



<p>Team Name: Occupational Safety & Health</p> <p>Team Lead: Regional Manager – Occupational Safety & Health</p> <p>Approved by: VP – Human Resources</p>	<p>Reference Number: ORG.1513.SG.002</p> <p>Program Area: Occupational Safety & Health</p> <p>Policy Section: Occupational Safety & Health</p>
<p>Issue Date: April 25, 2019</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Person of Interest</p>

STANDARD GUIDELINE SUBJECT:

The following guideline shall be utilized in the development of a safety plan as a precautionary measure or if a violent incident occurred with respect to an identified Person of Interest (POI).

PURPOSE:

To provide effective response plans to identify person(s) not seeking medical attention that are a high risk of violence or aggression in the workplace.

PROCEDURE:

Upon notification of a violent incident or POI, the Director of Health Services (DHS)/Regional Director (RD) or designate shall:

- Complete the Occurrence report ORG.PL.001.SD.01 for all interactions with a Person of Interest.
- Determine the Person of Interest (POI) classification listed below (may be in consultation with Human Resources) and begin the development of a department/site/facility/program safety plan.
- Distribute the Safe Workplace Notification Guide to designated entry sites within facility and report all numbers of POI incidents to the local workplace safety and health committee co-chairs.

Code White-Person of Interest- Classifications

1. Terminated/Suspended Employee POI (eg. former employee no longer employed by the region or current employee temporarily suspended from service)

The DHS/RD or designate shall:

- 1.1. Interview the person initiating the claim (may be in consultation with Human Resources)

- 1.2. Complete the POI Safety Plan and Safe Workplace Notification Guide including POI's physical description or Staff ID picture (if available)
- 1.3. Print completed Safe Workplace Notification Guide in POI binders/folders and post at designated entry points (not visible to all workers or public) within sites/facilities/programs including on-site or contracted Security personnel (if applicable).
- 1.4. Ensure all staff at the designated entry points review and understand outlined responses in the Safe Workplace Notification Guide.
- 1.5. Photocopy and scan/fax the completed and deactivated POI Safety Plan and POI Safe Workplace Notification Guide to email wsh@southernhealth.ca or fax 204-424-9401.

2. Employee Associated POI (e.g. Employee's spouse/common-law/relative)

The DHS/RD or designate shall:

- 2.1 Interview the person initiating the claim (may be in consultation with Human Resources)
- 2.2 Complete the POI Safety Plan and Safe Workplace Notification Guide including POI's physical description or photo (if available) and any applicable court order information (if applicable).
- 2.3 Print completed Safe Workplace Notification Guide in POI binders/folders and post at designated entry points (not visible to all workers or public) within sites/facilities/programs including on-site or contracted Security personnel (if applicable).
- 2.4 Ensure all staff at the designated entry points review and understand outlined responses in the Safe Workplace Notification Guide.
- 2.5 Photocopy and scan/fax the completed and deactivated POI Safety Plan and POI Safe Workplace Notification Guide to email wsh@southernhealth.ca or fax 204-424-9401.

3 Associated with Patient POI (eg. Patient client relative, or visitor etc.)

The DHS/RD or designate shall:

- 3.1 Interview the person initiating the claim (may be in consultation with Human Resources)
- 3.2 Complete the POI Safety Plan and Safe Workplace Notification Guide including POI's physical description or photo (if available) and any applicable court order information (if applicable).
- 3.3 Speak to the visitor (POI) if applicable.
- 3.4 Print completed Safe Workplace Notification Guide in POI binders/folders and post at designated entry points (not visible to all workers or public) within sites/facilities/programs including on-site or contracted Security personnel (if applicable).
- 3.5 Ensure all staff at the designated entry points review and understand outlined responses in the Safe Workplace Notification Guide.
- 3.6 Photocopy and scan/fax the completed and deactivated POI Safety Plan and POI Safe Workplace Notification Guide to email wsh@southernhealth.ca or fax 204-424-9401.

4 Other/ Miscellaneous POI (eg. no association with employee or patient/client)

The DHS/RD or designate shall:

- 4.1 Interview the person initiating the claim (may be in consultation with Human Resources)
- 4.2 Complete the POI Safety Plan and Safe Workplace Notification Guide including POI's physical description or photo (if available) and any applicable court order information (if applicable).
- 4.3 Speak to the visitor (POI) if applicable.
- 4.4 Print completed Safe Workplace Notification Guide in POI binders/folders and post at designated entry points (not visible to all workers or public) within sites/facilities/programs including on-site or contracted Security personnel (if applicable).
- 4.5 Ensure all staff at the designated entry points review and understand outlined responses in the Safe Workplace Notification Guide.
- 4.6 Photocopy and scan/fax the completed and deactivated POI Safety Plan and POI Safe Workplace Notification Guide to email wsh@southernhealth.ca or fax 204-424-9401.

SUPPORTING DOCUMENTS:

[ORG.1513.PL.006.FORM.01](#) Person of Interest Safety Plan and Safe Workplace Notification Guide