

BEFORE THE BOARD OF NORTHEAST TRI COUNTY HEALTH DISTRICT

IN THE MATTER OF ADOPTING A
WORKPLACE SAFETY POLICY

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RESOLUTION 02-2016
ADOPTING A WORKPLACE SAFETY
POLICY

WHEREAS, Northeast Tri County Health District strives to provide a safe, non-hostile environment both for its employees and its clientele; **AND**

WHEREAS, it is the purpose of this policy to provide procedures for all Northeast Tri County Health District employees to follow in the event of a threatening situation or disturbance;

NOW, THEREFORE:

IT IS HEREBY RESOLVED by the Board of Health of the Northeast Tri County Health District that the attached policy/procedure is adopted and shall be in full force and effect within the jurisdiction of the Northeast Tri County Health District from this date.

Done this 18th day of May, 2016 in Newport, Washington and effective immediately upon signatures as of this date.

Board Member, Ferry County




Board Member, Ferry County

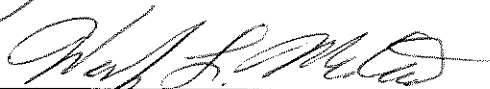
Board Member, Pend Oreille County



Board Member, Pend Oreille County



Board Member, Stevens County

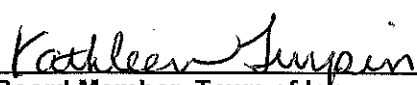


Board Member, Stevens County



Board Member, City of Colville

Board Member, City of Republic



Board Member, Town of Ione



Health Officer



Northeast Tri County Health District

Policy/Procedure

Title:	Staff and Client Safety During a Threatening Situation or Disturbance	
References:	N/A	
Effective Date:	May 18, 2016	
Supersedes:	N/A	
NETCHD Administrator		Date Approved

Purpose Statement/ Background

Northeast Tri County Health District strives to provide a safe, non-hostile environment both for its employees and its clientele.

It is the purpose of this policy is to provide procedures for all Northeast Tri County Health District employees to follow in the event of a threatening situation or disturbance

It is the responsibility of all Northeast Tri County Health District employees to become familiar with the content of this policy and to comply with all instructions contained within.

General Procedures

Any Northeast Tri County Health District employee who recognizes a potential situation or actual disturbance should initiate the following procedures as safely as possible:

1. Assess the situation. When dealing with an unstable or threatening person, it is helpful to have a second person present. Speaking in a calm voice, advise the person that you will find someone who can assist them and call for a supervisor or division director if available. If you are able to comfortably contact a supervisor or division director while remaining at the counter or desk, do so immediately otherwise move to a safe location and call for assistance.
2. At any time that a staff feels that the situation presents an imminent threat to staff or client safety, they have the authority to immediately dial 911 for assistance.
3. As needed, the supervisor/division director will either assist in resolving the situation or call 911 for assistance.
4. If law enforcement intervention is required, the person who issued the alert will either dial 911 or direct another person to do so. If safely possible, parties causing the disturbance should be given notice that law enforcement are to be or have been called and calmly ask them to leave the building.
5. If the person(s) refuse to immediately leave the building, available staff will attempt to relocate or evacuate members of the public, if present. Staff should not try to overpower or subdue any person creating a disturbance.
6. Once the public has been evacuated, it may be necessary to evacuate staff. Any evacuation should follow the established emergency evacuation routes. Routes subject to risks created by the disturbance should be avoided. If unable to evacuate the building, safely retreat to the designated safe room in your area.
7. Should the disturbance occur or to be located outside, it may be advisable to lock the access doors so the parties involved are unable to enter or reenter the building.
8. Staff is to remain inside until law enforcement arrives and secures the area.
9. Witnesses to the incident should be prepared to document the event to aid a formal investigation process if necessary.