

TOWN OF MARBLETOWN

WORKPLACE VIOLENCE PREVENTION PROGRAM

The Town of Marbletown is committed to providing a safe workplace and to reducing the risk of violence to all of its employees. The Town does not tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WPVPP). The Town will provide the necessary resources to responsible parties so that our goals and responsibilities can be met.

Appendix

I. Town of Marbletown Workplace Violence Prevention

Policy Statement

The Town of Marbletown is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our town, staff, and residents. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on the Town of Marbletown property 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 residents, following all policies, procedures and program requirements, 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 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 workplace violence hazards our employees could be exposed to. Other tools that were utilized during this process included establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations. 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. The Town of Marbletown has identified responsible personnel that include a member of management and employee representatives. If appropriate, the Town of Marbletown will provide counseling services or referrals for employees. All Town of Marbletown 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 contact person:

Title: Town Clerk – Heather Moody/ Phone: 845-687-7500 Ext: #2

Title: Safety Officer – Dorene Whitaker / Phone: 845-399-6654

Location: 1925 Lucas Avenue Cottekill, NY 12419

II. INCIDENT REPORTING

If at any time you feel threatened call 911

Any Incident of workplace violence or behavior regarded as threatening or violent if that behavior is job-related or might be carried out on a Town controlled site or any serious violation of a workplace violence prevention program or imminent danger exists in the work place must be reported immediately to a supervisor, department head, or the Police department.

A work place violence incident form must be completed and filed with the Town Clerk.

All reported incidents will be investigated by the Town Supervisor and/or the Work Place Violence Prevention Committee.

Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed on a need to know basis.

An employee who applies for or obtains a protective or restraining order that lists Town property as protected areas must provide a copy of the petition and declarations used to seek the order and a copy of any temporary or permanent protective or restraining order that was granted to the designated contact person.

The Rosendale Police Department located in the RMC building, should be notified whenever there is a potentially dangerous situation. All other town properties, in an emergency, would call 911.

If there is a life-threatening incident an employee should call 911.

If an employee feels threatened or involved in a serious incident which warrants filing a police report, that report should be filed with the Town Clerk along with the incident report.

The Town Clerk will keep the Town Supervisor informed of any potential threat to the workplace and Town employee. Only if the incident occurred at the Rondout Municipal Center would the Town of Rosendale police dept. be made aware of the situation as both towns are located in the same building which falls under the town of Rosendale Police Dept.

TOWN OF MARBLETOWN
WORKPLACE VIOLENCE INCIDENT REPORT

Today's Date: _____

Date of Incident: _____

Time of Incident: _____

Case Number: _____

Employee Name: _____

Title: _____

Workplace Location: _____

What was employee doing just prior to the incident?

Incident Description (Minimally include names of involved employees, extent of injuries and names of witnesses): _____

Provide information on preventative actions the employer has taken or is considering as a result of the incident to prevent against further like occurrences: _____

Received by: _____ Date: _____
Town Clerk

Referred to: _____ Date: _____

III. Implementing the Work Place Violence Prevention Program

The Supervisor of the Town of Marbletown is responsible for ensuring that all safety and health policies and procedures involving workplace violence are clearly communicated and understood by all employees. The Supervisor is the Program Administrator for workplace security and safety and, has the authority and responsibility for implementing the provisions of this program for the Town of Marbletown.

All department heads and supervisors are responsible for implementing and maintaining our WPVP Program. We will not discriminate against victims of workplace violence. A copy of the Policy Statement and our WPVP Program is readily available to all employees from each department head and supervisor. The Town's department heads and supervisors are responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Department heads and supervisors are expected to enforce the rules fairly and uniformly. All Department Heads and supervisors are responsible for implementing and maintaining this program in their work areas and for answering employee questions about the program.

The Town's Program will be reviewed and updated annually. The Work Place Violence Prevention Committee will meet to review recent Work Place Violence incidents monthly, or immediately after a serious incident to review the potential for improving the work sites and the WPVPP.

Evaluating the performance of all our employees in complying with our establishment's security measures;

Recognizing employees who perform work practices which promote security in the workplace;

Providing training and/or counseling to employees whose performance in complying with work practices designed to ensure workplace security is deficient;

Disciplining workers for failure to comply with work place security practices.

IV. DEFINITIONS

Authorized Employee Representative: An employee authorized by the employees or the designated representative of an employee organization recognized or certified to represent the employees in the Town.

