

Workplace Violence Prevention Program

Schalmont Central School District

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Introduction:

What is Workplace Violence?

Any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of their employment including but not limited to:

- An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- Intentional and wrongful physical contact with a person without his or her consent that entails some injury;
- Stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

What is the New York State Workplace Violence Prevention Law and Regulation?

On June 7, 2006, New York State enacted legislation creating a new Section 27-b of State Labor Law that requires every public employer to evaluate the risk of workplace assaults and homicides at its workplace(s) and to develop and implement programs to prevent and minimize the hazard of workplace violence to public employees. In 2009, NYS Department of Labor (DOL) implemented regulations to accompany the Workplace Violence Prevention Law. These regulations can be found at 12 NYCRR 800.6 and are enforced by NYSDOL. Effective January 4, 2024, all public schools & BOCES previously exempted under Section 2801 of the Education Law must comply with 12 NYCRR Part 800.6.

Purpose of this program:

The purpose of this Workplace Violence Prevention Program is to provide information to managers, supervisors, employees, and authorized employee representatives about preventing and responding to incidents of workplace violence or threats of violence in accordance with the Workplace Violence Prevention Law and Regulation. Authorized Employee Representatives must be included in the physical evaluation of the workplace, the development of the WPV written program, and the annual review of WPV incident reports.

The goal of this program is to reduce the probability of threats or acts of violence in the workplace and to ensure that any incident, complaint, or report of violence is taken seriously and dealt with appropriately and as expeditiously as possible. This program outlines the major components of our effort to meet these goals. At the core of this Workplace Violence Prevention Program is the District/BOCES commitment to work with employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

Policy Statement

A policy statement which indicates the District/BOCES workplace violence prevention policy, goals and objectives; incident alert and notification policies; and provides for full employee participation through an authorized employee representative has been developed, implemented and posted where notices to employees are normally posted. The policy statement is included in Appendix 1.

Workplace Risk Assessment

The District/BOCES has conducted a workplace risk assessment consisting of:

- Examination of records that concern workplace violence incidents,
- Assessment of policies, practices, and procedures that may impact the risk of workplace violence, and
- Evaluation of the physical work environment for the presence of factors which may place employees at risk of workplace violence, with the participation of the authorized employee representatives. Although workplace violence can occur in any work setting, some settings or factors may pose a greater degree of risk. Employment situations or factors that may pose a higher risk for the District/BOCES employees include, but are not limited to, the following:
 - Working in public settings
 - Working late night or early morning hours
 - Exchanging money with the public
 - Working alone or in small numbers
 - Working in a setting with uncontrolled access to the workplace
 - Working in a setting where previous security problems have occurred:
 - Having a mobile workplace assignment
 - Working with a population which might expose one to potentially violent persons (e.g. in healthcare, social service, public service or criminal justice settings)
 - Having duties that include the delivery of passengers, goods, or services

Risk factors identified during the examination, assessment and evaluation are listed in Appendix 2 or <https://dol.ny.gov/system/files/documents/2021/03/appendix-2-b-sample-evaluation-of-physical-environment.pdf>, along with the methods and means by which each risk is being addressed. The employer is responsible for addressing all risk factors that their employees are potentially exposed to.

Any incidents that may occur after the implementation of this program must be carefully documented and analyzed in order to make improvements to this program during the required annual review or as necessary.

Control methods that the Schalmont CSD will use to prevent workplace violence incidents

Hierarchy of Controls

There are three main types of control measures that may be implemented as part of a safety program to protect employees from recognized hazards. The following types of controls are arranged in order of preference and effectiveness - this is referred to as the "hierarchy of control measures".

Hierarchy of Controls

- Engineering controls
- Administrative controls
- Personal Protective Equipment (PPE)

Engineering controls eliminate or reduce the hazard through substitution or design (possible capital project).

Examples include:

- Increased lighting
- Designing secure building access
- Security hardware
- Eliminating isolated work areas
- Minimizing “cash on hand”

Administrative controls eliminate or reduce the hazard through organizational policies, procedures and work practices (staff promulgated action). (Refer to District-Wide School Safety Plan, Code of Conduct, Sexual Harassment Policy, Employee Handbook, other Safety and Health plans, etc.).

