



Pennsylvania Hospital
& Surgery Center of
Pennsylvania Hospital

ADMINISTRATIVE POLICY MANUAL

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Effective: 1008

SUBJECT: **VIOLENCE IN THE WORKPLACE**

POLICY NUMBER: **HR45**

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Attachment(s):

Related Policies:
[HR69 - Performance
Improvement and
Progressive Steps](#)

POLICY STATEMENT

For purposes of this policy, Pennsylvania Hospital includes all off campus licensed facilities, including, but not limited to, the Surgery Center of Pennsylvania Hospital ("Hospital").

Pennsylvania Hospital has zero-tolerance for workplace violence.

PROCEDURE

The purpose of this policy is to minimize the risk of personal injury to employees, physicians, patients, and damage to hospital property due to acts of violence.

Risk reduction and violence prevention steps are outlined in this policy. It is important that employees and physicians refrain from engaging in physical or verbal confrontations with any individual.

The hospital expects all employees and physicians to exercise reasonable judgment when identifying potentially dangerous situations. The following behaviors may be a precursor to actual physical or verbal violence.

Co-workers may:

- Display overt resentment, anger and hostility;
- Display signs of extreme stress;
- Make threats of bodily harm; and
- Display a sudden and/or significant deterioration in performance.

PROHIBITED CONDUCT

Physical threats and threatening language, or other acts of aggression or violence made to or by employees and physicians will not be tolerated. For the purpose of this policy, a threat would include physical harassment, attempts at intimidating or instilling fears in others, menacing gestures, flashing a concealed weapon, stalking, verbal or physical abuse, or other hostile, aggressive, injurious, or destructive actions designed to dominate or intimidate a person.

The hospital will take immediate and appropriate corrective action against any employee engaging in prohibited conduct, up to and including termination. (See Policy HR69 – Performance Improvement and Progressive Steps). Immediate and appropriate corrective action will be initiated against physicians pursuant to the Professional Staff bylaws.

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All potentially dangerous situations including verbal or physical threats should be reported immediately to the appropriate department head and the Chief Human Resources Officer or designee.

All threats will be promptly investigated. Reports of threats may be made anonymously. No employee will be subject to retaliation, intimidation or discipline as a result of good faith reporting of a threat under this policy unless the report is knowingly false.

If necessary, Security will become involved to provide assistance including proper notification to local law enforcement personnel, investigative functions and documentation.

/s/Kathleen Kinslow
Kathleen Kinslow, CRNA, EdD, MBA
Executive Director

11/10/08
Date

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