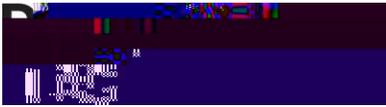


Working Alone or In Isolation: Assessment of Potential Risks/Hazards

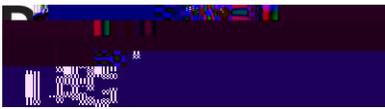
Access	Yes	No	N/A
Is alternative access to the building blocked (aside from fire exits)?			
Are there bushes, or unlit/overgrown areas, where someone could hide?			
Are any access areas not visible to employees?			
Are unoccupied rooms locked?			
Signage and emergency information	Yes	No	N/A
Are emergency numbers posted in a prominent place or on phones?			
Are robbery prevention signs prominently displayed? (For example: "Area monitored by video camera," "Office has less than \$40 after dark".)			
Equipment and tools	Yes	No	N/A
Can anyone grab and use equipment, tools or other items as weapons against employees?			
Are equipment and tools locked away when not in use?			
Security guards and equipment	Yes	No	N/A
Are there door alarms to alert employees that someone is entering the office?			
Are security guards or buddy systems available at your location?			
Is a closed-circuit television or surveillance camera installed?			
Front line service	Yes	No	N/A

Do employees acknowledge



Working Alone or In Isolation: Assessment of Potential Risks/Hazards

<i>Employees working alone</i>	Yes	No
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Working Alone or In Isolation: Assessment of Potential Risks/Hazards

<i>Handling money and deposits</i>	Yes	No	N/A
Do employees transport cash in a bag that has the company logo or otherwise makes it obvious that they are carrying cash?			
If multiple cash registers, are those nearest the entry closed first?			
<i>Files and records</i>	Yes	No	N/A
Are confidential files and records kept in a locked room?			
Are filing cabinets containing confidential records locked?			
<i>Opening and closing</i>	Yes	No	N/A
Do employees work in pairs at opening and closing, especially when doing the rounds at the end of a shift?			
Do your written procedures for opening and closing emphasize personal safety?			
<i>Travelling to and from work</i>	Yes	No	N/A
Do employees have the option of asking for an escort to walk to their cars?			
Can employees park nearby and within sight, especially at night?			
Is evening or night parking available for employees in nearby spaces?			
Is evening or night parking available in an area monitored by security surveillance or staffed by an attendant?			
<i>Regular checks</i>	Yes	No	N/A
Are risk assessments conducted for violence and working alone annually or whenever there are significant changes in your workplace?			
Are risk assessments conducted whenever there is an incident involving violence or a worker working alone?			
<i>Other Potential Risks or Hazards</i>			

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