

PERSONNEL POLICY MANUAL

LETA		POLICY No. 8
Section:		EFFECTIVE: 12/97
Subject:	Violence In The Workplace	REVIEW:
Source:	Executive Director	REVISION: #1
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POLICY

It is the policy of the LA Educational Television Authority to provide a violence free workplace, wherein every employee will have a reasonable expectation to perform assigned duties in an atmosphere free of threats and assaults.

PURPOSE

The purpose of this policy is to implement a violence prevention program that will promote a positive and respectful workplace, provide effective security measures, promoting administrative work practices to minimize exposure to conditions that could result in harm to employees.

APPLICABILITY

Applies to all LETA employees in LPB facilities throughout the State.

DEFINITIONS

Assault: is an attempt to commit a battery, or the intentional placing of another in reasonable apprehension of receiving a 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. Credible threat: is a statement or action that causes a reasonable person to fear for the safety of him/herself or that of another person.

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.

Violence: is the commission of an assault or battery or the making of a credible threat.

Workplace: is any site where an employee is placed for the purpose of completing job assignments.

MANAGEMENT RESPONSIBILITIES/COMMITMENT

The management of the Louisiana Educational Television Authority shall comply with federal and state statutes, rules, regulations, and guidelines in making reasonable efforts to:

- 1) hire, train, supervise, and discipline employees;
- 2) intervene in situations of harassment in the workplace where management/supervisors are aware of the harassment;

- 3) ensure employees and/or independent contractors are fit for duty, and do not pose unnecessary risks to others;
- 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;
- 5) maintain an adequate level of security;
- 6) establish and implement a written policy and plan dealing with violence in the workplace;
- 7) provide employee training to recognize warning signs of potential violent behavior and precautions which may enhance personal safety of the employee at work;
- 8) warn an employee of a credible threat made by another to do harm to that employee;
- 9) support the application of sanctions and/or prosecution of offenders as appropriate;
- 10) accommodate, after appropriate evaluation, employees who require special assistance following incident(s) of workplace violence;
- 11) cooperate with law enforcement agencies;
- 12) establish a uniform violence reporting system with regular review of submitted reports;
- 13) initiate procedures to protect employees who report credible threats from retaliation;
- 14) keep up-to-date records to evaluate the effectiveness of administrative and work practice changes initiated to prevent workplace violence.
- 15) treat 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.

Management commitment includes assigning responsibility for the various aspects of the workplace violence prevention program to ensure that all supervisors and employees understand their roles and responsibilities.

EMPLOYEE RESPONSIBILITIES

Employees are required to report to their supervisor or the Human Resource Director, all threats or incidents of violent behavior in the workplace, which they observe or of which they are informed as supervisors. Examples of inappropriate behavior, which shall be reported, include:

- 1) unwelcome name-calling, obscene language and other abusive behavior;
- 2) intimidation through direct or veiled verbal threats;
- 3) physically touching another employee in an intimidating, malicious, or sexually harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing or pushing; and
- 4) physically intimidating others including such acts as obscene gestures, "getting in your face," fist shaking, or throwing any object.

WORKPLACE ANALYSIS

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:

- 1) analyzing and tracking records;
- 2) monitoring trends;
- 3) analyzing incidents, and
- 4) analyzing workplace security.

At LETA, the responsibility for conducting and maintaining workplace analyses is assigned to the Human Resource Director.

The initial workplace analysis for LETA shall be performed by the Safety Committee within thirty (30) days of the publication of this policy. Said committee to be appointed by the LETA Appointing Authority. This committee will also have the responsibility for hazard prevention and controls.

Additional information concerning the performance of a workplace analysis can be found in the Personnel Office as Attachment 1 "Workplace Analysis."

INCIDENT RESPONSE AND EVALUATION

Assistance for victimized employees who may be affected by a workplace incident will be provided. Whenever an incident takes place, injured employees will receive appropriate medical treatment or psychological evaluation as necessary, in accordance with existing statutes.

An employee who has been threatened or assaulted by another at the workplace will immediately report the situation to his/her supervisor. This supervisor will immediately notify the Human Resource Director

Written statements shall be obtained from all involved, including those who witnessed the incident. A statement form, "Violence Incident Statement", may be obtained from the Personnel Office. Concurrent with obtaining the written statements or as soon as possible thereafter, the person(s) to whom the incident was reported shall interview all parties of the incident and prepare a written summary of the interviews. The summaries shall be the basis on which to determine the facts of the event.

The following actions shall be taken in accordance with the severity of the incident:

A. If the situation is **not dangerous**: separate employees involved and isolate until they are interviewed and their statements are taken; separate witnesses until they are interviewed and their statements are taken, and document all actions and statements.

B. If the situation is **dangerous**: contact local police; order all those presenting the danger to leave the facility immediately (unless this action must be taken by police) do not attempt to physically remove an individual (leave it to the police) document all actions and statements.

RECORDS

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 Safety 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:

- 1) reports of work injury, including workers' compensation injuries, if necessary;
- 2) report for each reported assault, incidents of abuse, verbal attack, or aggressive behavior occurring between persons in the workplace;
- 3) police reports of incidents occurring in the workplace;
- 4) violence in the workplace training, including subjects covered, attendees, and qualifications of trainers; and
- 5) other appropriate reports.

EVALUATION

Regular evaluation of safety and security measures affecting the violence prevention program shall be conducted at least annually. This evaluation shall be the responsibility of the Safety Committee. This evaluation program consists of:

COMMUNICATION

LETA recognizes that to maintain a safe, healthy, and secure workplace there must be open communication among employees, including all levels of supervision, on these issues. The open communication process shall include, but is not limited to;

- 1) periodic review of policy with all employees,
- 2) discussion of violence in the workplace during staff meetings.
- 3) posting or distributing information on violence in the workplace; and
- 4) maintaining procedures to inform supervisors about violence in the workplace; hazards, or threats of violence.

TRAINING AND EDUCATION

At LETA, all employees, including all levels of supervision, shall have training and instruction on general, job-specific, and work site-specific safety and security practices.

Training and instruction shall be provided within one year of policy implementation and regularly thereafter.

Training shall begin with orientation of new employees within three months of employment and regularly thereafter.

VIOLATIONS

Persons who fail to adhere to this policy are subject to disciplinary action including suspension and/or termination.