Examples include:

- Increased staffing
- Employment of safety personnel/SRO, SPO, SSO
- Developing building access control procedures
- Cross-shift communication to share information regarding agitated visitors or students
- Reduction of visitor wait times
- Provision of personal alarms (examples include: portable/fixed panic alarms)
- Provision of cell phones/radios
- Provision of life safety supplies (examples include: first aid kit, stop the bleed kit, etc.)
- Training (examples include: workplace violence, conflict resolution, de-escalation training, mental health first aid, restraint training (TCI, CPI))

Personal Protective Equipment (PPE)

PPE is generally considered the least desirable form of control, but may be needed to enhance other controls and/or minimize potential injury severity when other controls fail. Reference to special education and student IEPs to determine and develop what types of materials are necessary to protect staff.

Examples include:

- Eye and face protection (examples include: goggles, face shield)
- Hand/Arm protection
- Leg/Foot protection
- Head protection

Prevention

Prevention of violence in the workplace is the responsibility of every employee. The following section focuses on early warning signs and workplace issues that have the potential to trigger violent behavior. Management, employees, and authorized employee representatives should be familiar with the issues below in order to become aware of and to reduce the likelihood of workplace violence.

Early warning signs of potential violence:

There is no single “profile” that can identify a potentially dangerous individual. However, certain patterns of behavior and events frequently precede episodes of violence.

- A list of indicators of increased risk of violent behavior include, but are not limited to the following: Direct or veiled threats of harm
- Intimidation, belligerence, bullying or other inappropriate behavior directed at others
- Numerous conflicts with supervisors and employees; verbal comments indicating expressions of hostility directed at coworkers, supervisors, or others
- Bringing an unauthorized weapon to work, brandishing a weapon in the workplace, making inappropriate reference to guns or fascination with weapons
- Fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides
- Statements indicating an increased tone of desperation from the person, feeling that normal interventions to solve the problem will not work, feeling hopeless about a situation at work, with family, financial, and other personal problems
- Signs of abuse of drugs/alcohol on or off the job
- Extreme or uncharacteristic changes in behavior or displays of emotion
- Employees with ongoing domestic difficulties
- Employees with a temporary order of protection against any staff

These behaviors should be reported to an employee’s supervisor and/or the administrator of this program. Some behaviors may require immediate law enforcement intervention where others may require disciplinary action or indicate a need for an Employee Assistance Program (EAP) referral or other employee assistance, if available.

Workplace issues that may trigger violence:

Listed below are two categories of common issues that may trigger workplace violence.

1. Employee issues (some examples include:

- Negative performance review
- School Climate/Student behavior
- Unwelcome change in role due to performance or reorganization issue
- Criticism of performance
- Conflict with coworker or supervisor
- Personal stress outside the workplace
- Increased workload or pressure, e.g. deadlines, projects, etc.

2. Workplace issues (any of the following may be an employee’s perception of issues)

- No clearly defined rules of conduct
- Lack of training
- Inadequate hiring practices/screening of potential employees
- Insufficient supervision
- Lack of discipline or inconsistent discipline in workplace
- Lack of or inadequate employee support systems
- Failure to address incidents as they occur
- Overly authoritarian management style

Taking this into account, there are three key elements that may help to prevent a violent situation from occurring:

- Recognizing the early warning signs (such as a change in a person’s behavior preceding an episode of violence)
- Recognizing issues or events that may trigger violence
- Early intervention to prevent a violent incident from occurring

Please note:

It is important to be careful when drawing assumptions or relying solely on any of the above behaviors as indicators of violence.

Workplace violence can occur in any workplace setting. However, some settings or factors may pose a greater degree of workplace violence risk. Employment situations or factors that may pose higher risks include, but not limited to:

- Working public settings
- Working alone
- Exchange of money, and
- Disgruntled students or community members

All **Schalmont Central School District** sites were surveyed along with authorized employee representatives, hazards were identified and methods to minimize risk of workplace violence were determined.

