**INSPECTION AND AUDIT**

Instructions: Any preventive measure and procedure taken by an employer to correct, respond to, or prevent workplace violence, must be determined based on a thorough understanding of the risk factors and/or hazards associated with the various types of workplace violence that exist in the workplace.

Every employer must perform an initial assessment to identify and evaluate workplace violence hazards which have been shown to, or that may contribute to the risk of violence in the workplace. Potential factors that could exist in workplaces that may increase the risk of workplace violence include, but not limited to:

**Specific Person Name/Job Title Doing Inspection**

Name:

Job Title:

**Exchange of money or control of money and/or valuable items?**

* 1. Do you have any areas of the company where money is exchanged?
		1. If so, inspect those areas to see if the area is well lit.
		2. If so, is the area visible to others working in the workplace?
		3. Can changes be made to remedy the risks identified above?

**Working alone**

* 1. Do you have anyone working in an area where no other people work?
		1. If so, inspect those areas to see if the area is well lit.
		2. If so, is the area visible to others working in the workplace?
		3. Can changes be made to remedy the risks identified above?
	2. Do you have anyone working at night and during early morning hours before others are present?
		1. If so, inspect those areas to see if the area is well lit.
		2. Can changes be made to remedy the risks identified above?

**Test Drives**

1. Do you collect identification information (including driver’s license) of guests before doing a test drive with the guest?
2. Does management keep track of time elapsed during test drives to know whether a potential problem exists?

**Known History of Violence of Employees, Vendors and/or Customer**

* 1. Do you have any employees, customers and/or vendors that you are aware of who are known or suspected to have a history of violence?
1. Do you have employees, customers and/or vendors with a history of assaults or who have exhibited belligerent, intimidating, or threatening behavior to others?

**Physical Inspection**

**Sales/Finance Department**

* 1. Have you physically inspected the Sales Department? Yes or No.
	2. Have you identified any additional risks of potential violence as a result of your inspection? If Yes, please explain:
	3. Is lighting in all areas operational?
	4. Do all door and window locks appear to be working properly?
	5. Are there any broken windows or other entry points that are not secured?
	6. Are all display vehicles locked so that people cannot hide in them at night or when store is closed?

**Parts Department**

* 1. Have you physically inspected the Parts Department? Yes or No.
	2. Have you identified any additional risks of potential violence as a result of your inspection? If Yes, please explain:
	3. Is lighting in all areas operational?
	4. Do all door and window locks appear to be working properly?
	5. Are there any broken windows or other entry points that are not secured?

**Service Department/Body Shop**

* 1. Have you physically inspected the Service Department (and Body Shop if applicable)? Yes or No.
	2. Have you identified any additional risks of potential violence as a result of your inspection? If Yes, please explain:
	3. Is lighting in all areas operational?
	4. Do all door and window locks appear to be working properly?
	5. Are there any broken windows or other entry points that are not secured?
	6. Do technicians lock their toolboxes at night or when they leave the premises?

**Business Office**

* 1. Have you physically inspected the Business Office? Yes or No.
	2. Have you identified any additional risks of potential violence as a result of your inspection? If Yes, please explain:
	3. Is lighting in all areas operational?
	4. Do all door and window locks appear to be working properly?
	5. Are there any broken windows or other entry points that are not secured?

**Outdoor Areas (Sales Lot, Service Lot, etc.)**

* 1. Have you physically inspected the Outdoor lots around the company? Yes or No.
	2. Have you identified any additional risks of potential violence as a result of your inspection? If Yes, please explain:
	3. Is lighting in all areas operational?
	4. Are vehicles stored in outdoor areas are locked when unattended?

**Workplace Violence Prevention Program**

* + - 1. Have you reviewed the written Workplace Violence Prevention Program with the Program team?
			2. Have you identified any areas that pose a risk that was previously unknown?
		1. If yes, please identify those risks?
		2. If yes, please state what will be done to remedy each risk.
			1. Have you made the appropriate revisions to the Workplace Violence Prevention Program to address these risks?

**Inspection for Additional Risks**

Is the exterior and interior of the workplace attractive to criminals (expensive items, lack of security personnel/cameras/surveillance signage, etc.)? Have you determined that there is a for violence surveillance measures, such as mirrors and cameras in any areas? If so, please explain:

Have you determined that there is a for violence surveillance measures, such as mirrors and cameras in any areas? If so, please explain:

Do you feel you need to modify any procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act?

Do you feel you need to modify procedures for reporting suspicious persons or activities?

Are all emergency buttons/alarms in an effective location and functioning properly .

Are current emergency telephone numbers for law enforcement, fire, and medical services posted in conspicuous places?

Do employees have access to call outside the business so they can contact law enforcement, etc. without having to engage in any special procedures for dialing (e.g., an outside line)?

Are any modifications necessary to provide employees with effective escape routes from the workplace?

* Whether employees have a designated safe area where they can go to in an emergency.

Have you confirmed that all workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems are properly working?

Are any modifications necessary to effectively warn others (e.g., public announcement systems, etc.) of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.

Have you considered a "buddy" system for specified emergency events?

Do you have areas of the workplace locked off from other areas to prevent access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute?