[INSERT EMPLOYER NAME]

Sample Evaluation of the Physical Environment

Location:				
Person(s) conducting the evaluation:				
Date of assessment:				
This section requires the participation of the authorized employee representative(s). Instructions: All sections below refer to present conditions. Check "NA" for any items you do not consider applicable to the worksite/facility being evaluated. Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. number of stories, number of entrances and exits, number of employees, access to the building, security features, areas of concern related to security. Using the information from Sections 1-4 list the specific hazards related to this evaluation in Section 5.				

Items	Yes	No	NA	
1. Security Features				**Notes/Comments**
Reception Area Available				
Barriers to Separate Clients from Work Area				
Separate Interview Area(s)				
Emergency Numbers Posted by Phones				
Multiple Exits				
Unobstructed Office Exits				
Door Control(s) i.e. locks, remote buzzer, panic bars				
Door Detector(s) door alarm				
Adequate lighting in and around the workplace				
Parking lot well lighted				
Panic Button(s)				
Video Monitor(s)				
Landscaping to provide unobstructed view of the workplace				
Limiting the posting of signs on windows				
Other:				

[INSERT EMPLOYER NAME]

2. Factors That Might Place Employees at Risk				
Work in public settings-e.g. Health Care, Police Officers, Firefighters, Social Workers				
Work late night or early morning hours				
Exchange money with the Public				
Work alone or in small numbers				
Work in a location with uncontrolled public access				
Areas of previous security concerns				
Any other factors that might place employees at risk				
3. Security Guards				
Are security guards present at the location				
Are guards posted at entrance(s)				
Do they patrol the building				
Are they provided with communication? If yes, indicate what type in notes.				
Any other relevant information				

4 . Description of the Building: Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building (number of entrances and exits, number of employees, access to the building, security features, areas of concern related to security).

[INSERT EMPLOYER NAME]

5. Specific Hazards: Using the information from Sections 1-4 list the specific hazards related to this evaluation in Section 5.