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# Workplace Violence Policy and Prevention Program

## Policy:

\_\_\_\_\_ (*facility name*) is committed to providing a secure environment to protect the safety and well-being of all employees. \_\_\_\_\_ (*facility name*) does not tolerate violence in the workplace and will take every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP.)

Workplace violence is defined as “violent acts (including physical assaults and threats of assaults) directed toward persons at work or on duty.” (National Institute for Occupational Safety and Health.)

Actions or words that endanger or harm employees or result in others having a reasonable belief that they are in danger. Such actions include:

- Verbal or physical harassment
- Verbal or physical threats
- Assaults or other violence made directly or indirectly by words, gestures, or symbols
- Any other behavior that causes others to feel unsafe (e.g. bullying, sexual harassment)
- Use or possession of a weapon on the company’s premises

Workplace violence incidents can be categorized by the relationship of the assailant and the worker/workplace. They are as follows:

1. **Violence by strangers** — persons who have no connection to the workplace.
2. **Violence by customers, clients, residents, etc.**
3. **Violence by co-workers** — former or current employment relationship. Incidents that occur outside the workplace, but which resulted or arose from the employment relationship are counted in this category.
4. **Violence by personal relations** — incidents committed by someone who has a personal relationship with the worker, such as a current or former spouse or partner, relative or friend.

It is the responsibility of all employees to report any acts of violence to their immediate supervisor and/or Human Resource Director immediately.

All reports of workplace violence will be investigated immediately and any violent actions committed by employees or members of the public while on the property will be subject to prompt disciplinary action up to and including termination of employment and/or criminal prosecution.

\_\_\_\_\_ (*facility name*) will not discriminate against victims of workplace violence.

## Workplace prevention program

### Threat Assessment Team

A Threat Assessment Team (TAT), comprised of managers and line staff, will be established to assess the risk and vulnerability to workplace violence, as well as recommend and implement preventative actions.

### Hazard Assessment

TAT will conduct a hazard assessment annually that includes review of the OSHA 200 logs for the last three years, incident reports, insurance loss reports, police reports, accident investigations,