

The background of the entire page is a faded, light-colored photograph showing a pair of hands using scissors to cut a document. The hands are positioned in the upper right quadrant, with the scissors held horizontally. The document being cut has some text and a grid pattern visible. The overall tone is professional and focused on the act of editing or preparing documents.

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WORKPLACE VIOLENCE PREVENTION PLAN



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EMERGENCY NUMBERS

EMERGENCY SERVICES: 911

LOCAL POLICE DEPARTMENT: _____

LOCAL FIRE DEPARTMENT: _____

LOCAL HOSPITAL: _____

LOCAL FBI FIELD OFFICE: _____

FACILITY SECURITY: _____

FACILITY ADDRESS: _____

***IMPORTANT: REPORT WORKPLACE VIOLENCE INVOLVING A WEAPON THAT HAS CAUSED INJURY WITHIN 24 HOURS!**



POLICY STATEMENT

OUR ESTABLISHMENT IS COMMITTTED TO OUR EMPLOYEES' SAFETY AND HEALTH. WE REFUSE TO TOLERATE ANY FORM OF VIOLENCE IN THE WORKPLACE AND WILL MAKE EVERY EFFORT TO PREVENT VIOLENT INCIDENTS FROM OCCURING BY IMPLEMENTING THE **WORKPLACE VIOLENCE PREVENTION PLAN (WVPP)**. WE WILL PROVIDE ADEQUATE AUTHORITY AND BUDGETARY RESOURCES TO RESPONSIBLE PARTIES SO THAT OUR GOALS AND RESPONSIBILITIES CAN BE MET.

ALL MANAGERS, SUPERVISORS, AND EMPLOYEES ARE RESPONSIBLE FOR IMPLEMENTING AND MAINTAINING OUR WVPP PROGRAM. WE ENCOURAGE EMPLOYEE PARTICIPATION IN DESIGNING AND IMPLEMENTING OUR WVPP 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 OR RETALIATE AGAINST EMPLOYEES WHO -IN GOOD FAITH- REPORT WORKPLACE VIOLENCE TO PROPER AUTHORITIES.

A COPY OF THE POLICY STATEMENT AND WVPP IS READILY AVAILABLE TO ALL EMPLOYEES FROM THEIR SUPERVISOR.

THE WVPP WILL BE REVIEWED AND UPDATED ANNUALLY.

MANAGEMENT COMMITMENT & WORKPLACE PARTICIPATION

Responsibility and Accountability

The Workplace Violence Prevention Program Administrator is _____

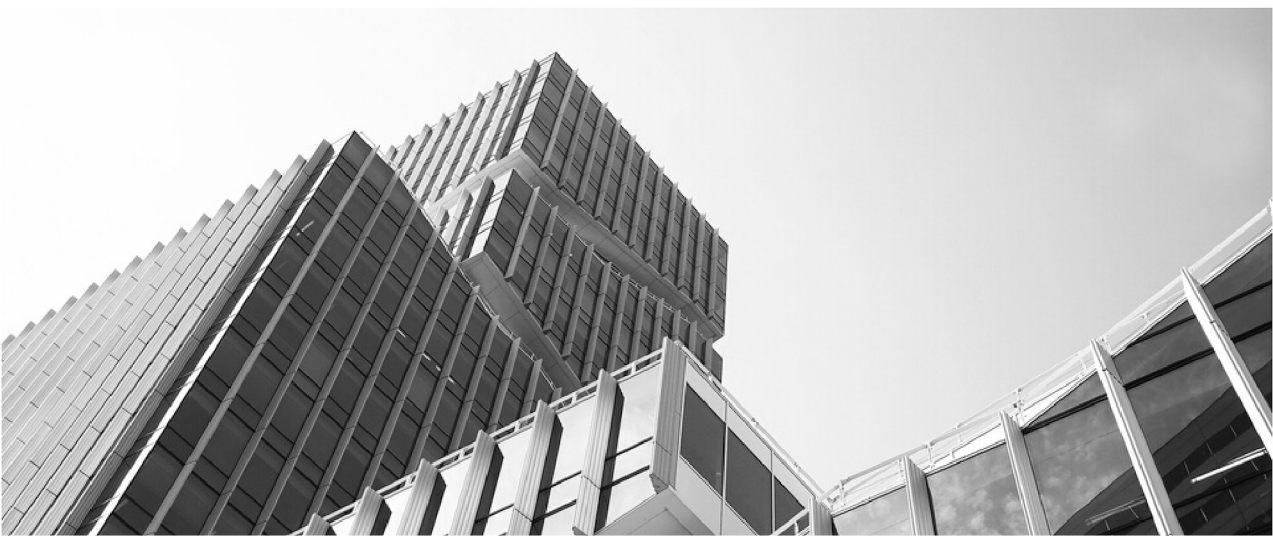
He/She has the authority and responsibility for implementing and maintaining the WVPP in their work areas and for answering employee questions about the program.

Compliance

All employees are responsible and will be held accountable for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

Supervisors and employees will comply with work practices that are designed to make the workplace more secure, and will not engage in threats or physical actions which create a security hazard for others in the workplace. Supervisors will:

- Inform ALL employees about our WVPP.
- Evaluate the performance of all employees in complying with our establishment's workplace security measures.
- Follow established workplace security directives, policies and procedures.



