Access Control

	Access Control	Y / N	Rating	Control	Notes
1	Is there public access to the workplace?	Y	High	Access is restricted to certain areas of the weigh scale. Public cannot access worker areas without being let in.	
2	Is the workplace shared with other departments/businesses?	N			
3				72(1)(b)(vi)	
4	Are offices designed/arranged to distinguish public vs private space?	Y			
5	Are access cards/keys/fobs used to access the building?	Y			
6	Is there a system in place to minimize the distribution of cards/keys/fobs?	Y			
7	Are codes/locks changed immediately when cards/keys/fobs misplaced?	Y			
8	Do workers wear ID tags in the workplace?	N	Low	Workers wear uniforms. Visitors are known to staff.	

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Security Systems

		Y / N	Rating	Control
1	Is there a security system at the workplace?	Y		
2	Is the security system tested regularly?	N	Medium	
3	Is the security system effective based upon past incidents?	Y		
4	Are security guards available at you're the workplace?	N	Low	Workers are properly trained in de-escalation tactics. Security can be contracted when necessary.
5	Are signs posted that a security system is in use?	Y		
6	Are security cameras/mirrors placed to deter potential offenders?	Y		

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Reception Area

	Reception Area	Y / N	Rating	Control	Notes
1	Is reception area easily identifiable and accessible?	Y			
2	Can the receptionist clearly see incoming visitors/clients?	Y			
3	Is the reception area visible to co- workers or members of the public?	Y			
4	Is reception area staffed at all times?	Y			
5	Can people access work areas when there is no one at reception?	N			
6	Is the receptionist the first point of contact for visitors?	Y			
7	Is there a procedure for receiving, escorting and identifying visitors?	Y			
8	Does the receptionist work alone at times?	Y	Medium	Not typical reception. Area is plexiglass enclosed. Doors are locked requiring buzz in access after hours.	
9	72(1)(b)(vi)				
10	Have emergency procedures been developed?	Y			Procedures need to be revisited and updated to ensure they are effective
11	Is the emergency response procedure practiced regularly?	N	Medium		Procedures need to be revisited and updated to ensure they are effective. Schedule for emergency drills to be created.

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		Y/N	Rating	Control
7	Is there a procedure for receiving, escorting and identifying visitors?	Y		
8	Does the receptionist work alone at times?	Y	Medium	Not typical reception. Area is plexiglass enclosed. Doors are locked requiring buzz in access after hours.
9	72(1)(b)(vi)			
10	Have emergency procedures been developed?	Y		
11	Is the emergency response procedure practiced regularly?	N	Medium	

Signage

		Y/N	Rating	Control
1	Upon entering the building are there signs to identify where you are?	Y		
2	Are there signs showing where to get emergency assistance?	Y		
3	Are visitor areas clearly identified?	Y		
4	Are instructions visible for visitor behaviour?	N		
5	Are exit signs visible?	Y		
6	Are exit signs placed in proper locations?	Y		
7	Are hours of operation posted ?	N/A		Site occupied 24 / 7
8	Are signs posted notifying public that cash or other valuables are not kept on the premises?	N	Low	Prefer not to have

Interview Rooms

☐ N/A Y/N Rating Control

		Y/N	Rating	Control
1	Is there a separate interview/meeting rooms?	Y		
2	72(1)(b)(vi)			

Interview Rooms		N/A Y / N	Rating	Control	Notes
1	Is there a separate interview/meeting rooms?	Y			Room is only used for drivers that are low risk. Situations are not volitile. Just used for paperwork processes.
2				72(1)(b)(vi)	
3	Is furniture arranged to permit a quick exit?	N	Low		Room is very small and difficult to arrange furniture and still protect privacy of the information displayed on the monitor.
4	Are co-workers aware of procedures to provide assistance?	N	Low		Procedure to be developed and communicated

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3	Is furniture arranged to permit a quick exit?	N	Low	
4	Are co-workers aware of procedures to provide assistance?	N	Low	

Individual Offices   ☐ N/A   Y / N   Rating   Control

		Y / N	Rating	Control
1	Is there restricted access to offices by visitors or the public?	Y		
2	Do workspaces contain objects that may be used as a weapon?	N		
3	Is furniture arranged to permit a quick exit?	N	Low	Public not permitted into private offices.

