

Rush Copley Medical Center
Policy & Procedure

Title: Workplace Safety

Author: Anne Barrett

Date Initiated: 5/1/18

Next Review Date: 5/1/19

Purpose

To provide guidelines for maintaining a safe work environment and communicating procedures for responding to violence and/or threats.

For purposes of this policy, Rush Copley Medical Center (RCMC) encompasses Copley Memorial Hospital, Rush Copley Medical Group NFP and all subsidiary corporations.

Policy

1. Any acts or threats of violence, which may include any obscene, abusive, threatening language or gestures or intimidating behavior (hereafter referred to as “acts or threats of violence”) by any person in or about Rush Copley Medical Center (RCMC) facilities are expressly prohibited.
2. RCMC adopts the concept of “Run, Hide, Fight” as a response method in a threatening situation. Education will be provided to all employees on a regular basis. Any employee who chooses to maintain their personal safety above all else will not be subject to retribution, retaliation or disciplinary action by RCMC.

Procedure

A. Environmental Safety

Since no public building or work environment is able to be made completely safe and secure, it is RCMC’s goal to provide a reasonably safe work environment. To that end, RCMC is committed to the following procedures:

1. To take appropriate disciplinary action, up to and including termination, against any employee who engages in acts or threats of violence against any person.
2. To take appropriate disciplinary action, up to and including termination, against any employee who engages in any conduct which constitutes bullying or intimidation of any person. Refer to policy: Anti-Harassment.
3. To take appropriate action against any persons or visitors in RCMC facilities who engage in acts or threats of violence. Such action may include notification of law enforcement, prosecution of violators to the full extent of the law, and/or appropriate civil remedies. Actions against patients will be facilitated on a case-by-case basis by Risk Management/Legal Affairs.
4. To have a policy prohibiting employees, former employees, patients, and/or visitors from bringing unauthorized firearms or other weapons onto the premises. The Illinois law permitting “concealed carry” specifically excludes hospitals. Accordingly, Illinois State Police-approved notices are posted at various entryways to RCMC facilities indicating that no guns are permitted on RCMC property. Unloaded guns may be placed in a locked car trunk or stored

in a locked container within the vehicle out of plain view while the car is parked on RCMC property. Anyone bringing a gun into an RCMC facility, the parking lots, or parking garage (except as noted above) will be reported to law enforcement by Security for investigation and possible prosecution.

5. To establish reasonable facility security measures to address safety and security to the extent possible and to regulate access to the facilities, off-duty employees, and former employees.

B. Reporting

1. Every employee must enter a report via the online occurrence reporting system or notify leadership if they experience any type of physical, verbal and/or sexual assault. Employees should report any threats or acts of violence. All employee reports made pursuant to this policy will be held in confidence to the maximum extent possible. RCMC will not condone any form of retaliation against any employee for making a good-faith report under this policy. Refer to policy: Non-Punitive Reporting.
2. If a physical assault upon any person in or about any RCMC facility results in death, permanent harm or severe temporary harm, it is considered a Sentinel Event by The Joint Commission standards. A comprehensive, systematic analysis will be conducted.

C. Immediate Threat

Depending upon the circumstances of the situation, the following may occur:

1. Local police or other law enforcement may be notified and Security will respond to the scene of the incident on RCMC premises.
2. Medical personnel may respond to the scene of the incident, if appropriate.
3. Physically or verbally hostile actions or threats by an employee may result in immediate suspension or termination. In appropriate circumstances, arrest or physical detention by police may be requested or required.

D. Direct Threats against Individuals or RCMC by an Employee

Threats occurring in the workplace will be addressed appropriately by Human Resources.

1. When an employee is suspended, Security will be notified and the employee's badge access may be modified. If the employee is terminated, Security will retrieve the badge when possible and cancel it. When there is belief that the terminated employee may be disruptive, Security may escort the individual out of the building.
2. Security should be available and utilized anytime it is appropriate or necessary.

Refer to policies: Employee Work and Behavior Expectations; Disciplinary Procedures; Just Culture; Termination of Employment

E. Documentation

All material which relates to an incident must be gathered, preserved and maintained until Human Resources and legal counsel determine the proper disposition of such information. The information must be maintained in a confidential manner, with dissemination restricted to those individuals who have a responsibility to respond to the

event. Legal counsel may be consulted as to the maintenance of documentation and the preparation of any reports.

F. Outside Communications

All communications with third parties, including the news media, about a workplace safety incident will be managed by Marketing and Communications, in coordination with Legal Affairs and Human Resources.

G. Regulatory Documentation

If an incident of violence results in an injury to an employee, which will be documented for purposes of the Occupational Safety and Health Act (OSHA) Log, Human Resources staff will work with the appropriate parties to complete any necessary reports or documentation.

H. Employee Domestic Situations

1. Staff members who are encountering domestic and/or social issues outside of the workplace may alert Security to such a situation and may provide a photo, physical description, and vehicle information of the unwanted visitor. Documentation will be retained in the Emergency Department Security office for reference. Though an order of protection/restraining order is preferable, an order is not needed to initiate this alert.
2. In rare situations, a document bearing a photo and descriptive information may be discretely posted at the hospital's main points of entry to alert Greeters to a potential unwanted visitor. This document will be created and distributed by Security only. It will be withdrawn when it is determined by the Security Manager and the involved employee that there is no longer a risk.
3. In the event the unwanted visitor would present to RCMC for health care, he/she will be permitted to remain. If it is determined that the visitor's purpose is an attempt to approach the staff member, the visitor will be asked to leave campus. Security will notify Law Enforcement of any refusal.