



University of Connecticut Health Center

POLICY NUMBER 2004-07

September 29, 2008

POLICY: WORKPLACE VIOLENCE PREVENTION

INTRODUCTION:

On August 4, 1999, the Governor of the State of Connecticut issued an executive order articulating zero tolerance for violence in the workplace. Workplace Violence is defined as: “Any physical assault, threatening behavior, or verbal abuse occurring in the work setting. It includes, but is not limited to, beatings, stabbings, suicides, rapes, near suicides, psychological traumas, such as threats, obscene phone calls, an intimidating presence, and harassment of any nature such as being followed, sworn, or shouted at.”

The University of Connecticut Health Center (UCHC) is mandated to fully comply with the Governor’s policy. All UCHC employees (faculty and staff), students, volunteers or others who are allowed to work on our premises, at satellite locations or off-site events under UCHC auspices or in state vehicles under the control of the UCHC are bound by this policy. The entire Governor’s policy and related definitions are accessible via the following links:

The executive order: <http://www.opm.state.ct.us/olr/wpv/exc16.pdf>

The Workplace Violence Prevention Manual: <http://www.opm.state.ct.us/olr/wpv/manual.pdf>

POLICY STATEMENT:

The prevention of workplace violence is everyone’s responsibility. Each of us should commit ourselves to creating and maintaining an atmosphere of mutual respect and cooperation. Individuals who make threats or commit acts of violence will be subject to appropriate disciplinary action up to and including dismissal as well as criminal prosecution if indicated. The University of Connecticut Health Center takes any act of violence very seriously. Any act or incident that fits the definition of workplace violence outlined in this policy which occurs on the Health Center campus or off-site locations under UCHC auspices or creates a risk to anyone at these sites must be reported immediately.

EMERGENCY: DIAL EXT. 7777 – (DIAL 911 for off-site locations) to report violent acts or threats in progress or that have just occurred or are imminent. The police will respond as quickly as possible.

URGENT: DIAL EXT. 2121 (Police) to report recent or impending situations which are not in progress. Police will respond promptly.

OTHER: Complete the VIOLENT INCIDENT REPORT FORM (see attached). Give a copy to your supervisor and forward or bring a copy to the Police Department.

All witnesses or victims of a violent incident will complete the VIOLENT INCIDENT REPORT FORM (see attached). The form is available on the Public Safety website http://publicsafety.uchc.edu/administration/forms/form_violencereport.doc or by calling Ext. 2511 for a copy. All supervisors, employees, students, faculty, volunteers, vendors, contractors and visitors are bound by this policy. All UCHC faculty, managers and members of the following committees: the Employee Health Advisory Committee, the Institutional Safety Committee and the Labor Management Health and Safety Committee are urged to provide information and support to assure maximum reporting of violent incidents. Any and all infractions of this policy will be subject to the Workplace Violence Policy incident review, intervention and disciplinary process.

THREAT ASSESSMENT: Any employee, student, patient, visitor, vendor or contractor who fears for their personal safety or for the safety of other persons or property, should contact the University of Connecticut Health Center Police Department at Ext. 2121, (EMERGENCY EXT-7777 IF INDICATED or 911 for off-site locations). There shall be a Threat Assessment Team comprised of representatives of Human Resources, Employee Assistance, Public Safety, Risk Management and Health Center Administration as follows:

Threat Assessment Team (TAT) Members:

Human Resources – Director of Labor Relations

Alternate: Director of Labor Relations Designee

Employee Assistance Program – Program Manager

Alternate: EAP Counselor

Public Safety – Director of Public Safety

Alternate: Director of Public Safety Designee

Risk Manager – Department Manager

Health Center Administration – Executive Vice President’s Designee.

The team will be both proactive and reactive with the emphasis on preventing acts of violence. Any member of the Health Center community may consult with a member of the Threat Assessment Team. The team member shall, as necessary, consult with the rest of the team, evaluate the information regarding any threat and as a group, the team shall recommend appropriate remedial or preventive actions. As individuals, team members will be resources to the Health Center community on matters relating to workplace violence.

INTERVENTIONS:

Emergency situations will be handled by the police department and others as necessary. The follow up to a violent incident may include a debriefing. When necessary, the immediate dispatch of support services such as critical incident stress teams or counseling services may be initiated. A prompt response to serious violent incidents has been shown to reduce lost time from work and other negative affects of witnessing or being victimized by violence.

EDUCATION AND TRAINING:

All employees will be apprised of the UCHC policy regarding workplace violence and the resources available to respond to their concerns. Special training in violence prevention/avoidance will be provided to individuals or units which, due to the nature of their work, have a greater exposure to violence. Students will receive the information at orientation and in their student manuals. Through existing orientations, Newslite articles and contacts with vendors and contractors, the widest possible distribution will be undertaken.

RECORD KEEPING:

The completed VIOLENT INCIDENT REPORT FORM (see attached) will be maintained in Public Safety Administration

EVALUATION AND ANALYSIS:

The Threat Assessment Team will conduct an annual review of all Violent Incident Reports, Police Incident Reports and Employee Injury Reports in order to assure that violent incidents are being reported and that appropriate resources are available to respond. The team will submit a report to the Vice President which includes trends and any recommended changes to the policy.

Cato T. Laurencin, M.D. (signed)

10/2/08

Vice President for Health Affairs

Date

ORIGINAL: September 1998

REVISED: January 1999, October 2004, September 29, 2008

Reference: State of Connecticut Workplace Violence Policy August 1999.