



Workplace Violence Prevention & Response Plan

Summary for Legislative Library

Final Version – FY23 through FY24

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Workplace Violence Prevention & Response Plan

SUMMARY FOR LEGISLATIVE LIBRARY

Summary

This is a high-level summary of DHS's Workplace Violence Prevention & Response Plan. In accordance with Minnesota Statutes, section 15.86, subdivision 1, DHS has adopted a Prevention of Workplace Violence policy. Under the policy, no DHS facility will tolerate workplace threats or violent acts. In furtherance of the policy, DHS has prepared its Workplace Violence Prevention and Response Plan ("WVP" or "plan"). The plan is designed to optimize opportunities to prevent violence in the workplace.

DHS's WVP includes the following nine component based on industry standards and DHS organizational structure:

1. Risk Assessment and Response Team
2. Hiring/Interviewing Process
3. Communication to Employees
4. Policies
5. Reporting Processes
6. Staff and Management Training
7. Physical Security
8. Safety, Health, and Emergency Management
9. Business Continuity Management

It is DHS's intent to use the framework of this plan to implement practices that make employees aware of the potential for violence in the workplace, increase employees' ability to recognize early warning signs of potentially violent situations, and formalize the agency's response to actual or potential workplace violence incidents. In the event that a DHS facility experiences an incident of workplace violence, the WVP also documents the high level processes that need to be in practice for the organization to recover.

The WPV is meant to complement critical daily functions in physical security, emergency response, and business continuity. The WPV plan is not meant to replace working functions already in place or create additional layers of approvals that delay response and recovery.

The intent of DHS's WPV plan is to provide a high-level framework for the agency that allows implementation based on business requirements in both Central Office and Direct Care and Treatment.

Plan Review

DHS Human Resources will coordinate the review and maintenance of this plan. The plan will be reviewed on an annual basis. Changes may also be made due to information or guidance received from Minnesota Management & Budget.

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