

Fire & EMS Workplace Violence Prevention Program

OSHA Fire Chief Audit Checklist

Department: _____

Completed By: _____

Date: _____

Purpose: Evaluate department readiness to prevent, respond to, and manage workplace violence risks involving Fire & EMS responders.

1. Management Commitment & Written Program

- ☐ Written Workplace Violence Prevention Program established
- ☐ Workplace violence policy adopted and communicated
- ☐ Program responsibility assigned to command staff
- ☐ Employee participation included in safety planning
- ☐ Program reviewed annually and after significant incidents

OSHA Focus: Management Commitment / Employee Involvement

2. Hazard Identification & Risk Assessment

- ☐ Review previous assaults, threats, and near misses
- ☐ Evaluate high-risk calls:
 - ☐ EMS responses
 - ☐ Behavioral health calls
 - ☐ Domestic violence incidents
 - ☐ Substance-related emergencies
 - ☐ Hostile crowds/bystanders

- ☐ Identify high-risk locations and repeat addresses
- ☐ Evaluate fire station security risks

OSHA Focus: Worksite Analysis

3. Prevention Procedures & Controls

- ☐ Violent incident SOP/SOG established
- ☐ Law enforcement staging procedures identified
- ☐ Unsafe scene withdrawal procedures established
- ☐ Personnel authorized to leave unsafe environments
- ☐ Dispatch warning procedures developed
- ☐ Emergency communication procedures established

OSHA Focus: Hazard Prevention & Control

4. Employee Training Program

Members trained in:

- ☐ Situational awareness
- ☐ Warning signs/pre-attack indicators
- ☐ Verbal de-escalation techniques
- ☐ Conflict management
- ☐ Safe positioning and escape concepts
- ☐ Violent incident response procedures
- ☐ Reporting requirements

Training includes:

- ☐ LEAPS Communication Model
(Listen • Empathize • Ask • Paraphrase • Summarize)
- ☐ DONE Decision Model
(Danger • Overriding Concern • No Progress • Escape)

OSHA Focus: Safety & Health Training

5. Reporting & Documentation

- ☐ Workplace violence reporting system exists
- ☐ Employees encouraged to report without retaliation

Incidents tracked:

- ☐ Assaults
- ☐ Threats

- ☐ Attempted assaults
- ☐ Aggressive behavior
- ☐ Near misses

- ☐ OSHA injury reporting requirements reviewed
- ☐ Trends analyzed for prevention

OSHA Focus: Incident Reporting / Recordkeeping

6. Post-Incident Response

- ☐ Supervisor notification procedure established
- ☐ Medical evaluation process available
- ☐ Law enforcement coordination procedure established
- ☐ Peer support/behavioral health resources provided
- ☐ After Action Review completed

Review:

- ☐ What happened?
- ☐ What warning signs existed?
- ☐ What can be improved?

OSHA Focus: Evaluation & Corrective Action

Fire Chief Final Review

A compliant program demonstrates:

- ☐ Leadership commitment
 - ☐ Identified workplace violence hazards
 - ☐ Prevention strategies implemented
 - ☐ Employees properly trained
 - ☐ Reporting system established
 - ☐ Incidents reviewed and corrected
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Fire Chief Certification

I have reviewed this Workplace Violence Prevention Program and identified necessary corrective actions.

Signature: _____

Date: _____

References:

- OSHA Guidelines for Preventing Workplace Violence
 - OSHA Publication 3148 – Workplace Violence Prevention
 - OSHA General Duty Clause, Section 5(a)(1)
 - OSHA CPL 02-01-058 Enforcement Procedures
 - *Beyond the Flames – A Firefighter’s Blueprint for Personal Safety and Survival*
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