

RISK COMMUNIQUE

A technical reference bulletin by the Risk Control Services Department of the Glatfelter Insurance Group

Weapons in the Workplace

Risk Management for Management Liability & Employment Practices

Entities must address concerns about weapons and violence in their work environments. At a time when nearly all states have passed concealed weapon laws, it is recommended that entities consider implementing a Weapons in the Workplace policy. Entity leaders are responsible for taking reasonable measures to protect their employees from workplace violence. This Risk Communiqué offers risk management guidelines to implement and administer a Weapons in the Workplace policy fairly in your entity and generally protect against violence in the workplace.

Sample “Weapons in the Workplace” Policy

XYZ prohibits and does not tolerate weapons on XYZ property, or during any XYZ-related activity. Weapons include, but are not limited to, visible and concealed weapons, including those for which the owner holds the necessary permits. Weapons can include firearms/guns, knives or swords with a blade longer than three inches, explosive or chemical materials, or any other objects that could be used to harass, intimidate, or injure another individual, employee, volunteer, manager, or supervisor.

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

Reporting Procedure

Any employee who is subject to, or observes, violent behavior or threat of violent behavior, a firearm or other weapon, or any situation that appears to be potentially dangerous, must immediately report such action to his/her supervisor, department director, human resources department, or administrator. The reporting person is not required to directly confront the person who is the source of the report, question, or complaint before notifying any of the individuals listed. Nevertheless, the reporting person is required to make a reasonable effort to report policy violations or make workplace violence or threats of violence known should they exist.

Risk Management Tips for Violence Prevention

Instituting a Weapons in the Workplace policy is part of a larger program to prevent violence in the workplace. Consider the following risk management tips for maintaining a comprehensive program for violence prevention for your entity:

- Conduct criminal background checks for all employees (both current and potential employees and applicants).
- As part of the selection and hiring process, conduct criminal background checks for all employees.
- Provide periodic training and education for all employees regarding preventing violence in the workplace and weapons in the workplace, including domestic violence.
- Encourage employees to promptly report threats and incidents of violence both within and outside the entity.

This is a sample guideline furnished to you by MemberGuard. Your organization should review it and make the necessary modifications to meet the needs of your organization. The intent of this guideline is to assist you in reducing risk exposure to the public, personnel and property. For additional information on this topic, you may contact your Risk Control Representative. www.MyMemberGuard.com

- Develop an emergency response plan pertaining to workplace violence.
- Complete a worksite risk analysis/assessment to identify where the entity may be vulnerable, and determine what steps can be taken to reduce risk.
- Make an Employee Assistance Program (EAP) available that can help personnel deal appropriately with personal and professional issues that can lead to reduced work productivity, stress, depression, violence and other problems.
- Advertise the EAP or other resources for victims of domestic violence.
- Take precautionary measures when an employee is terminated from the entity (i.e. conducted in a secure setting with a witness present; when necessary develop a strategy for exiting the premises with concern for security and the departing employee's dignity).
- Post signs around the entity's facilities warning employees and visitors that weapons must not be carried onto the property unless needed for law enforcement or other official job duties.
- Consider implementing visitor procedures.

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