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, contractors, vendors, non-employees and employees.

POLICY

UAMS will not tolerate acts or threats of physical violence, including intimidation, stalking, harassment or coercion. This policy applies to incidents which occur on UAMS owned or leased property and/or anytime employees are functioning in the course and scope of employment.

A violation of this policy by any employee or student is considered gross misconduct, and will lead to disciplinary and/or legal action. The personal conduct of students, including violations occurring away from UAMS property, is addressed in the student handbooks of the respective colleges.

Threats or violence involving UAMS patients will be handled by clinical personnel if possible, and therefore is out of the scope of this policy. Nurses, doctors, and other healthcare workers have and/or will receive training to handle these situations. The UAMS Police will always be available to help if deemed necessary.

Reprisals will not be taken against any individual for reporting workplace violence.

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

Following is the plan for preventing and addressing Workplace Violence:

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 686-7777 or the local police authorities (call 911) in areas not served by UAMS Police. When employees are involved, 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 Police.
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.

E. UAMS will utilize a Behavioral and Risk Assessment Committee (BAT Committee) to assist in resolving and preventing Workplace Violence.

a) UAMS has appointed a team to handle actual or potential cases of disgruntled employees, threats, actual incidents of workplace violence, and related issues,

b) Any employee can easily communicate with and/or activate this team by reporting a problem or potential problem with a simple email to: behavioralassessmentteamcore@uams.edu. Also, any BAT team member can activate the team's involvement when they learn of a problem.

c) Early reporting will allow intervention and hopefully prevent workplace violence, Employees and students are encouraged to seek assistance or counsel any time they encounter an uncomfortable situation that could escalate. The email address above is an easy way to anonymously make a report and/or ask for help. There is help available.

d) The BAT committee also will take a long-range view and attempt to assess the UAMS environment and initiate actions to alleviate the risk of WPV incidents. In order to track the incidents and work to alleviate risk, all incidents (Level I and II) must be reported to the BAT committee.

F. The UAMS Safety Coordinating Committee is responsible for the UAMS Workplace Violence Prevention Plan. With respect to this policy, duties of the Safety Coordinating Committee will accomplish the following through the actions of the BAT Team :

a) Reviewing past incidents of workplace violence on the UAMS campus.
b) Reviewing campus readiness in regard to issues of workplace violence.
c) Developing an expertise among appropriate members of management regarding issues of workplace violence.
d) Ensuring appropriate training of UAMS personnel.

G. Assure Victims receive appropriate medical (physical/mental) treatment

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.

Reference:

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: June 4, 2014