



CHECKLIST

Workplace Violence Prevention: Where Does Your Organization Stand?

A Self-Assessment Tool

The “left of loss” philosophy illustrates that workplace violence incidents unfold along a predictable timeline. The further left you position your organization through prevention and early identification, the less time and resources you’ll spend responding to and recovering from violent incidents. **Proactive investment in prevention always costs less than reactive crisis management.**

Use this checklist to evaluate where your organization stands. Check each box that applies, then calculate your score.

Category 1: Leadership commitment and resources

Category Score: _____ / 5

- Executive leadership acknowledges workplace violence as an organizational priority.
- Dedicated budget allocated for workplace violence prevention initiatives.
- Clear owner or responsible party assigned with appropriate authority and resources.
- Time, governance processes and resources allocated for ongoing program development and maintenance
- Periodic assessments conducted to identify and analyze potential risks of violence from internal and external sources based on industry type and other factors.



Category 2: Policy and program foundation

Category Score: _____ / 6

- Written workplace violence prevention policy exists that clearly outlines unacceptable behaviors, detailed reporting procedures, confidentiality guarantees and non-retaliation measures.
- Policy defines all five types of workplace violence: criminal intent, customer or client, worker-on-worker, personal relationship and ideological or extremist violence.
- Policy addresses both physical and non-physical forms (threats, harassment, intimidation).
- Program aligns with industry standards (such as ASIS workplace violence prevention guidelines).
- Formalized program identifies roles and responsibilities, training requirements, recordkeeping, incident management and programmatic upkeep.
- Emergency action plans are documented and accessible.

Category 3: Threat management capability

Category Score: _____ / 5

- Threat assessment team established with clearly defined roles.
- Multiple reporting mechanisms in place (hotline, email or manager escalation path).
- Structured protocols exist for assessing and responding to reported threats.
- Consistent behavioral threat assessment and management evaluation process applied regardless of who receives the report.
- Documentation system established for tracking reported concerns and actions.

Category 4: Training and awareness

Category Score: _____ / 5

- All employees receive annual training on workplace violence fundamentals (definitions, types, common myths), warning signs, prevention and reporting options, intimate partner violence awareness and response procedures.
- Training includes how to recognize behavioral warning signs and escalation indicators.
- Employees understand how, where and to whom they should report concerns.
- Training completion and policy acknowledgment documented for all staff.
- Managers receive additional training on de-escalation techniques and threat response.

Category 5: Preparedness and response planning

Category Score: _____ / 6

- Active assailant response protocols established and communicated.
- Facility security measures assessed based on organization's specific risk factors.
- Working relationship established with local law enforcement.
- Regular drills or exercises conducted to test preparedness, identify gaps and continuously improve.
- Emergency communication systems tested and confirmed functional.
- Post-incident response plan documented, including business continuity and communication.

Your Total Score: _____ / 27

Understanding Your Results

21 to 27 Checks: Strong left of loss positioning. Continue monitoring and refining your program. Verify insurance coverage matches your program maturity.

13 to 20 Checks: Developing program. Review which category has the fewest checks and prioritize those gaps. Secure leadership buy-in for addressing remaining deficiencies.

7 to 12 Checks: Early stages. Focus on leadership awareness and commitment. Conduct a formal workplace violence risk assessment. Follow the step-by-step framework: Leadership awareness and risk assessment → Program and policy development → Implementation → Threat response management.

0 to 6 Checks: High risk. Immediate action required. Present findings to executive leadership. Begin with fundamentals: written policy, reporting mechanism and employee awareness.

Ready to strengthen your workplace violence prevention program?

Hub International's comprehensive capabilities help organizations build workplace violence prevention programs that protect people, operations and financial stability. **Contact a HUB specialist** to discuss risk assessments, policy development support and insurance coverage reviews.

The information provided in this checklist is intended for educational and informational purposes only and is not intended to be legal or tax advice. We recommend that you consult with your attorney or professional advisor regarding your specific circumstances.