

# MINNESOTA DEPARTMENT OF VETERANS AFFAIRS

Division:	Agency -wide	Policy #:	AW-052
Subdivision:	Commissioner	Last Reviewed:	7/18/2022
Responsible Individual:	Safety Administrator	Created:	7/18/2022
Approved:	/s/	Effective Date:	7/18/2022
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## **POLICY: Workplace Violence Prevention**

#### **REFERENCES:**

29 U.S. Code, Chapter 15, 654 (a) (1) Minnesota Statute § 1.50, "Freedom from Violence" MMB General Memo 2015-2, "Guns in the Workplace" MMB HR/LR Policy #1432, "Respectful Workplace Policy" MMB HR/LR Memo #2021-2 "Workplace Violence Prevention and Response" MMB HR/LR Policy #1444 "Workplace Violence" MDVA Policy "Resident Danger to Self and/or Others" HC-047 Facility Continuity of Operations Plans Facility Emergency Operations Plans Facility Violence Prevention Operating Procedures

## **DEFINITIONS:**

**Threatening Behavior:** Any verbal or physical conduct that would reasonably cause fear of physical harm to individuals or property.

**Violent Behavior:** The use of physical force that causes or is intended to cause physical harm to individuals or property.

**Workplace:** A location where employees perform job duties. The location need not be a permanent location, physical building, or State owned/leased property, but can be anywhere public service is being provided.

#### **APPLICABILITY:**

This policy applies agency-wide to all locations of the Minnesota Dept. of Veterans Affairs (MDVA).

#### **PURPOSE:**

To define practice and standards for minimizing the risk of workplace violence at agency locations, and provide a response framework to manage threats and acts of violence.

#### POLICY:

All agency staff will reference the Workplace Violence Prevention Plan to identify, mitigate, proactively manage, and respond to threats and acts of workplace violence.

## **PROCEDURES:**

- A. The MDVA will maintain the Workplace Violence Prevention Plan that describes the standards for identifying, mitigating, managing and responding to threats and acts of workplace violence.
- B. The Workplace Violence Prevention Plan will be reviewed and maintained by the Safety Administrator to ensure compliance with regulations, policies, and best practices.
- C. All agency staff are required to follow the procedures and guidance detailed in the Workplace Violence Prevention Plan.
- D. The Workplace Violence Prevention Plan will include:
  - 1. An incident reporting process;
  - 2. The composition and function of the agency Threat Assessment Team;
  - 3. Incident documentation and recordkeeping requirements;
  - 4. Staff training;
  - 5. The response and management of incidents;
  - 6 Follow up/post incident management of incidents; and
  - 7. Unique requirements for violence prevention at Veterans Homes locations.

## FORMS AND ATTACHMENTS:

Workplace Violence Prevention Plan Violence and Threat Reporting Form

KEYWORDS: Safety, Emergency, Continuity, COOP