

WORKPLACE VIOLENCE PREVENTION PROGRAM

Scope and Application

Our establishment, [Organization Name] is concerned and committed to our employees' safety and health. We refuse to tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WPVP). We will provide adequate authority and budgetary resources to responsible parties so that our goals and responsibilities can be met.

Our program ensures that all employees, including supervisors and managers, adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace.

All employees, including managers and supervisors, are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

The management of our establishment is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

Implementation

All managers and supervisors are responsible for implementing and maintaining our WPVP 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.

A copy of this Policy Statement is readily available to all employees from each manager and supervisor.

Our program will be reviewed and updated annually.

- C. All training records will be filed with .
- D. Workplace Violence Prevention training will be given to new employees as part of their orientation.
- E. A general review of this program will be conducted every year or more often based on needs identified by the threat assessment team, management, or Human Resources.
 - 1. All changes shall be documented. Our training program will be updated to reflect changes in our Workplace Prevention Program.

7.0 Incident Reporting and Investigation

- A. All incidents must be reported the **Same Day**.

1. An "Incident Report Form" will be completed for all incidents.
2. A copy will be forwarded to HR for their review.
3. Each incident will be evaluated by the management.
 - a) The team will discuss the causes of the incident and will make recommendations on how to revise the program to prevent similar incidents from occurring.
 - b) All revisions of the Program will be put into writing and made available to all employees.

8.0 Documentation Summary

A. Records

1. We will maintain an accurate record of all workplace violence incidents. All incident report forms will be kept for a minimum of 30 years, or for the time specified in the Statute of Limitations for our local jurisdiction.
2. Any injury will be recorded on the OSHA log.
 - a) Doctors' reports and supervisors' reports will be kept of each recorded incident, if applicable.
3. Incidents of abuse, verbal attack, or aggressive behavior which may be threatening to the employee, but not resulting in injury, will be recorded.
 - a) These records will be evaluated immediately with documentation of actions by Management.