



## Staff Safety Risk Assessment Checklist

*The assessment steps outlined below should not be treated as a singular occurrence, but rather, a regular exercise that is revisited on a semi-annual basis.*

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### Identify the Incidents Your Staff Had Experienced

- Threatening behavior (verbal or physical) from hotel guests within the privacy of their guest room.
- Physical attacks from hotel guests within the privacy of their guest room.
- Unsolicited sexual harassment (verbal or physical) from hotel guests within the privacy of their guest room.
- Physical injury as a result of physical labor, in an area where help is not readily available.
- Medical emergencies.

### Assess Existing Measures

- Survey your employees about current safety standards.
- Invite and encourage continued feedback from your staff.
- Provide a safe space/process for employees to report safety breaches and incidents without fear of dismissal or professional consequences.



## Audit Current Processes

- Each staff member has an easy way to get help when needed.
- Have location tracking information on each staff member at all times in case of an emergency.
- Provide staff with resources, training, and information related to their safety.
  - Resources have been updated within the last 6-months.
- Established a set of best practices in the event of a staff emergency.
- Reviewed any/all legislative guidelines that impact your hotel.
- Buildings connected to other unsecured buildings.
- Identify empty rooms that should be locked.
- Identify stairwell doors, supply room doors, etc. that automatically lock behind you.
- Employees at the front desk clearly see visitors.
- Identify staff washrooms used by the public.
- Mitigate guests from easily gaining access to employee-only areas.
- Ability to see if someone is in the elevator before entering.
- Safe and secure way for staff count cash at the end of the shift.
- Confirm that security codes and passwords changed when employees are no longer with the property.



## Steps to Mitigate Risks

- Update resources, training, and information available to staff that helps to enforce their safety.
- Establish a set of best practices in the case of a staff emergency/injury and ensure all employees are informed of (and ready to comply with) said practices.
- Establish a designated person (or team) who will continue to oversee and enforce the safety of hotel staff (training, technology implementation, reporting, etc.).
- Install security cameras, signage, and motion movement detectors.
- Post signs that indicate onsite security measures.
- Use coded ID cards or keys to control access to the building or certain areas within the building.
- Make sure lighting is adequate.
- Remove anything that may be used as a weapon, such as heavy and sharp objects.
- Implement advanced **employee safety devices (ESDs) also known as panic buttons** which can be easily carried by staff and utilized in the event of an emergency.