



## OHSU POLICY MANUAL

**Policy Number:** 07-30-020

**Policy Title:** WORKPLACE VIOLENCE

**Effective Date:** September 22, 2015

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### 1. **Generally**

Violence and threats of violence in the workplace will not be tolerated. OHSU seeks a safe environment for its community, including employees, patients, visitors, students, affiliates and guests, and is committed to maintaining an environment free from violence and threats of violence. OHSU reserves the right to remove and/or exclude from OHSU owned or controlled premises any person who engages in violence or threats of violence. Further, those individuals may be subject to disciplinary action, and in appropriate circumstances may be subject to criminal penalties.

### 2. **Definitions**

- A. *Workplace Violence:* (1) Any violence; or (2) any behavior, communications, or conduct that would cause a reasonable person to fear violence. Such behavior, communications, or conduct may include, but are not limited to the following:
- (a) Assault (as defined in ORS 163 and ORS 654.412);
  - (b) Threats;
  - (c) Bullying;
  - (d) Stalking (as defined in ORS 163.732);
  - (e) Domestic violence and/or dating violence;
  - (f) Damaging property;
  - (g) Targeting by activists/extremists or others at non-OHSU facilities (i.e., home harassment);
  - (h) Publication of the personal information of OHSU Members and/or their immediate families;
  - (i) Communications regarding instances of Workplace Violence, with seeming approval from or endorsement by the speaker;
  - (j) Communications regarding firearms or weapons containing allusions to violence;
  - (k) Other behavior that would cause fear in a reasonable person;
  - (l) Any other form of threatened violence.

Such behavior may be written, verbal, electronic, or physical.

- B. *Workplace:* Any location, either permanent or temporary, where an employee, student, or volunteer of OHSU performs any activity as part of the role he or she performs for OHSU, whether in OHSU facilities or elsewhere. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, and traveling to and from work assignments. It also includes virtual or electronic locations such as electronic devices or modes of communication (e.g., voicemail, email, text messages, postings on social media) available to OHSU Members. For any OHSU members targeted under 2.A.(g) above, workplace includes their private residences when the targeting is due to the member's employment.

### 3. **Reporting**

OHSU Members who observe, experience, or become aware of violence or threats of violence that constitute actual or potential workplace violence under this policy, shall report the information immediately to the Department of Public Safety (Public Safety). Reports made to other departments or areas of OHSU or to external law enforcement shall be forwarded immediately to Public Safety for evaluation and any necessary assessment by the Threat Assessment Team. Public Safety will receive, assess, and document all incidents and reports of workplace violence and, when appropriate, will activate the Threat Triage Team (T3). The T3 will review all reports and determine whether further assessment by the full Threat Assessment Team is necessary.

Any OHSU Member that receives or becomes aware of a restraining order or stalking protective order that lists an OHSU owned or controlled premises or facilities as a protected location should report the existence of the restraining order to Public Safety.

Actual or imminent violence on Marquam Hill, South Waterfront, or the Tram should be first reported to Public Safety. Other locations should contact local law enforcement via the 911 system with a follow-up report to Public Safety as soon as possible.

Any person may use the 911 system to report actual or imminent violence; however, direct reports via 911 for incidents at Marquam Hill, South Waterfront, or the Tram may result in a delayed response by both law enforcement and Public Safety.

### 4. **Incident Response**

Public Safety will evaluate reports of violence and respond as provided below. Public Safety will request assistance from other agencies, departments and/or the OHSU Threat Assessment Team as appropriate.

Public Safety shall record, respond to, track, and document all reports per this policy in compliance with applicable rules, regulations, and laws.

Public Safety will insure that all response plans and safety planning related to work place violence and potential work place violence meet the requirements of ORS 654.412 to 654.423, Safety of Health Care Employees, when appropriate.

**5. Reports of Violence After-the-Fact**

Public Safety is the initial responder and investigating department for all reports of workplace violence. The Director of Public Safety will activate the Threat Assessment Team and/or contact law enforcement agencies and other OHSU departments for assistance as deemed appropriate.

To the extent allowable, Public Safety shall follow-up with initial reporters of Workplace Violence regarding the handling of such reports.

**6. Incident Tracking**

Public Safety will conduct an initial investigation of reported violence and forward the information to the appropriate supervisor, Human Resources Business Partner or others for follow-up when appropriate.

**7. Threat Assessment Team**

**A. Purpose**

The OHSU Department of Public Safety shall maintain a standing, multi-disciplinary Threat Assessment Team that is capable of rapidly assessing threats. The Threat Assessment Team's primary purpose is to evaluate threats of violence made or posed by individuals toward the University and its community.

The Threat Assessment Team may also make recommendations to individuals, departments, and groups within or outside of OHSU regarding specific threat factors, threat mitigation tactics, and violence prevention, as appropriate to the situation. The Threat Assessment Team, through its members and/or any other individual or group, may investigate any potential threat covered by this policy and may request cooperation and assistance necessary to fulfill its role. However, the Threat Assessment Team is advisory and is not empowered to take unilateral actions beyond investigating, assessing, and reporting on threats.

**B. Governance**

The Threat Assessment Team shall be formed and administered according to the Threat Assessment Team Charter and Bylaws.

**C. Membership**

The Threat Assessment Team will be chaired by the Director of Public Safety or a

designee. Permanent membership of the Threat Assessment Team shall include a primary and backup representative from the following OHSU departments, divisions or schools:

- (1) Public Safety
- (2) Human Resources
- (3) Risk Management
- (4) Legal
- (5) Psychiatry
- (6) Hospital Administration
- (7) Academic Affairs
- (8) Integrity/Research Integrity

**D. Ad-Hoc Membership**

Ad-hoc committee members may include individuals from any department, school, or operating unit within OHSU and/or individuals from external organizations (e.g., law enforcement, joint program partners, etc.) based on the specific threat being assessed.

**E. Threat Triage Team (T3)**

In order to receive and evaluate threats rapidly and at any time, all initial reports of threats will be received by Public Safety. Public Safety will initiate any actions immediately required to stop or prevent violence and then convene the Threat Triage Team (T3).

The T3 will be composed of staff readily available to make an initial evaluation of a threat (e.g., Public Safety, administrator On Duty, etc.) and will use an approved process and tool to determine whether or not a threat exists and, if so, whether or not to refer it to the full Threat Assessment Team. The T3 shall have authority to immediately investigate threats on behalf of the Threat Assessment Team.

**F. Cooperation with Public Safety and the Threat Assessment Team Required**

All OHSU Members shall cooperate fully with Public Safety and any member of the Threat Assessment Team designated by the Threat Assessment Team Chair to assist in assessing a threat. Such cooperation may include, but is not limited to, being interviewed, providing requested materials or information, and being available to the Threat Assessment Team as necessary to assess a potential threat.

**8. Access to Information**

For purpose of assessing threats, the Threat Assessment Team, its members, and anyone acting at the request of the Threat Assessment Team, shall have access to any and all information potentially relevant to the threat and necessary for assessment. Access to, and sharing of information for the purposes of threat assessment shall follow the Rules for Information Sharing and Access to Controlled Information guide attached to this policy.

**9. Delegation**

The Director of Public Safety may establish procedures, protocols and forms necessary to implement this policy.

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**Related Regulations:**

**ORS 163.732**

**ORS 654.412 – 654.423**

**Related Policies and Procedures:**

**Environment of Care Program Management Plan**

**Rules for Information Sharing and Access to Controlled Information**

**Implementation Date: April 16, 1999**

**Revision History: June 23, 2004; January 13, 2009; September 22, 2015**

**Responsible Office: Public Safety**