



A Union of Professionals

Worksite Analysis  
Inspecting Your Work Area

Security contact in my area: \_\_\_\_\_

I can reach that person at: \_\_\_\_\_

Please check all that apply:

	Adequate or not applicable to my work area	Needs improvement	Recommendations
Bright stairwell lighting			
Dark corners or potential hiding places eliminated			
Security cameras			
Panic buttons			
Alarm systems			
Personal alarm devices or beepers			
Security mirrors (e.g. convex mirrors)			
Security systems, locks etc. tested on a regular basis and repaired promptly			
Internal telephone system to activate emergency assistance			
Two-way communication devices or cell phones for staff			
Limited access to building or area			
Private, locked restrooms for staff			
Secondary doors in classrooms/patient rooms for escape			
Clutter (paper, equipment) in common areas kept to a minimum (to avoid obstructions of view or movement and entrapment)			



	Adequate or not applicable to my work area	Needs improvement	Recommendations
Space designed so that clients can always be observed in route, in offices and classrooms			
Furniture arrangement in offices, classrooms and/or patient rooms allows for easy movement (and prevents potential entrapment)			
Work areas free of objects that could be used as weapons			
Secure area of employees to store personal belongings			
Signage reinforces rules of conduct for patients or clients			
Facility is designed to maximize comfort and minimize stress of clients, patients and staff			
Space is designed so someone can hear an employee call for help			
Area around building is free of bushes and other potential hiding places			
Enough lighting to see clearly outside the building			
All exterior walkways visible to security personnel			
Employee parking lot is attended or otherwise secure			
Parking area lighting enough to enter and exit lot and when walking to the building			