Risk Factors and Methods of Protection for Schalomont Central School District

- **Working in public settings or settings with uncontrolled access:** School activities can bring employees into areas with open access. Be alert to the risk to your own personal safety and security and report any concerns immediately.
- **Working alone or in small numbers:** Some employees may work alone or in small numbers in some buildings or during bus transportation. When working alone, there may be the risk of harassment, assault, or stalking. Stay in well-lit areas and have a means of communication. Always be alert to the risk to your own personal safety and security and report any concerns immediately.
- **Working during the early morning or evenings:** Employees may work during early morning or evening hours when it will be dark outside and there may be a risk for harassment, stalking or possible assault. Stay in well-lit areas and have a means of communication. Always be alert to the risk to your own personal safety and security and report any concerns immediately.
- **Exchange of money:** Employees may conduct business where money is exchanged with the public. At these locations, there is a risk for theft and employees should be aware of their surroundings.
- **Conflicts with students, staff, parents, community members:** Employees may interact with individuals who may be upset, acting out or have a grievance. There is an increased risk of physical injury or assaults in these situations. Employees should report unusual behavior, inappropriate acting out, verbal assault, harassment, threatening behavior or physical assaults immediately.

Reporting an incident

At the core of this Workplace Violence Prevention Program is the District/BOCES commitment to work with its employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

Any District/BOCES employee, upon becoming aware of an instance of physical assault, threatening behavior, or verbal abuse occurring in the work setting must immediately report the facts and circumstances of said incident to their supervisor and/or to the contact person identified in the Policy Statement (Appendix 1). In the event that employees observe or experience an incident of violence involving an employee or visitor to a District/BOCES in which there is an immediate threat to their safety or the safety of others or where an injury has occurred, the employee will immediately obtain law enforcement and medical assistance by calling 911 and in addition notify their immediate supervisor. The supervisor will immediately conduct a preliminary inquiry into the facts and circumstances of the incident and make a prompt report to the **Workplace Violence Administrator (John O'Donnell Director of Facilities)** using the Incident Report in Appendix 4.

Where a developing pattern of workplace violence incidents which may involve criminal conduct or serious injury exist, the District/BOCES will attempt to develop a protocol with the appropriate local District Attorney or Police agency to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted.

Retaliation against an employee who makes a good faith report of violence or other disruptive behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures. An employee who, in bad faith makes a false report, is also subject to disciplinary action.

Post-Incident Response

Any reported workplace violence incident will be thoroughly investigated. (Also see Program Review section below). The LEA and **John O'Donnell, Director of Facilities**, shall investigate each reported incident.

- Assure that injured employees receive prompt and appropriate medical care (This includes, but is not limited to, providing transportation of the injured to medical care. Prompt first aid and emergency medical treatment can minimize the harmful consequences of a violent incident.)
- Report the incident to the appropriate authorities as required by applicable laws and regulations
- Inform management about the incident in writing
- Secure the premises to safeguard evidence and reduce distractions during the post incident response process
- Prepare an incident report immediately after the incident, noting details that might be forgotten over time (Appendix 4 contains a sample incident report form)
- Address the need for appropriate treatment for victimized employees (In addition to physical injuries, victims and witnesses may suffer psychological trauma, fear of returning to work, feelings of incompetence, guilt, powerlessness, and fear of criticism by supervisors or managers.)

*In the event that critical incident management or crisis counseling is needed following a workplace violence incident in the workplace, arrangements will be made through management, employee unions, Applicable Supervisor, and/or the *Workplace Violence Administrator*.

*Note** - This is not a requirement of the law or regulation.

Employee Information and Training Outline

Training of every employee will be performed before initial assignment and annually thereafter. Retraining is required any time there is a significant change to the program, a risk factor, or work control. Required training topics are listed in the Training Outline in Appendix 3.

Availability of Program and Location

The report of the initial Risk Evaluation and Determination is available as a hard copy document to employees or their representatives upon request. Due to the sensitive nature of the report, it will not be made accessible in the online version of this program. Hard copies of the Risk Evaluation will be maintained in the Operations and Maintenance Office. Employees can obtain a copy of the written program by contacting the administration in the Main Office of each school building or by obtaining the plan online. The most current version of this plan will be made available to employees, their authorized representatives, and to representatives of the NYS Department of Labor by contacting or visiting the district website www.schalmont.org.

The results of the Records Examination and Risk Evaluations conducted and the methods and means by which the hazards are being addressed are listed in Appendix 2.

Recordkeeping Requirements

The record keeping requirements outlined in 12 NYCRR Part 801, Recording and reporting Public Employees' Occupational Injuries and Illnesses (DOSH 900), must be used to document recordable injuries sustained during workplace violence incidents.

