

# HARRIS HEALTH SYSTEM

## POLICY AND REGULATIONS MANUAL

Policy No: 6.27  
Page Number: 1 of 4

Effective Date: 10/26/06  
Board Motion No: 06.10-545

Last Revised: 08/14/2018  
Due for Review: 08/14/2021

**TITLE: WORKPLACE VIOLENCE PREVENTION PROGRAM**

**PURPOSE:** To provide a safe environment for Harris Health System's patients, visitors, and its Workforce.

### **POLICY STATEMENT:**

Harris Health System (Harris Health) is committed to providing a safe environment for its patients, visitors and Workforce.

### **ELBORATIONS:**

#### **I. DEFINITIONS:**

- A. **HARRIS HEALTH PREMISES:** All buildings or portions of a building owned or leased by Harris Health. This also includes parking areas and worksites.
- B. **THREAT ASSESSMENT TEAM:** An Ad Hoc Task Force, which consists of representatives from Risk Management, Human Resources, Corporate Compliance, Healthcare Systems Engineering, the Department of Public Safety, and other pertinent stakeholders, as requested. The Threat Assessment Team works under the direction of the Harris Health System Patient Safety Committee. The County Attorney's Office advises the Threat Assessment Team.
- C. **WORKFORCE OR WORKFORCE MEMBER:** Harris Health System Board of Trustees, employees, Medical Staff, trainees, contractors, volunteers, and vendors on Harris Health premises.
- D. **WORKPLACE VIOLENCE:** Any violation of the Texas Penal Code, including threats, threatening behavior, stalking, or acts of violation by or against patients, their family members, visitors, or a Workforce Member. Workplace Violence includes, but is not limited to:
  - 1. Disorderly conduct;
  - 2. Fighting;
  - 3. Assault;
  - 4. Terroristic threat;
  - 5. Threats of violence of any kind;
  - 6. Threatening behavior of any kind;

7. Criminal homicide;
8. Kidnapping;
9. Unlawful restraint;
10. Sexual offenses;
11. Injury to a child, elderly individual, or disabled individual; and
12. Carrying of a location-restricted Weapon.

## II. GENERAL PROVISIONS:

### A. Responsibilities of Workforce:

1. Harris Health Workforce members must comply with all applicable Harris Health Codes of Conduct and policies and share the responsibility of maintaining a safe workplace. Specifically:
  - a. No Workforce Member may threaten or use force or violence to unlawfully restrain, coerce, abuse, harass, or intimidate any person on Harris Health's premise including parking areas. See Harris Health Policy and Procedure 6.39 *Conflict Resolution in the Workplace* for further guidance.
  - b. If a Workforce Member possesses a weapon, his or her possession must be in accordance with Harris Health Policy and Procedure 3.66 *Weapons*.
2. A Workforce Member who witnesses Workplace Violence shall immediately report the incident to at least one (1) of the following:
  - a. His or her supervisor;
  - b. The Vice President of Operations of his or her pavilion;
  - c. Harris Health's Department of Public Safety (Security) in the facility;
  - d. Corporate Compliance; or
  - e. The Human Resources Department in the facility.
3. All incidents of Workplace Violence should be documented in the Harris Health Electronic Incident Reporting System (eIRS) or using downtime forms when the eIRS is not available.

4. Workforce Members are accountable for ensuring all incidents are documented in the eIRS.
5. Workforce Members shall report any protective order or restraining order that lists the Workforce Member's workplace as a protected area or protects a Workforce member from an individual who might appear in the workplace to Harris Health's Department of Public Safety.
6. The Human Resources Department's Learning and Resource Center shall conduct training and education on prevention of Workplace Violence to all Workforce members.
7. In order to minimize risk, all Workforce members must participate in training provided by Harris Health at least every two (2) years or more often, if necessary. Workforce members in designated security sensitive areas shall receive additional training for Workplace Violence, as required.
8. Supervisors are responsible for Workplace Violence prevention for Workforce Members under their supervision. Supervisors are encouraged to refer employees who exhibit job stress or anger management or who may be a victim of Workplace Violence to the Employee Assistance Program. Supervisors shall request assistance, when necessary, from Harris Health's Department of Public Safety and Harris Health's Human Resources Department when Workplace Violence issues arise.
9. Supervisors shall assist in any investigation of an allegation of Workplace Violence.

B. Threat Assessment Team:

The Threat Assessment Team will:

1. Review the eIRS system for reports of Workplace Violence;
2. Assess and evaluate reports of Workplace Violence;
3. Provide recommendations for process improvements, interventions, or mitigation strategies in response to reports of Workplace Violence; and
4. Support the training and education related to Workplace Violence prevention.



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**REFERENCES/BIBLIOGRAPHY:**

Texas Penal Code §§ 42.01, 42.07, and Chapter 46, as amended.

NAIHO Accreditation Requirements & Interpretive Guidance P.E. 4

Harris Health System Code of Conduct.

Harris Health System Policy and Procedures 6.39 Conflict Resolution Policy

Harris Health System Policy and Procedures 6.20 Employee Discipline Policy

**OFFICE OF PRIMARY RESPONSIBILITY:**

Harris Health System Risk Management

Harris Health System Human Resources

**REVISION HISTORY:**

Effective Date	Version	Approved by:	Reviewed or Approved by:
10/26/06	1.0	Approved 10/26/2006	Board of Managers – Motion #06.10-545
	2.0	Approved 10/24/2008	Vice President of Human Resources
	3.0	Approved 11/04/2008	HCHD Policy Review Committee
	4.0	Approved 02/14/2012	Operations Policy Committee
	5.0	Approved 06/09/2015	Operations Policy Committee
	6.0	Approved 08/14/2018 Revised to include DNV Workplace Violence Program standards	Structure and Organizational Standards Committee