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SECTION: CAMPUS OPERATIONS

AREA: UAMS POLICE

SUBJECT: WORKPLACE VIOLENCE PREVENTION PLAN

PURPOSE

The purpose of this policy is to communicate how UAMS will address the prevention of workplace violence.

SCOPE

All UAMS patients, visitors, students, employees, contractors and vendors.

POLICY

UAMS is committed to providing a safe environment for patients, students, visitors and employees. Violence committed or threatened on any UAMS site or by any employee functioning within the scope of his or her employment shall not be tolerated.

A violation of this policy by an employee will be considered gross misconduct, resulting in disciplinary action and possible referral to appropriate legal authorities. A violation of this policy by a student will be handled in accordance with the student handbook of the respective college.

All employees are expected to report actual or potential workplace violence and shall not be subject to retaliation for reports made in good faith

DEFINITIONS

Threat – Includes personal conduct such as engaging in verbal or physical behavior that creates a fear of injury to another person, or subjects another person to extreme emotional distress. It also includes defaming or damaging property, blatant threats to injure another person or damage property, brandishing a weapon or item that could be used as a weapon. Verbal behavior includes any method of communication, such as email, and comments on websites or other electronic media.

Violence – Includes behavior involving force intended to hurt, damage or kill someone.

PROCEDURE

A. UAMS desires to have a workplace culture of respect and dignity between all individuals and groups. By this policy, employees are reminded of the importance of treating others with kindness and respect. Employees should understand that they are responsible for reporting

incidents they witness that involve workplace violence, threats, or discord that could escalate. Managers and/or employees can be disciplined for failing to report incidents of workplace violence.

- B. Employees or students who engage in violent acts, who make threats, and/or exhibit prohibited behavior as described above will be subject to disciplinary action for gross misconduct and/or legal action.
- C. UAMS Police will maintain a proactive approach to campus security to deter workplace violence. The plan will include the following:
 - a. Conducting regular security and safety assessments of the UAMS campus;
 - b. Performing regular patrols using Certified Police Officers and uniformed Security Officers;
 - c. Providing security systems including panic buttons, emergency phones, surveillance cameras, automatic locking of selected outside doors, etc.; and
 - d. Conducting employee training.
- D. IN THE EVENT OF AN INCIDENT, UAMS WILL ACTIVATE ONE OF THE FOLLOWING RESPONSES:
 - a. A LEVEL I Workplace Violence event is defined as attempted or threatened conduct that may endanger the health or safety of another individual. This includes threatening statements, stalking, harassment, coercion or other behavior that gives an individual reasonable cause to believe that their health or safety is at risk.
 - 1. Campus Personnel: Individuals shall immediately report any LEVEL I acts or threats of violence to their supervisor/manager
 - 2. Supervisors/Managers: The responsible manager shall respond to the area, and attempt to deescalate the situation. If necessary, they will call UAMS Police at (501) 686-7777 or the local police authorities (call 911) in areas not served by UAMS Police. When employees are involved, the Office of Human Resources should be notified ((501) 686-5650) to help manage and resolve the situation. Disciplinary action should be taken as appropriate and in accordance with the [Administrative Guide Policy 4.4.02](#).
 - b. A Level II Workplace Violence event is defined as physical violence of any type, including pushing, shoving, or other conduct that is likely to endanger the health or safety of another individual.
 - 1. Campus Personnel: Personnel shall immediately report any LEVEL II acts to their supervisor and to UAMS Police at (501) 686-7777.
 - 2. UAMS Police: The Police shall immediately respond to the area and deescalate the situation.

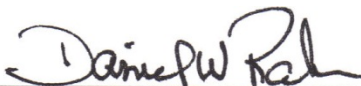
3. Supervisors/Managers: The responsible supervisor/manager shall respond to the area, and attempt to deescalate the situation until the Police arrive. When employees are involved, disciplinary action should be imposed as appropriate.
 - i. As soon as is reasonably possible the Office of Human Resources should be notified ((501) 686-5650) to help manage and resolve the situation and provide guidance for appropriate disciplinary actions.
 - ii. Disciplinary Action should be taken as appropriate and in accordance with the [Administrative Guide Policy 4.4.02](#).
 - iii. Medical Care: Supervisors and other management personnel will encourage victims of workplace violence to seek appropriate medical care and counseling as needed. Employees may receive immediate physical evaluations and treatment for acute injuries in accordance with [Administrative Guide Policy 11.4.01](#).
- E. Threats or violence involving UAMS patients will be handled by clinical personnel and/or the UAMS Police Department in accordance with their standard operating procedures.
- F. The UAMS Safety Coordinating Committee (SCC) is responsible for implementation and oversight of the UAMS Workplace Violence Prevention Plan. The UAMS Violence Prevention and Risk Assessment Committee (VPRAC) is a subcommittee of the SCC, and is responsible for:
 - a. Reviewing incidents of workplace violence, monitoring trends and providing periodic reports to the SCC.
 - b. Developing plans to reduce the risk of workplace violence.
 - c. Reviewing campus readiness to respond to workplace violence.
 - d. Facilitating training for appropriate UAMS personnel.
 - e. Promoting awareness of the UAMS Violence Prevention Plan.

References:

[UAMS Administrative Guide Policy 4.4.01 Employee Basic Code of Conduct](#)

[UAMS Administrative Guide Policy 4.4.02 Employee Discipline](#)

[UAMS Administrative Guide Policy 11.4.01 Incident/Injury Reporting](#)

Signature: 

Date: December 3, 2014