

Sample Workplace Violence Prevention Program

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Company name here

Workplace Violence Prevention Program

Our organization,      , is committed to protecting our employees from acts of violence. We have zero tolerance for episodes of violence and will make every effort to prevent them from occurring. This Workplace Violence Prevention Program formalizes and documents our efforts.

This program provides directives to ensure workplace safety throughout the workday. It is critical that employees follow all directives, policies and procedures required to maintain a secure work environment.

      is responsible for ensuring all violence prevention policies and procedures are clearly communicated and understood by all employees and vendors who work with our residents. Managers and supervisors are expected to enforce the rules consistently and uniformly.

I. WORKPLACE VIOLENCE DEFINITION

“Workplace violence” means any act of violence or threat of violence that occurs at the worksite. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:

* The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury;
* An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

II. WORKPLACE VIOLENCE TYPES

**Type I**: Workplace violence committed by a person who has no legitimate business at the work site, and includes violent acts by anyone who enters the workplace with the intent to commit a crime.

**Type II:** Workplace violence directed at employees by customers, clients, patients, students, inmates, visitors or other individuals accompanying a patient.

**Type III:** Workplace violence against an employee by a current or former employee, supervisor or manager.

**Type IV:** Workplace violence committed in the workplace by someone who does not work there, but has or is known to have had a personal relationship with an employee.

III. IMPLEMENTATION

With support from all managers and supervisors,       is responsible for implementing and maintaining our Violence Prevention Program. We encourage employee participation in designing and implementing our program. We require prompt and accurate reporting of all violent incidents, whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

While we strive to protect our employees from violence of any type, this program is designed primarily to address the potential for Type II Violence.

Every worker should understand the concept of “Universal Precautions for Violence,” that is, that violence should be expected but can be avoided or mitigated through preparation. In addition, our workers should understand the importance of a culture of respect, dignity and active mutual engagement in preventing workplace violence.   
  
A copy of this Workplace Violence Prevention Program is maintained by each manager and supervisor, and readily available to all employees. Our program’s effectiveness will be reviewed and updated annually.

III. PROCEDURES

A.       will assess the vulnerability to workplace violence at our establishment and determine preventive actions to be taken.

B. Prevention work will begin by reviewing existing records to identify patterns that may indicate causes of assault incidents. Records may include:

* OSHA logs
* Past incident reports
* Workers’ compensation records
* Police reports
* Accident investigations
* Grievances
* Minutes of meetings

C. Employees and vendors (therapists, physicians, etc.) will be contacted to voice their concerns over experiences with workplace violence related to our organization. Questions may include:

* What daily activities, if any, expose you to the greatest risk of violence?
* What work activities, if any, make you feel unprepared to respond to a violent action?
* Can you describe how a change in a patient’s daily routine affects the precautions you take to address the potential for workplace violence?
* Can you recommend changes or additions to our organization’s workplace violence prevention controls?

D.       will identify changes necessary to correct these hazards.

E.       will inspect the workplace and evaluate the work tasks of all employees to determine the presence of hazards, conditions, operations and other situations which might place our employees at risk of occupational assault incidents.

1. Employees will be surveyed to identify the potential for violent incidents and to identify or confirm the need for improved security measures.
2. Periodic inspections will be completed to identify workplace security hazards.
3. Deficiencies identified will be addressed with viable solutions, which may include:

* Panic buttons, paging systems or personal alarm devices
* Closed circuit video
* Curved mirrors
* Glass panels in doors for better monitoring
* De-escalation areas
* Ample illumination
* Log-in/our procedures for traveling employees with follow up if workers fail to do so
* Code words for incident of threat
* Buddy system

F. Training will be provided to all new and existing employees. Topics should include:

* Review of the Violence Prevention Program
* Risk factors specific to our organization
* Policies for documenting a resident’s or client’s change in behavior
* Response plan to address residents or clients who are acting out or making verbal/physical threats
* How to call for help or medical assistance
* Policies for reporting and recordkeeping

F.       will promptly investigate all violence-related incidents, regardless of whether medical treatment was ordered.

* Authorities will be notified as necessary
* Employees and witnesses will be interviewed
* Root causes will be developed and addressed

IV. PROGRAM EVALUATION

Top management will review this program annually. Any changes in the program will be shared with employees. The evaluation process will include:

* Review of reports and minutes
* Completion of a trend analysis
* Measurement of frequency/severity lowering improvement
* Evaluation of recommended changes to determine effectiveness
* Tracking of recommendations through to completion
* Keeping abreast of new strategies available to prevent and respond to workplace violence
* Surveying workers and vendors periodically

V. VIOLENCE HAZARD ASSESSMENT

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| --- | --- |
| VIOLENCE HAZARD ASSESSMENT | |
| ACTION | **DATE** |
| Records Review |  |
| Workplace Inspection |  |
| Employee Survey |  |
| Vendor Survey |  |
| Issues to be Addressed | |
| Employee Training |  |
| Comments / Recommendation Follow-up | |

VI. VIOLENCE INCIDENT LOG

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| --- | --- | --- | --- | --- | --- | --- | --- |
| VIOLENCE INCIDENT LOG | | | | | | | |
| DATE | **TIME** | **LOCATION** | **DESCRIPTION** | **EMPLOYEE INVOLVED** | **RESIDENT INVOLVED** | **CONSEQUENCES** | **EMPLOYEE COMPLETING LOG** |
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