NYSNA WORKPLACE VIOLENCE PROTECTIONS CHECKLIST

Workplace violence continues to rise in the healthcare setting. However, there are many effective ways to decrease the risk of violence. This checklist is designed to help NYSNA members and staff identify areas for improvement at their facilities. For assistance with workplace violence assessments and help developing action plans, contact NYSNA's Occupational Health and Safety Representatives at healthandsafety@nysna.org.

- ☐ All entry points have access control measures in place including, but not limited to
  - ○ Keycard locks and/or security personnel stationed at every entry point.
  - ○ Sign-in system for patients and visitors.
  - ○ Weapon-detection systems.
- ☐ Keycard access locks on all doors leading to staff-only areas.
- ☐ A "flagging" system in the electronic medical record for patients with a history of violence or violent threats with a designated safety protocol that allows for care to be provided in a way that does not put staff at risk of harm.
- ☐ A "flagging" system that allows security personnel to identify and limit access to visitors who have committed violent acts or threatened violent action in the past.
- ☐ A reporting system to track all workplace violence incidents, threats and near misses, including information on triggers and root causes.
- ☐ Wall and desk-mounted panic alarms and personal alarm systems with GPS location identification technology.
- ☐ Timely and adequate response from security personnel to panic alarms, personal alarms and/or calls for assistance.
- ☐ Partitions or other barriers at nurses' stations to prevent patients or visitors from throwing items into nurses' station or reaching into the nurses' station to grab staff.
- ☐ Locks on nurses' station doors to control access into the nurses' station.
- ☐ Adequate number of security personnel to staff designated security posts at all times.
- ☐ Clear line-of-site so that security personnel and others can see healthcare staff at all times.
- ☐ Security cameras that are monitored in real time by security personnel.
- ☐ Convex mirrors mounted on walls where vision may be limited such as turns in corridors.
- ☐ Visitation policies that are enforced by security personnel so that nursing staff are not subject to hostile interactions with visitors.
- ☐ Furniture and equipment arrangement so that staff can quickly exit the room safely if necessary.
- ☐ Ability to lock down units in case of an active shooter incident.
- ☐ Designated locked areas on each unit for staff to shelter safely in case of an active shooter incident.
- ☐ Access to mental health staff on non-behavioral health units so that timely care can be provided in order to prevent escalation of violent behaviors.
- ☐ Dedicated behavioral health response teams that are available to respond to developing incidents.
- ☐ Written workplace violence prevention program with designated managerial responsibilities and clear methods to report workplace violence risks and/or incidents.
- ☐ Public address systems can be clearly heard in every area of the facility.
- ☐ Threat Assessment Team in place to review workplace violence threats and assist with prevention of violent incidents, including active shooter events.
- ☐ Well-lit parking lots and walking areas around the facility.

For more information, contact the NYSNA Occupational Health & Safety Representatives at healthandsafety@nysna.org.

NYSNA OCCUPATIONAL HEALTH & SAFETY
Safe Nurses, Safe Patients, Safe Workplace.

STEPS TO TAKE WHEN ASSAULTED ON THE JOB

1. **Notify your supervisor and seek medical care immediately.**

2. **Fill out your facility's incident report form or workplace violence incident report form.**

3. **Notify your NYSNA representative, NYSNA executive committee and/or your NYSNA health and safety committee** (if your facility has one).

4. **If you require medical care and/or will be missing time from work due to injury sustained as a result of the assault, request your facility's workers' compensation forms. Submit them as soon as possible.** If you need assistance, have questions regarding workers' compensation, or need help finding a NYS Workers' Compensation Board-approved medical provider, contact NYSNA's Occupational Health and Safety Representatives at healthandsafety@nysna.org.

5. **Fill out and submit a POA.** If specific conditions played a role leading up to your assault, such as understaffing, missing equipment, inadequate security response, lack of 1-to-1 supervision, missing or non-functioning door locks, missing information about a patient or visitor history of violence, etc., please note that information on the POA.

6. **If you wish to file charges against your assailant, notify your local police department**. NYS law now allows you to request that law enforcement come to your worksite to obtain your victim statement.

7. **If any coworkers witnessed the incident, ask them to provide witness statements.** Your facility may have witness statement forms available for your use. If not, any written statement will be adequate.

If you need assistance regarding workplace violence or any other workplace health and safety issue, please contact your NYSNA Representative and the NYSNA Occupational Health and Safety Representatives at healthandsafety@nysna.org.

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