[INSERT COMPANY OR ORGANIZATION NAME / LOGO]

Job/ Department/ Location:	Completed by:	Date:

Risk Audit - Physical Environment						
Physical Environment	**Y**	**N**	**N/A**	**Examples of Controls**	**Existing and Other Controls**	**Recommended Controls** *(identify person(s) responsible and expected completion dates, if possible)*
Please assess the following:						
Outside building and parking lot	○	○	○	• Bolted entries/locks • Designated public-entry doors • Clear sightlines (look at landscaping, layout, and bushes) • Good lighting • Motion/movement detectors		
Entry control and security system	○	○	○	• Coded doors/security doors • Employee ID cards and guest passes with sign-in/-out • Clearly labelled staff areas • Closed-circuit video system • Metal detectors • Alarms (silent or sounding) • Mirrors		

Reception and waiting areas	○	○	○	• Clear sightlines • Means of communication • Signage (re: hours) • No heavy or sharp objects		
Public counters	○	○	○	• Widened service desks • Barriers (e.g., unbreakable screens) • Silent, concealed alarms • Other means to summon help		
Interior design, hidden areas (utility rooms, etc.), and lighting	○	○	○	• Restricted public access • Clear sightlines • Locked doors • Mirrors • Angled corners		
Stairwells and exits	○	○	○	• Exit signs • Good lighting • No obstructions • Panic bars for escape • Requirements of fire code and building code		
Elevators and washrooms	○	○	○	• Clear sight lines • Restricted public access • Communication devices or alarms • Locks that can be accessed by security		
Public meeting rooms and interview rooms	○	○	○	• Clear sight lines • Communication devices or alarms • Furniture layout • Weighted furniture • Extra exit		

Isolated areas (e.g., areas where workers work alone)	○	○	○	• Clear sight lines • Means of communication between employer and staff inan isolated area • Mirrors • Angled corners • Restricted access		
Location of cash and valuable goods	○	○	○	• Locked and hidden storage		
Workplace location (e.g., shared building, neighbouring businesses, neighbourhood)	○	○	○	• Security tours • Cameras • Secured grounds		
Are individual security devices necessary to protect workers?	○	○	○	Individual security devices include: • personal alarms • cell phones • two-way radios • GPS or other locating devices		
If used in your workplace, are security systems and individual security devices tested regularly?	○	○	○	If used in your workplace: • Test the security systems regularly (at least every 6 months or according to manufacturer's recommendation) • Test individual security devices before use and regularly while in use • Keep records of tests		

Is there a designated safe area where workers can go during a workplace violence incident?	○	○	○	For emergency purposes, a safe area (e.g., a safe room, the business next door) should be identified. If using a safe room, it should have a: • Clear entry • Lock that can be used from the inside and accessed by security • Means of summoning immediate assistance		
Are there other measures or procedures needed to protect workers from the risks arising in the physical environment?	○	○	○	Measures and procedures will depend on the specific workplace.		
If your workplace has security measures or individual security devices, are workers trained in their use?	○	○	○	Provide workers training on workplace security measures and in the proper use and testing of individual security devices such as alarms or security buzzers.		
Are workers and supervisors trained in all relevant measures and procedures that will protect them from violence associated with the physical environment?	○	○	○	Information, instruction, and/or training includes: • Risks of workplace violence arising from their job or location • Relevant measures and procedures		