

Workplace Violence Prevention and Intervention

Policy

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<u>General Description</u>	<u>Requirements</u>	<u>Related Documents</u>
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General Description

Description: HealthEast is committed to providing a safe and secure workplace and an environment free from physical violence, threats and intimidation. Employees are expected to report to work to perform their jobs in a manner that protects and promotes this principle. Employee's can expect HealthEast to take all reasonable steps to protect employees from workplace violence. HealthEast believes that violence is a form of serious misconduct that undermines the integrity of the employment relationship. Conduct and behaviors of physical violence, threats or intimidation by an employee may result in disciplinary action up to and including discharge, and/or other appropriate action. HealthEast will take all reasonable steps to prevent and intervene in conduct and behaviors of physical violence, threats or intimidation against an employee.

HealthEast will not permit employment-based retaliation against anyone who, in good faith, brings a complaint of workplace violence or who speaks as a witness in the investigation of a complaint of workplace violence.

DEFINITIONS

American National Standard ASIS/SHRM WVPI.1-2011; American Society of Industrial Security (ASIS); Society for Human Resource Management (SHRM)

Workplace Violence: A spectrum of behaviors – including overt acts of violence, threats, and other conduct – that generates a reasonable concern for safety from violence, where a nexus exists between the behavior and the physical safety of employees and others (such as customers, clients, and business associates) on-site, or off-site when related to the organization.

Threat: Any verbal or physical conduct that conveys an intent or is reasonably perceived to convey an intent to cause physical harm or to place someone in fear of physical harm.

Workplace Violence Typology: A classification system developed by the US Occupational Safety and Health Administration (OSHA) that categorizes incidents of workplace violence according to the relationship of the perpetrator to the victim or target and the workplace.

- a) "Type I" denotes incidents in which no relationship exists between the perpetrator, the victim or target, and the organization. These incidents generally consist of serious crimes, such as robberies and acts of terrorism.

- b) "Type II" denotes incidents in which a legitimate business relationship existed or currently exists between the perpetrator and the organization. Perpetrators include customers, clients, patients, students, inmates, and other recipients of services from the organization.
- c) "Type III" denotes incidents in which the perpetrator had or currently has some form of employment relationship with the organization. Perpetrators include employees, former employees, independent contractors, and temporary agency workers.
- d) "Type IV" denotes incidents in which the perpetrator is a current or former intimate partner of an employee. Perpetrators can include current and former spouses, current or former domestic partners, family members, and those who currently are or have been involved in a dating relationship with an employee.

Purpose: To promote a safe environment for all staff, providers, patients, and guests of the HealthEast Care System.

Scope: Workplace violence intervention and prevention is an on-going process and interdisciplinary collaboration. HealthEast maintains a Violence Prevention Committee consisting of a multi-disciplinary team that leads the system in recognizing, preventing, and mitigating violence in all of our care environments. The leaders in our violence prevention and intervention efforts at HealthEast include the following departments:

- Administration: Operations and Clinical
- Human Resources
- Security
- Risk Management and Legal
- Occupational Health and Safety
- Union Leadership

This multi-disciplinary team is charged with the following objectives:

- Define, measure, track, and trend incidents of violence within our care environments
- Partner with leaders and staff at all levels of the organization to recognize risk and prevent violence
- Assure that policies and procedures are in place to respond to, intervene in, investigate, and resolve incidents of violence and threats of violence

Procedure:

Investigations: All reports of workplace violence will be reviewed and investigated by the multi-disciplinary Workplace Violence Assessment Team. This team composition will vary based on the site or location of incident, and the type of incident. The team will consist of Human Resources, the Departmental Leader where the incident occurred and Security, and may include the following, based on the specific variables of the incident:

- Risk Management and Legal
- Occupational Health and Safety

- Administration: Operations and/or Clinical
- Union Leadership

The team will forward all statistical information to the HealthEast Violence Prevention Committee. The Violence Prevention Committee will track and trend incidents and partner with the Environment of Care/Safety Committee at each site. HealthEast will abide by all HIPAA regulations, but in the instance of a crime will cooperate with any external law enforcement agencies and personnel to ensure timely and effective actions are taken. HealthEast will ensure proper reporting if an incident occurs. Employees who are found to have submitted false reports will be subject to corrective action, up to and including termination.

All Employees



Requirements

Relevant HealthEast Emergency Procedures Knowledge:



Related Documents

The following is a list of other documents related to the current document. Changes you make to the current document may affect the documents listed.

Policy[PW]

103C.03

[Corrective Action](#)

103C.05

[Problem Resolution Process](#)

103C.06

[Harassment](#)

103D.10

[Resignation from Employment](#)

HENSA C-16 Code Green

Labor contract language



Revision History

Revision New policy to replace current HR Policy 12/2010. Developed and reviewed on
Notes: 9/2012.



Authorization History

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Chief Administrative Officer, Senior V.P.

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Distribution / Routing List

All persons or areas listed below should receive a contolled copy of this document once it is approved.

All Employees