In addition to Part 801, all incidents will be investigated and documented to ensure that all threats and workplace violence incidents are reported to management. These reports will provide written notification when a violence incident occurs so that management can develop an appropriate response. The Incident Report will also create a historical record that can be used in the annual review and program update. (A sample incident reporting form is attached as Appendix 4 of this document)

Program Review

Local Education Agency (LEA), John O'Donnell (Director of Facilities, **with** the Authorized Employee Representatives, shall evaluate the effectiveness of this Workplace Violence Prevention Program and reports submitted, at least annually or after any serious incident.

Review of Incident Reports

Each incident report must be investigated by the employer (or the employer's designated WPV team) when the incident occurs.

An annual review of the incident reports collected shall be reviewed by the Local Education Agency (LEA), Designated Workplace Violence Administrator/Officer, and Authorized Employee Representative(s). A report that provides only a summary or statistics is not acceptable per the regulation.

Program Review

Review of the program, where the mitigating actions taken in response to any incident, shall be reviewed at least annually and the review will need to focus on trends, addressing root cause, and the effectiveness of the control measures in place or the need to make changes. The review will also assess whether the reporting and record keeping systems have been effective in collecting all relevant information. Appendix 5 will be updated with titles of those who perform the review.

Following the submission of a written notice of concern regarding the employer's workplace violence program or that an imminent danger exists, the employer must be afforded a reasonable opportunity to address the reported concern. If the employee or authorized employee representative believes that the reported concern has not been resolved and a serious violation of the District/BOCES workplace violence prevention program still exists, the employee or authorized employee representative may request an inspection by notifying the Commissioner of Labor.

For additional information on recordkeeping or workplace violence prevention, or to request free and confidential consultation assistance, please use the contact information on the Consultation Fact Sheet available here:

<https://dol.ny.gov/system/files/documents/2023/10/p206-pesh-consultation-fact-sheet.pdf>

APPENDIX 1

Workplace Violence Prevention Policy Statement

Schalmont Central Schools is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, clients, and students. Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm, intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence against the District/BOCES employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and 12 NYCRR 800.6 and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the risks of workplace violence to which our employees could be exposed.

Authorized Employee Representative(s) will, at a minimum, be involved in:

- evaluating the physical environment;
- developing the Workplace Violence Prevention Program and;
- reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Workplace Violence Administrator/Officer Contact:

Primary Contact		Secondary Contact	
Name	John O'Donnell	Name	Brenda Leitt
Title	Director of Facilities	Title	Business Administrator
Department	Operations and Maintenance	Department	District Office
Phone	518-355-9200 X2004	Phone	518-355-9200 X4002
Location	High School/Middle School Campus	Location	District Office

APPENDIX 2

Identified Risks and Control Methods

Risks identified in the hazard assessment and corresponding control methods to reduce those risks, are shown in the tables below for each of our facilities:

High School/Middle School - Identified Risk	Selected Control(s)
Staff/Student Conflict	<p>Engineering control: Camera security system, access control systems, panic alarm system.</p> <p>Administrative control: Building level response teams in place, On campus admin, social workers and guidance staff available for mediation. SRO and 6 security staff, readily available for response. Offer handle with care trainings. Badging requirements - All Staff are issued badges and building administrators must enforce</p>
Co Worker Conflict	<p>Engineering control: Camera security system, access control systems, panic alarm system.</p> <p>Administrative control: Early intervention with supervisor/employees to mitigate the risk of escalation.</p>
Traffic on Campus	<p>Engineering control: Camera security system - views of all parking lots and roadways.</p> <p>Administrative control: Security Staff visible and present at peak driving times, Students and staff are issued parking passes. Signage in crosswalks</p>
Exchanging of Money (Cafeteria)	<p>Engineering control: Camera security system</p>

