



UNIVERSITY of CALIFORNIA • IRVINE
HEALTHCARE

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Owner:	<i>Hove, Nance</i>
Policy Area:	<i>Hospital: General Administrative</i>

Workplace Violence Prevention & Response Plan in the Workplace

I. PURPOSE

The purpose of this policy is to protect the safety and security of all personnel, patients, and visitors at UC Irvine Medical Center. The UC Irvine Medical Center will represent all properties owned or leased by the Regents including operations off the medical center grounds.

II. POLICY

Acts or threats of physical violence, including intimidation, harassment, coercion, or stalking which involve or affect UC Irvine Medical Center, its employees, patients or visitors or which occur on UC Irvine Medical Center property will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in the operation of UC Irvine Medical Center, including, but not limited to, UC Irvine Medical Center personnel, contract and temporary employees, patients, vendors and visitors. Violations of this policy, by any individual while on UC Irvine Medical Center property is considered misconduct and will lead to disciplinary and/or legal action as appropriate and in accordance with applicable personnel policies, bargaining unit agreements, and California law.

All UC Irvine Medical Center employees are required to immediately report any urgent or potentially dangerous acts of violence to Security at x5493 and their immediate supervisor. The supervisor will ensure an online incident report is filed in the Safety & Quality Information System (SQIS). All acts or threats of violence and early warning signs of violence will be investigated by Security and/or Human Resources in a timely manner.

UC Irvine Medical Center employees will also report any non-urgent incidents, acts or threats of violence, or acts of intimidation occurring on UC Irvine Medical Center premises to their supervisor or their Human Resources Business Partner. Employees are required to file a report of such acts or incidents in the online Safety & Quality Information System (SQIS) under the "Workplace Violence" category. No employee will be retaliated against for reporting threats or acts of violence.

UC Irvine Medical Center has a Consultation Team that conducts threat assessments. This team is responsible for the overall implementation and maintenance of the medical center's Workplace Violence Prevention and Response Plan. Members of the consultation Team includes, but are not limited to representatives from the following UC Irvine Medical Center departments: Security, Human Resources, Legal, Risk Management, Mental Health and a UCI Police Department representative. When appropriate, other hospital personnel including but not limited to, the House Supervisor or departmental representative (Director, Manager, Supervisor) of a particular employee may participate on the threat assessment to expedite the resolution of a particular situation.

- The Consultation Team duties include, but are not limited to: improving the medical center's readiness to address workplace violence by:
 - responding with direction to reports of threats or acts of violence
 - establishing and maintaining policies for dealing with issues of workplace violence amongst all employee
 - developing an expertise among team members and members of management regarding issues of workplace violence and establishing a threat management strategy
 - tracking and trending of incident data
 - training for all faculty and staff members
- Security, Human Resources and Risk Management will ensure record keeping and documentation is carefully maintained to protect the employee as well as the Medical Center. Every effort will be used to maintain an employee's right to privacy; however, in cases where other employees are considered to be in potential danger, the Consultation Team will convey a warning to the employee and provide appropriate support.

REFERENCES:

- Labor Agreements
- OSHA Guidelines for Preventing Workplace Violence for Healthcare and Social Service Workers
- Health & Safety Code Sections 1257.7, 1257.8
- Welfare and Institutions Code 1408.3
- California Penal Code Section 243 (Sexual Battery)
- California Penal Code Section 245 (Assault with a Deadly Weapon)
- California Penal Code Section 417 (Brandishing a Weapon)
- California Penal Code Section 422.75 (Hate Crimes)
- California Penal Code Section 424 (Terrorists Threats)
- California Penal Code Section 646.9 (Stalking)
- California Penal Code Section 653 (Threatening or Annoying Phone Calls)

UCI Policies:

- Visitor & Vendor Access
- After Hours Visitors
- Fitness For Duty

Author:

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Attachments:

No Attachments

Approver	Date
Nance Hove	09/2013
Rose Jacobs	09/2013