Hazard Assessment

The Workplace Violence Prevention Administrator will perform workplace hazard assessment for workplace security in the form of record keeping and review, periodic workplace security inspections, and a workplace survey. The assessment will identify workplace violence and security issues and make recommendations to management and employees.

WORKSITE ANALYSIS



HAZARD PREVENTION & CONTROL



Workplace Hazard Prevention and Control

In order to reduce the risk of workplace violence, the following measures have been recommended:

Management has instituted the following as a result of the hazard assessment and recommendations:

These changes were completed on _____

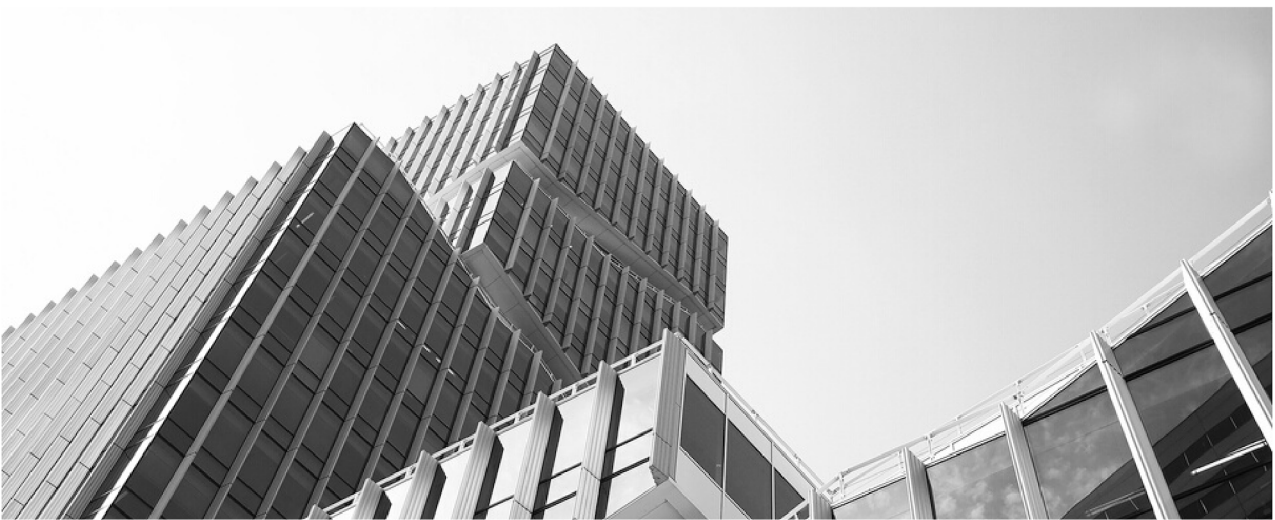
Policies and procedures developed as a result of the WVPP Administrator's recommendations:

SAFETY & HEALTH TRAINING

All employees shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the WVPP is first established and no less than annually thereafter. Training and instruction shall be provided to all new employees. Additional training and instruction shall be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace violence and security training and instruction includes, but is not limited to, the following:

- Explanation of the WVPP including measures for reporting any violent acts or threats of violence, including applicable Louisiana State laws.
- Recognition of workplace security hazards including the risk factors associated with the four types of violence.
- Measures to prevent workplace violence, including for reporting workplace security hazards or threats to Management.
- Employee routes of escape.
- Notification of law enforcement authorities when a criminal act may have occurred.
- Emergency medical care provided in the event of any violent act upon an employee.
- Post-event trauma counseling for those employees desiring such assistance.



Record Keeping and Review

Note: Care must be taken to ensure appropriate confidentiality of medical and personal records, as required by the ADA and other applicable regulations or policies.

Periodic updates and reviews of the following workplace violence reports and records will be made:

- Workplace violence incident reports
- Information compiled for recording assault incidents or near-assault incidents
- Insurance records
- Police reports
- Workplace survey
- Accident investigations
- Training records
- Other relevant records or information

Workplace Security Inspections

Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence will be performed by the following observer (s) in the following areas of the workplace:

Observer:

Area:

_____	_____
_____	_____
_____	_____

Workplace Survey and Final Recommendations:



RESOURCES

The following is a list of resources and tools that may be utilized in the development of a workplace violence program pursuant to ACT 461 of the 2022 Legislative Session.

The Joint Commission

Workplace Violence Prevention Resources

<https://www.jointcommission.org/resources/patient-safety-topics/workplace-violence-prevention>

United State Department of Labor- Occupational Safety & Health Administration

Worker Safety in Hospitals

<http://osha.gov/hospitals/workplace-violence>

Preventing Workplace Violence: A road map for Healthcare Facilities

<https://www.osha.gov/sites/default/files/OSHA3827.pdf>

Guidelines for Preventing Workplace Violence for Healthcare & Social Service Workers

<https://www.osha.gov/sites/default/files/publications/osha3148.pdf>

Workplace Violence Preventions and Related Goals

<https://www.osha.gov/sites/default/files/OSHA3828.pdf>

Center for Disease and Control & Prevention- National Institute for Occupational Safety & Health

Workplace Violence Prevention for Nurses

<https://www.cdc.gov/niosh/topics/violence/training.nurses.html>

OTHER: WVPP adapted from *Workplace Violence Awareness and Prevention for Employers and Employees*, Washington State Department of Labor and Industries