High School/Middle School - Identified Risk	Selected Control(s)
Personal Issues Rolling to Work	<p>Engineering control: Camera security system, access control systems, panic alarm system.</p> <p>Administrative control: Paid time off, mental health consulting. Crisis hotline available through insurance companies. Websites and phone numbers to be posted. Badging requirements - All Staff are issued badges and building administrators must enforce.</p>
Harassment/Discrimination	<p>Engineering control: Camera security system, access control systems, panic alarm system.</p> <p>Administrative control: Workplace trainings annually and periodic refreshers embedded in meetings.</p>
Late Working Shifts	<p>Engineering control: Camera security system, access control systems, panic alarm system. Properly lit parking areas</p> <p>Administrative control: Multiple staff leaving at the same time. Training staff to email administrator to notify them they are working late. Badging requirements - All Staff are issued badges and building administrators must enforce</p>
Pupil Transportation	<p>Engineering control: Cameras and audio recordings on buses. Cameras in the building and parking lots.</p> <p>Administrative control: Proper training of staff twice a school year.</p>
Previous Behavioral Issues	<p>Engineering control: Camera security system, access control systems, panic alarm system.</p> <p>Administrative control: Special Ed -IEP Process Gen Ed Administrators and counselors are notified. Data entered into Eschool</p>

High School/Middle School - Identified Risk	Selected Control(s)
Club Advisors/ECAF Money Exchange	<p>Engineering control: Camera security system, access control systems.</p> <p>Administrative control: Protocols for money exchange.</p>
Outside Contractors	<p>Engineering control: Camera security system, access control systems - contractors are given badge access, panic alarm system. Contractors screened through Raptor visitor screening process. Badging requirements - All Staff are issued badges and building administrators must enforce</p> <p>Administrative control: Keys given out are returned nightly.</p>
After hours events	<p>Engineering control: Camera security system</p> <p>Administrative control: Security/Chaperones are hired. Badging requirements - All Staff are issued badges and building administrators must enforce</p>
Field Trips	<p>Engineering control: Emergency bags</p> <p>Administrative control: Emergency bags include Nurse/Principal contact information along with 911 and poison control hotline</p>

Jefferson Elementary - Identified Risk	Selected Control(s)
Personal Issues Rolling to Work	<p>Engineering control: Camera security system, access control systems, panic alarm system.</p> <p>Administrative control: Paid time off, mental health consulting. Crisis hotline available through insurance companies. Badging requirements - All Staff are issued badges and building administrators must enforce.</p>

Jefferson Elementary - Identified Risk	Selected Control(s)
Harassment/Discrimination	<p>Engineering control: Camera security system, access control systems, panic alarm system.</p> <p>Administrative control: Workplace trainings annually and periodic refreshers embedded in meetings.</p>
Late Working Shifts	<p>Engineering control: Camera security system, access control systems, panic alarm system. Properly lit parking areas</p> <p>Administrative control: Multiple staff leaving at the same time. Badging requirements - All Staff are issued badges and building administrators must enforce</p>
Pupil Transportation	<p>Engineering control: Cameras and audio recordings on buses. Cameras in the building and parking lots.</p> <p>Administrative control: Proper training of staff twice a school year.</p>
Previous Behavioral Issues	<p>Engineering control: Camera security system, access control systems, panic alarm system.</p> <p>Administrative control: Special Ed -IEP Process Gen Ed Administrators and counselors are notified. Data entered into Eschool</p>
After hours events	<p>Engineering control: Camera security system</p> <p>Administrative control: Security/Chaperones are hired. Badging requirements - All Staff are issued badges and building administrators must enforce</p>

Jefferson Elementary - Identified Risk	Selected Control(s)
Staff/Student Conflict or Crisis	<p>Engineering control: Camera security system, access control systems, panic alarm system.</p> <p>Administrative control: Building level response teams in place (Level 1, Level 2, Level 3) On campus admin, social workers and psychologist staff available for mediation. 1 security staff, readily available for response. SRO available as well. Badging requirements - All Staff are issued badges and building administrators must enforce.</p>
Co Worker Conflict	<p>Engineering control: Camera security system, access control systems, panic alarm system.</p> <p>Administrative control: Early intervention with supervisor/employees to mitigate the risk of escalation.</p>
Traffic on Campus	<p>Engineering control: Camera security system - views of all parking lots and roadways.</p> <p>Administrative control: Security Staff visible and present at peak driving times, Students and staff are issued parking passes. Signage in crosswalks</p>
Field Trips	<p>Engineering control: Emergency bags</p> <p>Administrative control: Emergency bags include Nurse/Principal contact information along with 911 and poison control hotline</p>

