*NOTE: The following outline is recommended in the development of a hospital workplace violence prevention policy. If you elect to include a zero-tolerance policy, you must ensure you have the mechanisms in place to uphold the policy.*

Ensure you adapt the applicable accreditation standards, federal and state OSHA requirements and any local or state laws regarding workplace violence.

[Hospital Name] Workplace Violence Prevention Policy

1. Introduction [Hospital Name] is committed to providing a safe and secure work environment for all employees, patients, and visitors. Workplace violence is unacceptable and will not be tolerated under any circumstances. This policy outlines [Hospital Name]'s commitment to preventing workplace violence and sets forth procedures to address and mitigate incidents should they occur.
2. Scope This policy applies to all employees, contractors, volunteers, patients, visitors, and anyone else conducting business within [Hospital Name] premises or representing the hospital off-site.
3. Definition of Workplace Violence Workplace violence refers to any act or threat of physical violence, harassment, intimidation, or other threatening behavior that occurs within or outside the workplace and that can cause harm to employees, patients, visitors, or property.
4. Responsibilities

4.1. Management: [Hospital Name] management is responsible for fostering a culture of respect and zero-tolerance for workplace violence. They must provide adequate resources, training, and support to prevent and address incidents of workplace violence.

4.2. Employees: All employees are responsible for adhering to this policy, reporting any incidents or threats of violence promptly, and cooperating with investigations as required.

4.3. Security Personnel: Security personnel are responsible for enforcing safety protocols, responding to incidents of violence, and implementing preventative measures to minimize risks.

1. Prevention Measures

5.1. Risk Assessment: [Hospital Name] will conduct regular risk assessments to identify potential areas of concern and implement appropriate measures to mitigate risks.

5.2. Training: All employees will receive training on recognizing and preventing workplace violence, de-escalation techniques, and reporting procedures.

5.3. Security Measures: The hospital will maintain adequate security measures, such as surveillance cameras, access controls, and security personnel, to deter and respond to violent incidents.

5.4. Workplace Design: [Hospital Name] will design workspaces with safety in mind, ensuring adequate lighting, clear sightlines, escape routes, and secure entry and exit points.

5.5. Communication: [Hospital Name] will establish channels for employees to report concerns or incidents of workplace violence confidentially and without fear of retaliation.

1. Response Procedures

6.1. Reporting: Any employee who witnesses or experiences workplace violence must report it immediately to their supervisor, security, or human resources department.

6.2. Investigation: [Hospital Name] will promptly investigate all reports of workplace violence, ensuring confidentiality and impartiality throughout the process.

6.3. Support: [Hospital Name] will provide support services to employees affected by workplace violence, including counseling, medical assistance, and legal guidance as necessary.

6.4. Disciplinary Action: Perpetrators of workplace violence will be subject to disciplinary action, up to and including termination of employment, and may face legal consequences depending on the severity of their actions.

1. Review and Revision This policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with relevant laws and regulations.
2. Conclusion [Hospital Name] is committed to maintaining a safe and secure workplace for all. By adhering to this policy and working together, we can prevent workplace violence and ensure the well-being of everyone within our organization.

[Signature of CEO or relevant authority] [Date]

*Note: This template should be customized to fit the specific needs and circumstances of the hospital. It's essential to involve relevant stakeholders, such as HR, legal, and security personnel, in developing and implementing the policy. Additionally, ensure that all employees receive training on the policy and understand their roles and responsibilities in preventing workplace violence.*