

Beaumont® | HEALTH SYSTEM

Subject	Violence in the Workplace Policy	No.	Page
Prepared By	Corporate Human Resources	Prior Issue Date	Issue Date
		07/01/12	07/01/15

GENERAL

It is the policy of Beaumont Health System to provide an environment free from verbal abuse and/or physical acts of violent behavior. In so doing, the Hospital has adopted a Zero Tolerance policy with regard to any type of abusive, intimidating, harassing, threatening or coercive behavior on the part of any individual on the Hospital premises.

Hospital premises for the purposes of this policy shall be defined as any Beaumont owned or leased buildings, structures, garages/sheds and surrounding areas such as parking lots, driveways, sidewalks, walkways etc. In addition, Hospital premises shall also include any Beaumont owned vehicles whether on Beaumont property or not.

Abusive or threatening behavior that is verbal, physical or otherwise, explicit or implied, and which endangers or provokes fear in the mind of any individual while on the Hospital premises will not be tolerated. All reports of such misconduct shall be promptly and thoroughly investigated and brought to an appropriate conclusion in order to maintain a safe environment.

SCOPE

For the purposes of this policy, members of the Hospital staff include all regular employees, physicians/residents, contingents, volunteers, students, co-ops and working observers. Contractors, vendors, service reps, patients, visitors and guests are considered as external parties.

RESPONSIBILITY

Hospital Staff

Any member of the Hospital staff who believes he/she has been threatened or is the object of verbal or physical threats, either explicit or implied, has the responsibility to report such misconduct to their supervisor, manager, administrator, or Human Resources representative.

Further, it is the responsibility of all members of the Hospital staff to report to management and/or Security any type of violent behavior, including verbal abuse or threats, which if carried out, may result in personal injury or death to any other member of the Hospital staff or to any external parties (i.e., patients, visitors, outside contractors, vendors, etc.) while on the Hospital premises.

Hospital staff should respond to threats of violence by using communication skills and interventions to handle situations that may lead to aggressive behavior in an attempt to de-escalate that behavior.

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<u>Hospital Staff (Cont'd)</u>			
		In cases where a threat is direct and imminent danger is apparent, the Security Department must be notified immediately. The Security Department shall take the appropriate action in such cases.	
<u>Staff Education</u>		Staff can enroll in classes related to communication and safety intervention techniques through the Beaumont University web page on Inside Beaumont.	
<u>Management</u>		It is the responsibility of management to investigate reports of any violent behavior or threat of violence on the part of any member of the Hospital staff. Hospital management shall consult with Human Resources in regard to such incidents and both will determine the appropriate step of disciplinary action to be taken. Such misconduct, whether verbal or physical in nature will be dealt with to the fullest extent of the Hospital's Program for Performance Management (Policy #282). Managers are also responsible for assisting staff in understanding and using the appropriate crisis intervention techniques to handle aggressive behavior.	
<u>Outside Parties</u>		Individuals who are not members of the Hospital Staff, and who believe themselves to be the object of verbal or physical harm, or who witness such misconduct of another person by an individual or group of individuals while on the Hospital premises, shall be assisted by staff or management in reporting such misconduct to the Security department. The Security department shall determine the appropriate course of action in such matters.	
<u>Human Resources Department/Security Department/Employee Assistance Program (EAP)</u>		It shall be the responsibility of Human Resources to confer with department management regarding reports of violent behavior or threats of violence. When appropriate, Security will be notified and consulted regarding such reports. Employee Assistance Program will be consulted in instances when appropriate to provide a professional assessment, consultation and intervention/referrals. Human Resources, in conjunction with department management, will determine the appropriate step to be taken in regards to disciplinary action up to and including discharge.	

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Human Resources
Department/Security
Department/Employee
Assistance Program (EAP)
(Cont'd)

It will be the responsibility of the Security department to investigate reports of violent acts or threats of violence occurring in the workplace. The Security department may collaborate with local, state, or federal authorities in regard to such matters. The Security department will also work in cooperation with Human Resources and department management during the investigation process.

WEAPONS IN THE WORKPLACE

It is the policy of Beaumont Health System to forbid all persons on the Hospital premises to possess a prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not. Further, this policy prohibits weapons at any Beaumont sponsored function or event. This policy applies to all groups as previously defined in this policy.

On-duty and off-duty law enforcement agents shall be permitted to carry their weapons on the Hospital premises, however, when such agents are patients of Beaumont Hospitals they shall be required to secure their weapons in their vehicle, with the Hospital's Security department, or given to another law enforcement partner, that is not being treated.

Prohibited weapons include any form of weapon or explosive restricted under local, state or federal law or regulation. This includes but is not limited to the following:

- Hand Guns
- Long Guns (Rifles, Shotguns etc., or other firearms)
- Knives of any kind
- Explosives of any kind
- Taser guns
- Chemical or pepper sprays
- Any edged instrument, i.e., razor blades, box cutter, etc
- Other prohibited weapons of any kind

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WEAPONS SEARCHES

Beaumont Health System reserves the right to conduct searches of any person, vehicle, or object that enters onto the Hospital premises.

Authorized searches shall also be conducted of lockers, desks, purses, briefcases, doctor's bags, baggage, tool boxes, lunch sacks, clothing, and any other item in which a weapon may be hidden. Additionally, authorized searches may be made of employee's vehicles that are used to conduct business on behalf of the Hospital.

Such searches may be conducted by Security personnel or with the assistance of local law enforcement agencies. Refusal to submit to such searches on the part of members of the Hospital staff may result in disciplinary action up to and including discharge. Beaumont Hospital reserves the right to conduct searches on its property or authorize searches by law enforcement agencies on its property without the employee being present.

INQUIRIES

Questions regarding acts of violence or threats should be directed to Human Resources or the Security department. Human Resources, Security, and the Employee Assistance Program will collaborate in providing appropriate assessments and referrals. Questions regarding weapons or items that could be construed as weapons should be directed to the Security department.

DETAILED PROCEDURES

Reporting Workplace Violence Procedure, 257-1.

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