

## Washtenaw County Community Mental Health

### **WORKPLACE VIOLENCE – (policy)**

#### **PURPOSE**

Establishment of a workplace violence prevention program for WCCMH.

#### **POLICY**

- WCCMH promotes the safety and well-being of all employees, consumers, and visitors. As part of a comprehensive approach to safety, WCCMH does not tolerate workplace violence.
- To assure the appropriate response to incidents of concern, WCCMH shall provide resources to help prevent violence and decrease risk and shall initiate a Workplace Incident Response Team (WIRT) as necessary. Team members will include the appropriate representatives from Washtenaw County and CMH, Corporate Counsel, Human Resources and Risk Management.
- WCCMH shall orient all employees about workplace violence and how to report.
- WCCMH administration shall assure that there is no retaliation against any employee who makes a report in good faith under this policy.
- All employees shall refrain from any action that may result in physical harm to a person or property in the workplace.
- Employees shall not attempt to disarm, disable or circumvent any security feature at any worksite.
- Illegal possession of any weapon in the workplace, including firearms, knives, and explosives is expressly prohibited.
- It is the responsibility of each employee to report all threatening or violent activities, statements or behavior whether witnessed or known from another person to management as soon as possible. Reports should be made immediately to all of the following staff:
  - Immediate supervisor and/or Program Administrator
  - CMH Director who will then notify Washtenaw County Risk Management and the EOC Committee chairperson as needed
  - Medical Director
- Any employee who knowingly makes a false report will be subject to discipline or corrective action up to and including immediate termination from employment.
- WCCMH shall provide a timely response to all reports of violence Management's first responsibility is the safety of employees, customers and visitors.
  - Physical safety is a primary concern
  - All threatening incidents will be investigated and documented

- Law enforcement will be notified as appropriate
- All employees are expected to cooperate fully with any investigations
- Appropriate post-incident counseling and debriefing services will be made available to employees
- Assistance will be provided to employees for problematic situations before they become potentially violent
- Management will receive training in appropriate responses to potential violations of this policy.
- Based upon the results of internal and/or external investigation employees may be provided counseling services, referrals, or required to participate in a fitness for duty evaluation. The following disciplinary actions may be taken as appropriate to the situation:
  - Oral reprimand
  - Written reprimand
  - Suspension
  - Termination
- WCCMH reserves the right to re-evaluate employment status based on a conviction of a violent crime against any person or property or illegal possession of a weapon. All employees are required to report any arrest or conviction to the employer.
- All investigations and disciplinary processes will be conducted in accordance with Washtenaw County policies and procedures and bargaining unit agreements.
- Procedures vary by incident and are determined by CMH Leadership and Washtenaw County Risk Management based on the specifics of each incident.

## **DEFINITIONS**

Accident Report/Authorization for Treatment: Used to report all physical injury or illness occurring during the course of employment and authorizes treatment for staff. This is an electronic form found on eCentral under Services for Employees, Employee Safety.

Incident Report Form: Used to document all incidents of workplace violence, whether or not actual physical injury occurred.

Report of Potential Physical Harm: Used in the event that imminent danger may come to a recipient or another person in the near future. This allows confidentiality policies to be waived to disclose necessary information to the local police agency or to others under Duty to Warn. This is an Affiliation policy found on the CMHPSM Website under Confidentiality and Access to Consumer Records.

Supervisor's Report of Accident form: Used to report all physical injury occurring during the course of employment.

*Approved 10/2/17; EOC*

Workplace violence: Actions or words that endanger or harm an employee, consumers or visitor or result in employees, consumers or visitors having a reasonable belief that they are in danger. Workplace violence includes physical harm that might come to a person or property as a result of intentional acts.

Workplace Violence includes:

- Verbal or physical harassment
- Verbal or physical threats
- Assaults or other violence
- Any other behavior that creates a reasonable fear of harm

Harassment or threats include communications that may be face to face, via the telephone, email, in writing or any other form of communication.

Workplace Violence Report: Used to document all incidents of workplace violence, whether or not actual physical injury occurred. This is an electronic form found on eCentral under Services for Employees, Employee Safety.

## **PROCEDURE(S)**

There are no additional procedures for this policy.

## **REFERENCES/ NOTES**

There are no additional external references, sources or notes for this policy.

## **EXHIBITS**

There are no additional exhibits for this policy.