New York State

Unified Court System

Workplace Safety Assessment

WORKPLACE SAFETY ASSESSMENT

NEW YORK STATE UNIFIED COURT SYSTEM
DIVISION OF HUMAN RESOURCES
WORK-SAFE OFFICE

WORKPLACE SAFETY ASSESSMENT FORM

COURTHOUSE/FACILITY INFORMATION		
Date of Assessment	Courthouse/Facility	County
Courthouse/Facility Address		

Building Occupancy (check all that apply)	Hours of Operation
☐ Unified Court System (only) ☐ Shared with Other Organizations ☐ Single Story ☐ Two Floors ☐ Three Floor ☐ Four or More Floors	Days: Hours:

Total Number of Employees	Total Number of Uniformed Employees	

Names of Participants Present at Assessment		
Name	Title	Agency/Union

Completed by: (Name and Title)

Signature:

Date:

WORKPLACE SAFETY TRAINING PROTOCOLS

Training

1. Are required Workplace Notices conspicuously posted?	☐ NO	☐ YES

2. Did employees receive mandatory training in the following:		
Workplace Violence Prevention	☐ NO	☐ YES
Exposure Control	☐ NO	☐ YES
Right-to-Know	☐ NO	☐ YES
Emergency Response Protocol	☐ NO	☐ YES
Fire Safety Procedures	☐ NO	☐ YES

3. Who maintains training records?

	Workplace Violence Prevention	Exposure Control	Right-to-Know	Emergency Response Protocol	Fire Safety Procedures
Name					
Title					
Phone Number					
Email					

4. Have employees been notified that they can file a report when there may be a workplace safety concern?	☐ NO	☐ YES

Emergency Response Protocol

5. Protocols are in place for (check all that apply):

☐ Active Shooter
☐ Hazardous Substances (Biohazards/Chemicals)
☐ Building Evacuation / Shelter-in-Place
☐ Medical Emergencies

☐ Other, please specify:

6. Is employee emergency contact information updated and maintained?	☐ NO	☐ YES
7. Are there procedures in place to account for employees in the event of an emergency?	☐ NO	☐ YES

ENVIRONMENTAL AND PHYSICAL HAZARDS

Equipment Safety and Personal Protective Equipment (PPE)

8. Are employees trained to work with assigned equipment (e.g., x-ray equipment, lab equipment, mail-room equipment)?	☐ NO	☐ YES
9. Is equipment routinely inspected and maintained to meet manufacturers' standards?	☐ NO	☐ YES
10. Are employees provided with proper personal protective equipment (PPE) (e.g., goggles, protective gloves, hearing protection)?	☐ NO	☐ YES
11. Are first aid kits available to employees?	☐ NO	☐ YES

Hazardous Materials: Biohazards, Chemical and Other Environmental Hazards

12. Is there a protocol for reporting building safety concerns (e.g., building repair issues, tripping hazards, electrical hazards, lighting, flooding)?	☐ NO	☐ YES
13. Are there protocols related to accidental exposure to chemicals, environmental and/or biohazards?	☐ NO	☐ YES
14. Are employees informed of protocols related to accidental exposure to chemicals or other environmental and/or biohazards?	☐ NO	☐ YES
15. Are employees notified when building maintenance will be performed which may present an exposure to chemical or other environmental hazards?	☐ NO	☐ YES

BUILDING SAFETY

FIRE SAFETY

16. Does the courthouse/facility have a Fire Command Station?	☐ NO	☐ YES
17. Are there fire extinguishers available on each floor?	☐ NO	☐ YES
18. If required, is there an on-site fire safety director?	☐ NO	☐ YES
19. Are there trained fire wardens on each floor?	☐ NO	☐ YES
20. Are there notices on each floor identifying the fire warden?	☐ NO	☐ YES
21. Are there audible and visible fire alarms located on each floor?	☐ NO	☐ YES
22. Is the fire alarm safety system regularly tested and maintained?	☐ NO	☐ YES
23. Are fire exits and evacuation routes clearly marked?	☐ NO	☐ YES
24. If required, is there a public address system?	☐ NO	☐ YES

MECHANICAL AND STRUCTURAL SAFETY

25. Is there a telephone or call box in the elevator to summon assistance?	☐ NO	☐ YES
26. Is the inspection schedule displayed in elevators or is there a posted notice indicating the exact location where it can be viewed?	☐ NO	☐ YES
27. Date of last elevator inspection:		
28. Are the following building systems routinely inspected and maintained? **HVAC System** **Boiler** **Electrical System** **Building Management System** **Communications and Fiber Optics**	☐ NO ☐ NO ☐ NO ☐ NO ☐ NO	☐ YES ☐ YES ☐ YES ☐ YES ☐ YES
29. Does the courthouse/facility have an emergency generator and/or Uninterrupted Power Supply (UPS) System?	☐ NO	☐ YES
30. Are the electrical, servers and computer closets adequately secured?	☐ NO	☐ YES

SECURITY: COURTHOUSE/FACILITY AND GROUNDS

BUILDING SECURITY (INTERIOR)

31. Are all courthouse/facility entrances and exits monitored by uniformed security personnel?	☐ NO	☐ YES
32. Are magnetometers utilized at this facility?	☐ NO	☐ YES

33. What areas of the courthouse/facility utilize security surveillance?
(check all that apply)

- ☐ Courtrooms
- ☐ Ground Floor/Lobby Area
- ☐ Offices/Chambers
- ☐ Hallways
- ☐ Entrances and Exits
- ☐ Windows
- ☐ Basement
- ☐ Public Counters

34. Are there physical barriers between employees and the public (public counter)?	☐ NO	☐ YES
35. Are there silent duress alarms in the courtrooms?	☐ NO	☐ YES

36. How often are courtroom security sweeps conducted?

Firearms Storage:	Uniformed Personnel		Visitors	
37. Is there a designated location for the storage of firearms?	☐ NO	☐ YES	☐ NO	☐ YES
38. Are the firearms stored in a secure and restricted area?	☐ NO	☐ YES	☐ NO	☐ YES

39. Are there procedures to address mail tampering or suspicious packages?	☐ NO	☐ YES

BUILDING AND GROUNDS SECURITY (EXTERIOR)

40. Is the perimeter of the courthouse/facility defined by a fence, wall, bollards, planters or other barrier?	☐ NO	☐ YES

41. What exterior areas of the courthouse/facility utilize security surveillance?
(check all that apply)

- ☐ Roof
- ☐ Garage/Parking Areas
- ☐ Loading Docks/Delivery Entrances
- ☐ Building Facade

42. How often are perimeter security sweeps conducted?

43. Does the building have outside security lighting (e.g., parking, pathways, perimeter, entrances and exits)?	☐ NO	☐ YES
44. Are exterior windows tempered or laminated?	☐ NO	☐ YES

WORKPLACE SAFETY

45. Are there any other concerns that should be addressed to promote a safer more secure workplace? **Describe and Include with the Workplace Safety Assessment Action Plan.**	☐ NO	☐ YES