6. Are staff equipped with a cell phone or two-way radios and a personal alarm? Is the area covered by cell phone service? Are cell phones pre-programmed on speed dial for 9-1-1?
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7. Are there any physical hazards (barriers, broken steps, free-roaming dogs, weapons) and, if so, what is the plan for controlling these hazards during the visit?
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8. If there is a possibility of encountering hazards during your visit, have you arranged for a pre-visit and post-visit call to the office, a nurse, the supervisor or, if possible, a “buddy”?
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9. Will other people be in the residence during the visit? If so, how many, what is their relationship to client, is there any potential for violence, and who will open the door?
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10. Is the client aware of the approximate time of your arrival?
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11. During the phone interview, what is the client or family member’s:
- Attitude to caregiver
 - Mood
 - Signs of intoxication
 - Level of orientation
 - Other
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12. Have you reviewed the safety routine for returning to your vehicle?
- Be observant – look and listen
 - Do not sling your purse or bag over your shoulder or around your neck
 - Carry your keys in your hand
 - Walk around vehicle, and check back seat before unlocking car
 - Lock doors, keep windows up until underway
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