

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 8: Safety, Security, Emergency Management

POLICY: 8.033

SUBJECT: Violence-Free Workplace/Campus

POINT PERSON: KAREN GARCIA
DIRECTOR OF SECURITY

APPROVED: GREG ROBERTS
SUPERINTENDENT

DATE: April 27, 2012

I. POLICY

- A. It is the policy of Oregon State Hospital to promote a safe environment for all employees, patients, and visitors.
- B. Oregon State Hospital has zero tolerance for behavior which, to a reasonable person, is intimidating, hostile, threatening, violent, abusive, or offensive. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical or psychological harm. Also prohibited are acts that express or are reasonably perceived as expressing intent to cause damage to property.
- C. Signage shall be posted on each treatment unit and at the entrances to all OSH Buildings regarding the OSH policy on a Violence Free Workplace/Campus.
- D. Oregon State Hospital shall respond appropriately to workplace violence.
 - 1. Employees who commit such acts may be removed from the premises and may be subject to disciplinary action up to and including dismissal, criminal penalties, or both.
 - 2. Visitors and the general public that commit such acts may be removed from the premises, restricted from access, referred to the Oregon State Police, and/or have visiting privileges suspended.
 - 3. Patients who make violent threats or engage in violent behavior shall have such behavior reported to their interdisciplinary treatment team for consideration in treatment planning.

4. Depending on the severity of the threat or violent act made by the person, the Superintendent may notify the Oregon State Police for investigation.
- E. The law enforcement agency that provides services to the Oregon State Hospital Portland and Salem campuses and responds to calls is the Oregon State Police through its Salem and Portland offices.

II. DEFINITIONS

- A. "Harassment" means a form of treatment or behavior which to a reasonable person is intimidating, hostile, threatening, violent, abusive, or offensive.
- B. "Threat or Threatening Behavior" means a physical, verbal, or written act that expresses an intent to cause physical or psychological harm, or both, against an individual covered by this policy.

A physical, verbal, or written act that expresses an intent to cause damage to property.

- C. "Worksite" means any place where the Oregon State Hospital conducts business. This includes Oregon State Hospital campus and buildings; State-owned vehicles; personal vehicles when used within the course of performing Oregon State Hospital related work or activities; or other locations where Oregon State Hospital business is being conducted.
- D. "Violence or Violent Behavior" means a physical, verbal, or written act carried out or caused to be carried out which results, or may result in physical or psychological harm, or both, to an individual covered by this policy or damage to property.

Examples of violent conduct include physical displays of aggression, such as hitting, pushing, pinching, grabbing, and throwing things at others.

Also covered by this definition are situations in which physical or psychological harm occurs, even if it was not intended to result in such harm, e.g., horseplay and practical jokes.

- E. "Workplace Violence" means harassment, threats, and threatening behavior, and violence and violent behavior.
- F. "Weapon" means a physical object, other than a body part, designed to cause physical injury.

- G. "Serious Physical Injury" is an injury that creates a substantial risk of death, or, which causes serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of the function of any bodily organ.

III. PROCEDURES

- A. Each employee is responsible for notifying the following of conduct which may constitute workplace violence:
1. His or her immediate supervisor.
 2. The Office of Human Resources for staff to staff violence.
 3. The Communication Center or Security Director in Portland for visitor or general public violence.
 4. The patient's Interdisciplinary Treatment Teams in Salem and Portland and the Communication Center in Salem for patient violence.
 5. The supervisor shall report all incidents of violence to the Communication Center or Security Director in Portland.
- B. Oregon State Hospital shall not tolerate retaliation against an employee or volunteer who reports or experiences workplace violence. Upon receiving a report, Oregon State Hospital shall take action to remove the offending individual from the worksite as quickly as safety permits, if Oregon State Hospital determines removal is necessary. Oregon State Hospital shall then conduct a prompt investigation of the alleged workplace violence and initiate a timely and appropriate response.
1. Employees and volunteers who are the victim in a non-work related or domestic situation which may pose a risk to people in the workplace, are encouraged to inform their supervisor or the Office of Human Resources. This is voluntary. Management shall obtain the employee's consent before notifying staff necessary to carry out a safety plan.
- C. Decisions to seek medical treatment shall be made:
1. By the injured party, if staff
 2. By the clinical staff, if a patient

3. Any staff may contact the Communications Center in Salem or the Reception Desk in Portland, if emergency response (911) is necessary.
- D. The Security Department shall contact the Oregon State Police according to guidelines from the Oregon State Police and the District Attorney if medical attention is sought, and:
1. serious injury or death results;
 2. a weapon is used, or if there are;
 3. multiple assailants.
- E. Staff responding to a law enforcement investigation may report the details of the incident being investigated, including the names of the participants. No other information, written or verbal, may be provided from the medical record. Requests for such information should be referred to the Oregon State Hospital Health Information Department or to the Superintendent. Disclosure of other protected health information must be approved by the OSH Legal Affairs Department to assure compliance with ORS 179.505.
- F. All assaultive behavior by Oregon State Hospital patients shall be addressed clinically by the patient's Interdisciplinary Treatment Team. The behavior, if an active problem, must be specifically described on the patient's Problem List and Treatment Care Plan. Criminal activity, to include assaultive acts, shall be reported to the Oregon State Police by the Security Department.
- G. The hospital shall also address problems of assault administratively by effective policies and procedures, management of a safe environment for work and treatment, and a modification of practices, facilities, and personal protective equipment as necessary in response to assaultive behavior.

IV. REFERENCES

OSH Policy 8.019, Staff Response to Alleged Criminal Acts, Contraband and Critical Incidents.

Marion County District Attorney memo dated February 10, 2004 regarding guidelines for the investigation and prosecution of cases occurring in state institutions.

DHS Policy 50.010.01A -- Prevention of Violence in the Workplace

OSH Policy and Procedure 5.012, Reporting of Injuries and Illnesses

ORS 179.505, Disclosure of Written Accounts by Health Care Services Provider

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Replaces OSH Policy and Procedure 8.033, *Violence Free Workplace/Campus*, dated 7/18/2006.