

BISMARCK STATE COLLEGE

Policy and Procedures

General Policy

Security/Workplace Violence

Policy:

Bismarck State College is committed to ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by employees. All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

Campus Regulations:

Our policy requires that all employees, including supervisors and managers, comply with work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace. It includes:

- Informing employees, supervisors and managers about our Workplace Violence/Security Prevention Program (BSC Emergency Procedure Manual).
- Evaluating the performance of all employees in complying with our establishment's workplace security measures.
- Recognizing employees who perform work practices, which promote security in the workplace.
- Providing training to employees who need to improve work practices designed to ensure workplace security.
- Disciplining employees for failure to comply with workplace security practices.

Bismarck State College recognizes that to maintain a safe, healthy and secure workplace we must have open, two-way communication between all employees, including managers and supervisors, on all workplace safety, health and security issues. BSC has a communication system designed to encourage a continuous flow of safety, health and security information between management and our employees without fear of reprisal and in a form that is readily understandable. Our communication system consists of, but is not limited to, the following items:

- New employee orientation on our establishment's workplace security policies, procedures and work practices (BSC Emergency Procedure Manual).

- Periodic review of our Workplace Violence Prevention Program (BSC Emergency Procedure Manual) with all personnel.
- Training programs designed to address specific aspects of workplace security policies, procedures and work practices.
- Ensure that all employees, including managers and supervisors, understand the workplace security policies.
- Posted or distributed (BSC Emergency Procedure Manual) workplace security information.
- A procedure for employees to inform management about workplace security hazards or threats of violence.
- Procedures for protecting employees who report threats from retaliation by the person making the threats.

Reference:

North Dakota Risk Management

History of This Policy:

First policy drafted August 22, 2002.