

WORKPLACE VIOLENCE PREVENTION

CPTED Self-Assessment Checklist

A practical walkthrough tool for evaluating how your physical environment supports, or undermines, workplace violence prevention. Based on the Crime Prevention Through Environmental Design (CPTED) framework.

How to use this checklist

Walk your facility with this document in hand. Check off each item that your location currently satisfies. Unchecked items are not failures, they are your prioritized action list. Revisit this checklist at least annually, or after any facility change, renovation, or incident.

1 Natural Surveillance

Can people see, and be seen?

☐ Parking lot lighting provides full coverage, with no significant dark zones between vehicles and the building entrance.	Notes:
☐ No blind spots created by trees, shrubs, structures, or parked vehicles along walkways and parking areas.	Notes:
☐ Parking areas are located as close as reasonably possible to building entrances, minimizing exposed walking distance.	Notes:
☐ Exterior windows are positioned to allow visibility of entry points and walkways from inside occupied spaces.	Notes:
☐ Security camera coverage includes parking lots, all entry and exit points, and remote areas, not just convenient wiring locations.	Notes:
☐ Interior sightlines allow employees at reception or front-facing roles to see approaching visitors before they reach the door.	Notes:

2 Natural Access Control

Do entry and exit points guide legitimate traffic and deter the rest?

☐ The facility has a single, clearly marked point of entry for visitors, rather than multiple unmonitored access points.	Notes:
☐ A reception buffer (staffed desk, sign-in process, or similar) exists between the entrance and general employee work areas.	Notes:

☐ Visitors cannot walk unchallenged directly to employee desks or private offices.	Notes:
☐ Badge or key access is enforced in practice, not just required in policy, on all secondary and rear entrances.	Notes:
☐ Fencing, where present, is maintained and free of gaps, damage, or easy bypass points.	Notes:
☐ Secondary or rear entries are not habitually propped open for convenience.	Notes:
☐ Signage clearly directs visitors to the correct entrance and away from restricted areas.	Notes:

3 Territorial Reinforcement

Does your space communicate ownership, and that someone monitors it?

☐ Signage is present that communicates the facility is monitored and takes safety seriously (for example, a posted safety or "Zero Harm" policy).	Notes:
☐ Landscaping is well-maintained, with no overgrown areas that could conceal a person or obstruct sightlines.	Notes:
☐ A visible security presence exists, such as a staffed front desk, marked patrol, or visible camera signage.	Notes:
☐ Property boundaries are clearly defined and distinguishable from public or adjacent space.	Notes:
☐ General building upkeep (paint, signage condition, lighting fixtures) signals active management rather than neglect.	Notes:

4 High-Risk Area Walkthrough

Specific locations that deserve individual attention during any assessment.

☐ Parking lots: lighting, blind spots, and proximity to the building entrance have been specifically evaluated.	Notes:
☐ Entry points: it has been confirmed that unchallenged walk-in access is not possible during business hours.	Notes:

☐ Termination or difficult-conversation rooms: these are private and defensible, with the employee positioned nearest the exit and a clear egress path for staff conducting the meeting.	Notes:
☐ Cash handling or valuables areas: these are separated from general traffic and have appropriate access restriction.	Notes:
☐ Break rooms, stairwells, and loading docks have been included in the walkthrough, not overlooked as "not public-facing."	Notes:
☐ Panic buttons or duress alarms are installed in the specific rooms identified as highest-risk (termination rooms, cash handling areas).	Notes:

The fatal funnel

Corridors, stairwells, and narrow spaces where an employee is fully exposed with no way to retreat or create distance deserve priority attention. Identify these specific locations at your facility and note them below, they should be the first areas addressed if any items above remain unchecked.

5 Low-Cost Quick Wins

High-impact fixes that typically do not require a capital project or budget approval cycle.

☐ Improve lighting in any dark corner or low-visibility zone identified above.	Notes:
☐ Trim landscaping so there are no concealment points near entrances or walkways.	Notes:
☐ Secure any secondary entry currently being propped open for convenience.	Notes:
☐ Install or relocate panic buttons to the rooms that need them most.	Notes:
☐ Post or update signage communicating that the facility is monitored and safety-focused.	Notes:

Want a second set of eyes on your walkthrough? Texas Mutual policyholders can request a free on-site safety consultation. Contact your safety consultant or email safety@texasmutual.com to get started.

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