

<b>Agency:</b> <u><b>Tufts Medicine Care at Home Parent, Inc.</b></u>	<b>Title: WEAPONS</b>
<b>Issuing Department:</b> <b>Compliance</b>	<b>Effective Date: 02/2017</b>  <b>Date Last Reviewed: 11/2023</b>  <b>Next Review Date: 11/2025</b>

## I. Purpose

To outline the policy on weapons in the workplace for all companies of Tufts Medicine Care at Home Parent, Inc. (TMCAH – Home Health VNA of MA, Home Health VNA of NH, Merrimack Valley Hospice, and the High Pointe).

## II. Scope

This policy describes steps to be taken whenever firearms, or any dangerous weapons, are discovered in the day-to-day operations of the Organization, including the following instances:

- a. Employee possession of a firearm, or other dangerous weapon on their person while conducting the business of the organization.
- b. Clinical or paraprofessional direct care staff identifies a firearm, or other dangerous weapon while providing service to clients. This includes a firearm or other weapon that is on the person of a patient or visitor in the patient's home or within the High Pointe House.
- c. Office staff discovers someone brandishing a firearm, or other dangerous weapon, in an office location of the Organization, during a workday.

## III. Definitions

A dangerous weapon is defined as follows:

- a. Firearm: Any pistol, revolver, rifle, shotgun (having one or more barrels); any weapon made from a shotgun or rifle, air gun (a pistol or rifle capable of firing a metallic projectile).
- b. Deadly Weapon: any loaded weapon from which a shot may be discharged and capable of producing death, or serious harm and/or injury (i.e., slingshot).
- c. Dangerous Instrument: any instrument (i.e., knife), article, or substance, including a vehicle used with the intention to threaten harm and/or capable of causing death or serious physical harm or injury.
- d. Deadly Physical Force: physical force capable of causing death or serious physical harm and/or injury.

**Note: Staff is not responsible for determining whether or not the weapon is in working order nor whether the weapon is “real”.**

## IV. Policy

The Organization is committed to maintaining a safe working environment for all employees as they perform their job duties, in all locations, field, and office. To this end, the Organization has developed a process to follow to secure any weapons patients may have in their homes and protect any employee who is confronted by someone handling a firearm, or other



dangerous weapon, in a threatening manner, or anyone exhibiting deadly force directed at any employee.

## **V. Procedure**

1. *EMPLOYEE OWNERSHIP OF DANGEROUS WEAPON*: the Organization strictly prohibits any employee to have in their possession any firearm, weapon, dangerous instrument, explosive, fireworks, or any item having said characteristics. Having a valid State of MA/NH Pistol Permit does not authorize that person to have a firearm in their possession during the workday.
2. *DIRECT CARE STAFF SITUATION*: Employees in any home visit situation should never place themselves at risk of physical harm. If there is any indication of a potential threat from someone brandishing a weapon, or that a dangerous situation could develop, the employee should immediately try to safely remove themselves from the immediate area and call 911 as soon as it is safe to do so. If possible, and safe to do so, the employee should try to ensure the safety of the patient if he/she is threatened. As soon as possible, the employee should notify their supervisor for further directions, and when the situation is resolved, complete a Safety Incident Report. In the event weapons are stored in the home, Organization staff will only provide service if the weapons are locked away in an approved safe.
3. *OFFICE STAFF*: An employee should never place themselves at risk of physical harm. If there is any indication of a potential threat, or that a dangerous situation could develop, the employee should try to safely remove themselves from the immediate area and call 911 as soon as it is safe to do so. When possible, the area, or entire office, should be vacated, and staff must follow the directions of local law enforcement when they arrive on the scene.
4. Unconcealed or concealed weapons are not allowed on premises of any organization location by employees, patients, or visitors. In the event an off-duty officer or an individual licensed to carry a concealed weapon visits at any office location or at the High Pointe House, they must be informed of our policy and asked to lock the weapon in their vehicle.

## **VI. Related Documents**

No Attachments
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