



Security Self-Inspection List

Facility: _____
Inspector: _____
Date of Inspection: _____

Security Control Plan?	Yes	No
If yes, does it contain:		
Policy Statement?	Yes	No
Review of Worker Incident Exposure?	Yes	No
Methods of Control?	Yes	No
If yes, does it include:		
Engineering?	Yes	No
Work practice?	Yes	No
Training of employees?	Yes	No
Incident reporting procedures?	Yes	No
Recordkeeping?	Yes	No
Plan accessible to all workers?	Yes	No
Plan reviewed and updated annually?	Yes	No
Plan reviewed and updated when tasks added or changed?	Yes	No
Policy statement by employer?	Yes	No

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Work areas evaluated by employer?	Yes	No
If yes, how often? _____		
Engineering controls?		
If yes, does it include:		
Mirrors to see around corners and in blind spots?	Yes	No
Landscaping to provide unobstructed view of the workplace?	Yes	No
Limiting the posting of sale signs on windows?	Yes	No
Adequate lighting in and around the workplace?	Yes	No
Parking lot well lighted?	Yes	No
Door control(s)?	Yes	No
Panic button(s)?	Yes	No
Door alarm(s)?	Yes	No
Closed circuit TV or monitors?	Yes	No
Videotape recorder?	Yes	No
Other? _____		
Structural modifications		
Plexiglass, bullet-resistant glass, glass guard, wire glass, partitions, etc.?	Yes	No
If yes, comment: _____		
Security guards?		
If yes, are there an appropriate number for the site?	Yes	No
Are they knowledgeable of the company WPVP policy?	Yes	No
Indicate if they are:		
____ Contract guards ____ In-house workers		
At entrance(s)?	Yes	No
Building patrol?	Yes	No
Guards provided with a means of communication?	Yes	No
If yes, indicate what type: _____		
Guards receive training on workplace violence situations?	Yes	No
Comments: _____		
Work practice controls?	Yes	No
If yes, indicate:		
Sales counters clear of objects that may become weapons?	Yes	No
Unobstructed store exits?	Yes	No
Reception / waiting area available?	Yes	No
One entrance used?	Yes	No
I.D. badges used for employees?	Yes	No
Emergency numbers posted by phones?	Yes	No
Internal phone system?	Yes	No
If yes, indicate:		
Does it use 120 VAC building lines?	Yes	No
Does it use phone lines?	Yes	No
Are employee family members or guests allowed in work areas?	Yes	No

