

Policy Document IV

UNIVERSITY OF LOUISIANA AT LAFAYETTE VIOLENCE-FREE WORKPLACE POLICY

1.0 INTRODUCTION

- 1.1 Employees are the State's most valuable resource and their safety and security are essential to carry out their responsibilities. Every employee has a reasonable expectation to perform his/her assigned duties in an atmosphere free of threats and assaults.
- 1.2 Recognizing the increasing incidence of violence in the workplace, the Governor of the State of Louisiana issued an executive order committing the Governor and the State of Louisiana to work toward a violence-free workplace for state employees.
- 1.3 The University of Louisiana at Lafayette fully supports this effort and is committed to a violence-free workplace.

2.0 DEFINITIONS

- 2.1 Assault - Assault is an attempt to commit a battery, or the intentional placing of another in reasonable apprehension of receiving a battery. (Example: I may have a stick raised and know that I have no intention of striking you, but, based on the circumstances, you have a reasonable apprehension that I plan to strike you.)
- 2.2 Battery - Battery is the intentional use of force or violence upon another; or the intentional administration of a poison or other noxious liquid or substance to another.
- 2.3 Credible Threat - A credible threat is a statement or action that would cause a reasonable person to fear for the safety of him/herself or that of another person and does, in fact, cause such fear.
- 2.4 Intentional - Intentional refers to conduct when the circumstances indicate that the offender, in the ordinary course of human experience, must have considered the criminal consequences as reasonably certain to result from his act or failure to act.
- 2.5 Violence - Violence is the commission of an assault or battery or the making of a credible threat.
- 2.6 Workplace - The workplace is any site where an employee is placed for the purpose of completing job assignments.
- 2.7 Workplace Violence - Workplace violence is violence that takes place in the workplace.

3.0 MANAGEMENT RESPONSIBILITIES

The University of Louisiana at Lafayette shall comply with federal and state statutes, rules, regulations and or guidelines in making reasonable efforts to:

- 3.1 hire, train, supervise and discipline employees;
- 3.2 intervene in situations of harassment in the workplace where the employer is aware of the harassment;
- 3.3 ensure employees and/or independent contractors are fit for duty, and do not pose unnecessary risks to others;
- 3.4 provide security precautions and other measures to minimize the risk of foreseeable criminal intrusion based upon prior experience or location in a dangerous area;
- 3.5 maintain an adequate level of security;

- 3.6 establish and implement a written policy and plan dealing with violence in the workplace;
- 3.7 provide employee training on the agency plan, warning signs of potential for violent behavior, and precautions which may enhance the personal safety of the employee at work;
- 3.8 warn an employee of a credible threat made by another to do harm to that employee;
- 3.9 support the application of sanctions and/or prosecution of offender-, as appropriate;
- 3.10 accommodate, after appropriate evaluation, employees who require special assistance following incident(s) of workplace violence;
- 3.11 cooperate with law enforcement agencies;
- 3.12 establish a uniform violence reporting system with regular review of submitted reports;
- 3.13 initiate procedures to protect from retaliation employees who report credible threats; and
- 3.14 keep up-to-date records to evaluate the effectiveness of administrative work practice changes initiated to prevent workplace violence.

4.0 MANAGEMENT COMMITMENT

- 4.1 At the University of Louisiana at Lafayette management commitment, including the endorsement and visible involvement of top levels of supervision, provides the motivation and resources to deal effectively with workplace violence, and includes:
 - 4.1.1 assigned responsibility for various aspects of the workplace violence prevention program to ensure that all supervisors and employees understand their roles and responsibilities;
 - 4.1.2 treatment of workplace violence, incidents, complaints and concerns with seriousness, keeping confidential all reports and the identification of parties, except to those who have a legitimate need to know and to the extent required by law.

5.0 EMPLOYEE RESPONSIBILITIES

At the University of Louisiana at Lafayette:

- 5.1 Employees are required to report to their immediate supervisor, site coordinator, or a member of the Violence-Free Workplace Team all threats or incidents of violent behavior in the workplace which they observe or of which they are informed.

6.0 WORKPLACE ANALYSIS

- 6.1 The process of workplace analysis involves a step-by-step, common-sense look at the workplace to find existing or potential hazards for the occurrence of workplace violence. The workplace analysis entails reviewing specific procedures or operations that contribute to hazards and specific locales where hazards may develop. The workplace analysis program includes, but is not limited to:
 - 6.1.1 analyzing and tracking records;
 - 6.1.2 monitoring trends;
 - 6.1.3 analyzing incidents; and
 - 6.1.4 analyzing workplace security.

- 6.2 At the University of Louisiana at Lafayette the responsibility for conducting and maintaining workplace analysis is assigned to site coordinator(s).
- 6.3 The initial workplace analysis for the University of Louisiana at Lafayette shall be performed by designated site coordinator(s) within 45 days of the publication of this policy.

7.0 HAZARD PREVENTION AND CONTROL

- 7.1 At the University of Louisiana at Lafayette the responsibility for hazard prevention and control is assigned to site coordinator(s).

8.0 INCIDENT RESPONSE AND EVALUATION

- 8.1 An employee who has been threatened or assaulted by another at the workplace will immediately report the situation to his/her supervisor or site coordinator. The supervisor or site coordinator to whom the incident is reported will immediately notify a team member.

9.0 RECORDS

- 9.1 Records associated with violence in the workplace need to be kept in a permanent, secure and confidential manner. It shall be the responsibility of the committee to help evaluate security, methods of hazard control, and identify training needs. The following records are important and shall be maintained in accordance with pertinent statutes as part of the violence prevention program:
 - 9.1.1 reports of work injury, including workers' compensation injuries, if necessary;
 - 9.1.2 report for each report of assault, incidents of abuse, verbal attack, or aggressive behavior occurring between persons in the workplace;
 - 9.1.3 police reports of incidents occurring in the workplace;
 - 9.1.4 minutes of safety meetings, records of hazards' analysis, and corrective actions recommended;
 - 9.1.5 violence in the workplace training, including subjects covered, attendees, and qualifications of trainers; and
 - 9.1.6 other appropriate reports.

10.0 EVALUATION

- 10.1 Regular evaluation of safety and security measures affecting the violence prevention program shall be conducted at least annually. At the University of Louisiana at Lafayette this evaluation shall be the responsibility of the committee.

11.0 TRAINING AND EDUCATION

- 11.1 At the University of Louisiana at Lafayette.
 - 11.1.1 all employees, including all levels of supervision, shall have training and instruction on general, job-specific, and work site-specific safety and security practices;

- 11.1.2 training and instruction shall be provided within one year of policy implementation and regularly thereafter; and
- 11.1.3 training shall begin with orientation of new employees within three months of employment and regularly thereafter.

11.2 At the University of Louisiana at Lafayette, workplace violence training shall be the responsibility of site coordinator(s).