**2023**

**WORKPLACE VIOLENCE PREVENTION PLAN**

**LOUISIANA INDEPENDENT PHARMACY:**

**EMERGENCY NUMBERS:**

**Emergency Services: 911**

**Local Police Department:**

**Local Fire Department:**

**Local Hospital:**

**Local FBI Field Office:**

**Facility Security:**

**Facility Address:**

***REPORT Workplace Violence involving a weapon that has caused injury within 24 hours!***

**Policy Statement**

 Our establishment is committed 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 occurring 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 physical injury has occurred or not. 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 and Commitment and Workplace Participation**

**Responsibility and Accountability**

The Workplace Violence Prevention Program Administrator: \_\_\_\_\_\_\_\_\_

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 for and will be held accountable for using safe working practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure working 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 risk 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.

**Worksite Analysis**

**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.

**Identify areas of vulnerability:**

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**Hazard Prevention and Control**

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

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Management has instituted the following because of the hazard assessment and recommendations:

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These changes were completed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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**Safety and 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 and 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 if/when a criminal act may have occurred.
* Emergency medical care is provided in the event of any violent act upon an employee.
* Post-event trauma counseling for those employees desiring such assistance.

**Record Keeping and Program Evaluation**

Note: Care must be taken to ensure that appropriate confidentiality of medical and personal records is maintained, as required by the ADA and other applicable regulations and 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 the following observer in the following areas of the workplace:

Observer: Area:

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Workplace Survey and Final Recommendations:

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