Woestina Elementary - Identified Risk	Selected Control(s)
Empty Building	<p>Engineering control: Camera security system, access control systems, panic alarm system.</p> <p>Administrative control: 2 or more staff always work together when visiting the campus</p>

Transportation Facility - Identified Risk	Selected Control(s)
Staff/Student Conflict	<p>Engineering control: Camera security system, access control systems, panic alarm system.</p> <p>Administrative control: Building level response teams in place, On campus admin, social workers and guidance staff available for mediation. SRO and 6 security staff, readily available for response. Offer handle with care trainings</p>
Co Worker Conflict	<p>Engineering control: Camera security system, access control systems.</p> <p>Administrative control: Early intervention with supervisor/employees to mitigate the risk of escalation.</p>
Traffic on Campus	<p>Engineering control: Camera security system - multiple camera views of all parking lots and roadways.</p> <p>Administrative control: Security Staff visible and present at peak driving times, Students and staff are issued parking passes. Signage in crosswalks</p>

Transportation Facility - Identified Risk	Selected Control(s)
Late Working Shifts	<p>Engineering control: Camera security system, access control systems. Properly lit parking areas</p> <p>Administrative control: Multiple staff leaving at the same time.</p>
Pupil Transportation	<p>Engineering control: Cameras and audio recordings on buses. Cameras in the building and parking lots.</p> <p>Administrative control: Proper training of staff twice a school year.</p>
Personal Issues Rolling to Work	<p>Engineering control: Camera security system, access control systems.</p> <p>Administrative control: Paid time off, mental health consulting. Crisis hotline available through insurance companies</p>
Harassment/Discrimination	<p>Engineering control: Camera security system, access control systems.</p> <p>Administrative control: Workplace trainings annually and periodic refreshers embedded in meetings.</p>

APPENDIX 3

Workplace Violence Prevention Training Outline

Information and training for all employees:

- I. Overview of Requirements of the Workplace Violence Regulation
 - a. Develop a written policy statement
 - b. Conduct a risk evaluation
 - c. Develop a workplace violence prevention program
 - d. Provide training and information for employees
- II. Workplace Violence Definitions and Categories
- III. Workplace Violence Policy Statement and Location
- IV. Risk Evaluation and Determination
- V. Workplace Violence Prevention Program
 - a. Location
 - b. Risk Factors and Methods of Protection
 - c. Hierarchy of Controls and Protective Measures
 - d. Reporting Incidents and Protecting Privacy
 - e. Recordkeeping
 - f. Reporting of Concerns or Incidents
 - g. Employee Training
 - h. Annual Program Review
- VI. Workplace Violence Prevention Resources

APPENDIX 4

Workplace Violence Incident Report

Date of Incident:

Workplace location where incident occurred:

Time of day/shift when incident occurred:

DESCRIPTION:

Names and job titles of involved employees:

Detailed description of the incident, including events leading up to the incident and how the incident ended:

Name or other identifier and job titles of involved individuals:

Nature and extent of injuries arising from the incident:

Names of witnesses:

Note: If the case is a "privacy concern case," remove the name of the employee who was the victim of the workplace violence and enter "PRIVACY CONCERN CASE" in the space normally used for the employee's name. Privacy concern cases include cases involving:

- Injury or illness to an intimate body part or the reproductive system;
- Injury or illness resulting from a sexual assault;
- Mental illness;
- HIV infection;
- Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood or other potentially infectious material; and
- Other injuries or illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the report.

Please return completed form to John O'Donnell or Brenda Leit

APPENDIX 5

Workplace Violence Program Maintenance and Review

Program review (annual) completed on: _____ (date)

Stakeholders and authorized employee representatives (where applicable)

Plan and Contact information:

The most current version of this plan will be made available to employees, their authorized representatives, and to representatives of the NYS Department of Labor by contacting or visiting the district website www.schalmont.org

Designated Workplace Violence Administrator/Officer Contact:

Primary Contact		Secondary Contact	
Name	John O'Donnell	Name	Brenda Leitt
Title	Director of Facilities	Title	Business Administrator
Department	Operations and Maintenance	Department	District Office
Phone	518-355-9200 X2004	Phone	518-355-9200 X4002
Location	High School/Middle School Campus	Location	District Office