

# COXHEALTH

## CORPORATE/Physical Environment/Security

<b>TITLE:</b> Workplace Violence Prevention Program
<b>SUBMITTED BY :</b> Eric Clay, System Director
<b>APPROVED BY:</b> John Hursh, VP Human Resources

**I. PURPOSE:** CoxHealth is committed to ensure a work environment that fosters our core values of compassion, respect, safety and integrity. CoxHealth condemns acts of violence and threats in the workplace and will make every effort to prevent incidents from occurring. It is the duty of all employees to report threats or acts of violence. No reprisals will be tolerated for reporting threats of workplace violence or for serving as a witness in investigations of incidents.

**II. SCOPE:** This policy applies to all persons involved, including employees, physicians, contract labor, customers, vendors, students, volunteers, patients and visitors. Violations of this policy by any person within the workplace may lead to disciplinary action, up to and including immediate discharge, and/or legal action as appropriate.

**III. POLICY:** Whether direct or indirect, conduct that harms, threatens or intimidates another person will not be tolerated. This includes, but is not limited to:

- Causing physical injury to another person.
- Verbalizing threatening remarks.
- Demonstrating intimidating or frightening gestures such shaking fists, pounding a desk or counter, punching or slamming a wall.
- Possession of a weapon while on company property or while on company business. (A permit to carry a weapon does not supersede CoxHealth policy banning weapons from the workplace.)
- Intentionally damaging employer property or the property of another employee.

## IV. ROLES AND RESPONSIBILITIES:

Managers and Supervisors are responsible for the following:

- Maintaining the workplace violence prevention program within any area of any CoxHealth facility and especially their designated area(s) of responsibility.
- Ensuring adequate staffing and training.
- Enforcing workplace practices that are designed to make the workplace safe and secure.
- Holding employees accountable for following workplace violence prevention policies and procedures.
- Encouraging employees to report any acts or threats of violence.
- Providing information and direction on the different ways employees may report any acts or threats of violence.

Physicians and Employees are responsible for the following:

- Using safe work practices.
- Following all workplace violence prevention policies and procedures.

- Assisting in maintaining a safe and secure work environment.
- Reporting any acts or threats of violence or potential violence occurring within the workplace.

**Environment of Care Committee** is responsible for improving the organization's readiness to address workplace violence by:

1. Reviewing past incidents of violence.
2. Reviewing reports of violence in the workplace.
3. Conducting environmental risk assessments and employee perception surveys.
4. Analyzing data and making recommendations to improve the safety and security of the workplace.
5. Establishing and maintaining policies and procedures for dealing with issues of workplace violence.
6. Collaborating with Educational Services and Human Resources to develop and provide workplace violence training to employees.
7. Monitoring the effectiveness of the workplace violence prevention program.

## **V. TRAINING AND EDUCATION**

Workplace violence prevention training and education is provided at the time of system-wide orientation and reorientation to reinforce basic principles. More advanced training is provided to departments/areas at high risk for violent incidents as defined by risk assessment criteria.

## **VI. REPORTING REQUIREMENTS**

Employees are responsible to report all acts or threats of violence immediately to a supervisor, Human Resources and/or the Security Department. When necessary, the Security Department will respond to any report of violence in the workplace and contain the incident. Human Resources will investigate the incident with respect to any employee involvement.

Employees should promptly inform the Human Resources Department of any protective or restraining order that they have obtained with regard to partner violence.

All incidents involving physical harm will be maintained in the OSHA log and reported by the Legal Department as required by law. All incidents of aggressive behavior or violence will be trended as part of the system-wide Workplace Violence Prevention Program. The Environment of Care Committee will evaluate reported incidents and make recommendations on how to improve the safety of the workplace.

## **VII. POLICY VIOLATIONS**

To ensure the safety of our workforce, employees who violate or are suspected of violating this policy may be placed on a paid or unpaid leave status pending a review of relevant facts. Employees who violate this policy will be subject to corrective action up to and including discharge.