Emergency Assistance   Y / N   Rating   Control

		Y / N	Rating	Control
1	Are emergency contact numbers established during regular work hours?	Y		
2	Are emergency contact numbers established after regular work hours?	Y		
3	Are emergency numbers posted on or near phones/workstations?	Y		
4	Is there a designated "safe room" where employees can go during an emergency?	Y		
5	72(1)(b)(vi)			

Washrooms   ☐ N/A   Y / N   Rating   Control

		Y / N	Rating	Control
1	Is public access to washrooms controlled?	Y		
2	Can the lights in the washroom be turned off?	Y	Low	Washroom is only large enough for one person to fit and not hide.
3	Are washrooms checked before vacating the building?	Y		

Lighting   Y / N   Rating   Control

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1	Is lighting evenly spaced out?	Y		
2	Are there any lights out?	N		
3	Can you access main light control switches?	N		

Stairwells and Exits

		Y / N	Rating	Control
1	Do stairwells or exit doors identify where they exit to?	N	Low	There are only two exit doors with plenty of window visibility. Signage not required.
2	Are there places at the bottom of stairwells someone can hide?	N/A		
3	Is lighting sufficient?	Y		
4	Can lights be turned off in the stairwell or exit door area?	N		
5	Are there exit routes which restrict your ability to get away?	Y	High	
6	Do stairwell or exit doors lock behind you during regular work hours	Y		
7	Do stairwell or exit doors lock behind you after regular work hours	Y		

Elevators

		☑ N/A	Y / N	Rating	Control
1	Is there a full view of the elevator prior to entry?				
2	Is an emergency phone or emergency call button available?				
3	Is there a response procedure for elevator emergencies?				

Safe Work Practices

		Y / N	Rating	Control
1	Work with the public?	Y		

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2	Handle money, valuables or prescription drugs?	Y		
3	Carry out inspection or enforcement duties?	Y		
4	Provide services, care, advice or education?	N		
5	Work with unstable or volatile persons?	Y		
6	Work where alcohol is served?	N		
7	Work alone or small numbers?	Y		
8	Work in community based settings?	N		
9	Drive a vehicle as part of the job?	Y		
10	Work in the early/late hours of the day?	Y		
11	Use public transit during work day?	N		
12	Travel to other cities/countries	Y		
13	Stay in hotels	Y		

Any **"Yes"** response requires the situation to be rated and Safe Work Practice to be developed.

Workplace Violence Assessment Survey

Verbal Abuse

		Y / N	Relation	Notes
1	Have you experienced Verbal Abuse while an Employee?	Y	Public	As an enforcement agency, public can get frustrated when they are in violation.
	Was an incident report created?	N		Workers handle the situation to de-escalate. If RCMP need to be called, reports are created.

Written Abuse

		Y / N	Relation	Notes
2	Have you experienced Writen Abuse while an Employee?	N		
	Was an incident report created?			

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Threat of Violence

		Y/N	Relation	Notes
3	Have you experienced a Threat of Violence while an Employee?	Y	Public	As above.
	Was an incident report created?	Y		

Incident of Violence

		Y/N	Relation	Notes
4	Have you experienced an Incident of Violence while an Employee?	N		
	Was an incident report created?			

		Y/N
5	Are you concerned about Violence in the Workplace?	N

Training

		Y/N	Rating	Control
1	Have workers been trained in preventive work practices relevant to job?	Y		
2	Have workers been trained in appropriate responses for violent situations?	Y		
3	Have employees been trained in procedures reporting suspicious persons or suspicious incidents?	Y		

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