

OREGON STATE HOSPITAL

POLICY ATTACHMENT

PROCEDURES D: Type IV - Personal Relationship Procedures **POLICY: 8.033**

POINT PERSON: Director of Occupational Health & Safety

APPROVED: Superintendent **DATE: NOVEMBER 17, 2023**

SELECT ONE:

<input type="checkbox"/> New policy attachment	<input type="checkbox"/> Minor/technical revision of existing policy attachment
<input type="checkbox"/> Reaffirmation of existing policy attachment	<input checked="" type="checkbox"/> Major revision of existing policy attachment

Responsible Person/Group	Type IV - Personal Relationship Procedures
Staff	<ol style="list-style-type: none"> Staff who are involved with or witness a personal relationship workplace violence incident should: <ol style="list-style-type: none"> If possible, leave the area and move to a safe location, Alert Access Control to request immediate assistance, Provide description of the perpetrator (e.g. clothing, presenting gender, etc.). Notify the following persons: as outlined in Department of Administrative Services (DAS) policy, 50.010.04, "Workplace Effects of Domestic Violence, Harassment, Sexual Assault and Stalking": <ol style="list-style-type: none"> Immediate supervisor, Office of Human Resources (HR coordinates with Security if notified), Security Management or designee (Security coordinates with HR if notified), Administrator-on-Duty for after-hours notifications or when Office of Human Resources is unavailable. If injured, complete an injury or illness report in Workday as outlined in OSH Policy & Procedure, 5.012, "Injury or Illness Reporting." Complete an incident report as outlined in OSH Policy & Procedure, 1.003, "Incident Reporting." Provide information to security or law enforcement, if necessary and as outlined in OSH Policy & Procedure, 8.019, "Staff Response to Alleged Criminal Acts or Contraband."

Immediate Supervisor or Manager	<ol style="list-style-type: none">1. Receive notification of incident from staff.<ol style="list-style-type: none">a. Contact Human Resources or Security to inform them of the incident.b. Collaborate with HR and security for direction on next steps, which may include development of a safety plan for staff.c. Complete an incident report as outlined in OSH Policy & Procedure, 1.003, "Incident Reporting."2. If staff is injured and cannot complete an injury or illness report in Workday, submit a report on the staff's behalf as outlined in OSH Policy & Procedure, 5.012, "Injury or Illness Reporting."3. Provide victim with resources for the state's Employee Assistance Program or other referrals upon request.
Human Resources	<ol style="list-style-type: none">1. Contact Security Management to assist with collaboration and next required steps.2. Coordinate with victim and Security Management to establish a safety plan. Coordinate with victim's supervisor as needed.3. Collaborate with Security Management and Oregon State Police to complete an Oregon State Police Workplace Violence Threat Assessment, if necessary.4. Aid staff as outlined per DAS policy 50.010.04.5. Follow up with victim and provide resources for the state's Employee Assistance Program or other referrals upon request.
Security Department	<ol style="list-style-type: none">1. Immediately respond to the workplace violence incident location.<ol style="list-style-type: none">a. Assess the scene to ensure it is safe to approach the staff requiring assistance.b. Wait for law enforcement to approach the perpetrator.c. Relay info to access control if a physical altercation is occurring or weapon is visible or brandished.d. Contact Access Control to initiate a lock-out of the hospital or reroute staff to alternate entrances, if necessary, as outlined in OSH Policy & Procedure, 8.016, "Civil or Internal Disturbance Response."

	<ul style="list-style-type: none">e. If evidence is present, cordon off the area to prevent staff, patients, or visitors from entering the incident location.<ul style="list-style-type: none">a. Security staff will remain with evidence until relieved by law enforcement.f. Follow Security Department Protocols to assist law enforcement with evidence, investigation, and trespassing perpetrator from OSH campus. <ul style="list-style-type: none">2. Complete an incident report as outlined in OSH Policy & Procedure, 1.003, "Incident Reporting" and Communication Log.3. Collaborate with HR to save video surveillance as outlined in OSH Policy & Procedure, 8.001, "Video Surveillance."4. Send a Critical Incident Notification as outlined in Security Department Protocols.
Access Control	<ul style="list-style-type: none">1. Initiate a lock-out of the hospital or reroute staff to alternate entrances, if necessary, as outlined in OSH Policy & Procedure, 8.016, "Civil or Internal Disturbance Response."<ul style="list-style-type: none">a. Call 9-1-1 for local police response, if necessary.2. Contact local emergency services if staff requests or needs medical attention.
Safety	<ul style="list-style-type: none">1. Receive and process injury or illness report from Workday.2. Begin safety investigation in coordination with Human Resources and recordkeeping as outlined in Safety Department Protocols.3. Provide safety investigation findings to Workplace Violence Prevention Sub-Committee with Human Resources.4. Assist staff with return-to-work processes as outlined in OSH Policy, 5.011, "Return to Work of Staff Injured on the Job."
Incident Reporting and Systems Investigation (IRSI)	<ul style="list-style-type: none">1. Receive and process OSH Incident Report as outlined by IRSI Department Protocols.2. Begin systems investigation based on moderate or severe injuries in coordination with Human Resources.3. Follow up with injured staff about the incident.4. Collaborate and share findings with Safety Department and Security Department, if necessary.

	<ol style="list-style-type: none">5. Complete Healthcare Assault Log record-keeping requirements of event.6. Provide systems investigation findings and recommendations to WVPSC.
Workplace Violence Prevention Sub-Committee (WVPSC)	<ol style="list-style-type: none">1. Receive immediate, corrective, or preventative recommendations from Human Resources, Safety, or IRSI about incident.2. Review recommendations and approve, modify, or decline.3. Assign a sub-committee member to provide approved recommendations.4. Select a follow-up date for progress tracking and recordkeeping.5. Sub-committee member will provide recommendation updates and close out the incident upon implementation in Safety's recordkeeping process.