

SOM- Department of Obstetrics and Gynecology	TITLE: Workplace Safety-Crime Prevention, How to Report Work Related Accident and MCG Workplace Violence Policy	Policy: HS001
Department Guideline	Date: September 20, 2005	Rev. 0
Approvals:		
Chairman/Date	Dept. Manager/Date	

The URL for this information is: <http://www.mcg.edu/psd/Police/CPTips.htm>

### **I. Crime Prevention Tips-Public Safety**

Welcome to the Medical College of Georgia! The Public Safety Division hopes that your time on campus is productive and enjoyable. We offer the following tips for your personal safety and well being.

- **Personal Safety**

- Walk or jog with a friend, not alone.
- Avoid isolated areas.
- Use campus escort services.
- Know your limits on dates and communicate them to you partner.
- Know your limits with alcohol. Be cautious in accepting drinks from people you do not know.

- **Residential Safety**

- Lock your dorm room or apartment whenever you leave and when you are sleeping.
- Do not prop open security doors.
- Call 1-2911 if you see someone in the building who does not belong.
- Do not allow strangers to follow you into the building.

- **Campus Safety**

- Tell a friend where you are going and when you will return.
- Carry a whistle or noise maker. Do not be afraid to scream if you need help.
- Use a Campus Help Phone or raise the hood and stay in your car if it breaks down. If someone stops, ask them to call the police.
- Be aware of your surroundings.

- **Workplace Safety**

- Keep personal items (purses, book bags) locked up.
- Secure the work area when no one is in it.
- Report suspicious activity to the police.

- **Protecting Your Property**

- Record the serial numbers of your valuables.
- Engrave valuables with your social security number.
- Register your bike with Parking Services.
- Keep your vehicle locked when it is parked and when you drive.
- Consider installing anti-theft or alarm devices on your vehicle.
- Do not leave textbooks, purses, or book bags unattended.
- Do not leave laptop computers unattended.

**REMEMBER...**

Anyone can be the victim of a crime, regardless of race, sex, class, or where you live. Being safe sometimes means being inconvenienced. Plan ahead and make safety a priority in your life!

For information contact:

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**II. How do I report a work-related accident? What happens if I need medical treatment?**

a. **Answer:** Employees involved in an accident are required to complete an Employee's Report of Accident/Injury, form MCG 419/80-6800. All accidents must be reported regardless of whether medical treatment is required. The completed form is taken to Employee Health for evaluation during regular business hours. After hours the form is taken to Emergency Services. If treatment is required, a Workman's Compensation claim for the treatment cost is initiated by the Human Resources Division.

b. Workers Compensation Emergency Care –

- Call 911 or go to the nearest Emergency Care Facility
- Notify your supervisor as soon as possible.
- Call DOAS to report the claim as soon as possible 1-877-556-7475

**III. Workplace Violence**

*Medical College of Georgia Administrative Policies and Procedures*

*Office of Primary Responsibility: Public Safety Division*

*No. 1.6.22*

**URL:** <http://www.mcg.edu/POLICIES/1622.html>

**1.0 Purpose**

To define behavior which constitutes workplace violence and to define procedures for reporting and resolving incidents of workplace violence.

**2.0 Policy**

**2.1** For purposes of this policy, "workplace violence" shall mean any behavior, act or statement that:

- a. would be interpreted by a reasonable person to be aggressive, intimidating, harassing, or unsafe and,
- b. which carries an expressed or implied intent to cause harm to a person or property; and
- c. is related to an MCG activity.

**2.2** Workplace violence shall be considered a violation of MCG classified employee, faculty and student conduct codes and may subject an individual to discipline in accordance with the terms of the applicable policies and procedures (see "MCG Administrative Policies and Procedures," Section 1.4.07; "MCG Faculty Manual: Removal of Faculty Members"; "MCG Student Handbook: Student Conduct Code"). Where appropriate, violators may be subject to criminal prosecution. Contractors and their agents are expected to take appropriate actions to deal with incidents of workplace violence.

**2.3** Every employee, faculty member and student is responsible for reporting instances of workplace violence in accordance with this policy. Every supervisor, administrator and manager is responsible for responding promptly and thoroughly to allegations of workplace violence in accordance with the terms of this policy.

**2.4** All persons at MCG should report instances of workplace violence.

**(A)** In emergency situations, MCG Public Safety should be contacted at 1-2911. The employee, faculty or student should then report the incident to his/her immediate supervisor, faculty advisor or resident advisor.

**(B)** In non-emergency situations, workplace violence should be reported first to an immediate supervisor. If the immediate supervisor is the instigator of the workplace violence, the incident should be reported to the next level supervisor, Crisis Management Team (CMT) Ref: 3.0, or Director of Human Resources (ext. 1-3777).

**(C)** In situations where a person witnesses an instance of workplace violence and does not know how to contact the supervisor of those involved in the incident, MCG Public Safety should be contacted.

**2.5** Reported instances of workplace violence should be handled by immediate supervisors in accordance with applicable MCG conduct policies for classified employees, faculty, and students. Additionally, supervisors are encouraged to consult with MCG Public Safety, Human Resources Division, Employee/Faculty Assistance Program, and/or Legal Office about appropriate resolution of instances of workplace violence. Where appropriate, disciplinary action should be administered in accordance with applicable MCG Policies and Procedures.

**2.6** All persons should avail themselves of the training and other resources provided by the CMT so that they will be able to recognize the warning signs of workplace violence and to appropriately respond to them.

### **3.0 Crisis Management Team (CMT)**

**3.1** There shall be a CMT appointed by the Vice President for Administration and Vice President for Legal Affairs to serve as a resource for issues related to workplace violence. The CMT shall consist of: the Director of Human Resources, one representative from the Legal Office, one representative from Public Safety, one representative from Employee/Faculty Assistance Program, one representative from Institutional Relations, two representatives at-large and one representative from

Student Affairs if a student is involved in the incident. The Vice President shall designate one member of the CMT as the chair and it shall meet from time to time as necessary.

**3.2** The CMT shall serve as a resource for supervisors and other employees in situations involving workplace violence. The CMT will provide advice and guidance on MCG policies and procedures, intervention, counseling and prevention.

**3.3** Supervisors responding to allegations of workplace violence shall report all such allegations and their resolution to the CMT. CMT shall conduct a post-incident review and, where appropriate, make recommendations for preventing or responding to future incidents.

**3.4** The CMT shall be responsible for designing and implementing workplace violence training and education for MCG faculty, students, and employees. Such training programs will be reviewed by the CMT at least annually, administered and tracked by the Personnel and Training Section and will be offered at least once each year to all MCG faculty, employees and students.