Employee: An individual employed by the Town of Marbletown

Employer: Town of Marbletown

Imminent Danger: Any conditions or practices which are such that a danger exists which could reasonably be expected to cause death or serious physical harm, immediately or before the imminence of such danger can be eliminated through the enforcement procedures otherwise provided for by this Part.

Retaliatory Action: The discharge, suspension, demotion, penalization or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

Serious Physical Harm: Physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted, impairment of health or protracted loss or impairment of the function of any bodily organ or a sexual offense as defined in Article 130 of the Penal Law.

Workplace: Any location away from an employee's domicile, permanent or temporary, where an employee performs any work-related duty in the course of his or her employment by an employer.

Workplace Violence: Any physical assault or acts 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:

- a) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- b) Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- c) Intentional and wrongful physical contact with a person without his or her consent that entails some injury;

- d) 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.

V. TYPES OF WORK PLACE VIOLENCE

A. The Town of Marbletown WVPP addresses the hazards known to be associated with the four major types of workplace violence, and describes the relationship between the perpetrator and the target of workplace violence.

Type 1: Criminal Intent - Violent acts by criminals who have no connections with the workplace but enter to commit a robbery or other crime.

Type 2: Customer / client/patient - Violence directed at employees by customers, clients, patients students, inmates or any others whom the public employer provides a service to, This is a predominate type of violence in an institutional type setting typical to healthcare and social services.

Type 3: Coworker - Violence against coworkers, supervisors, or managers by a present or former employee.

Type 4: Personal - Violence in the workplace by someone who doesn't work there, but has a personal relationship with an employee. This refers to domestic violence situations and is usually perpetrated by an acquaintance or family member while the employee is at work.

B. Prohibited Conduct

Marbletown will not tolerate any type of workplace violence committed by or against employees. Employees and non-employees are prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive provides examples of conduct that is prohibited

- Causing physical injury to another person
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress

Intentionally damaging towns property or another employees property committing acts motivated by, or related to, workplace harassment or domestic violence.

C. Employment Situations at Higher Risk of Violence

While workplace violence can occur in any workplace setting, some employment situations pose a greater risk than others, including:

1. Duties that involve the exchange of money
2. Delivery of passengers, goods or services
3. Duties that involve mobile work assignments
4. Working with unstable or volatile persons in health care, social service, or criminal justice settings
5. Working alone or in small numbers
6. Working late at night or early morning hours
7. Working in high crime areas
8. Duties involved in guarding valuable property or possessions
9. Working in community-based settings
10. Working in a secluded area
11. Exposure to road hazards
12. Public exposure during site visits

Workplace Violence Prevention Factors

BANKING:

1. Bookkeeper
2. Town Clerk
3. Tax Collector
4. Water / Sewer Clerk
5. Court Clerk
6. Building Clerk

TRANSFER STATION:

1. Holding money overnight and weekends
2. Exposure to the public
3. Safety from thefts
4. Isolation / remote location
5. Building security

TAX COLLECTOR/TOWN CLERK

1. Exposure to the public
2. Bank deposits
3. Building security
- 4.

HIGHWAY DEPARTMENT:

1. Exposure to the public on roads
2. Safety equipment
3. Exposure to road hazards

WATER / SEWER DEPARTMENT:

1. Exposure to public for meter reading
2. Exposure to road hazards

BUILDING / CODE ENFORCEMENT:

1. Exposure to public on work sites
2. Public confrontation in office
3. Building security

ASSESSOR:

1. Exposure to public in office
2. Exposure to public during site visits
3. Building security

COMMUNITY CENTER:

1. Exposure to public
2. Working alone
3. Building security
4. Remote location at park

D. Dangerous / Emergency Situations

Employees who encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm, make eye contact and talk to the individual. If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others such notice should be given.

If at any time you feel threatened call 911

VI: Investigation of Reports or Complaints:

Upon receipt of a report/complaint of violence, the Supervisor, and/or the Town Clerk will conduct an immediate and thorough investigation of the report. All reports are to be fully investigated even if the reporter/complainant does not wish to have that done. All investigations are to be completed within a reasonable period of time and kept as confidential, to the extent practicable.

The Town will implement the following procedures applicable to the type of incident, including:

Any person who makes threats, exhibits threatening behavior, or engages in violent acts or displays any violence while on Town property will be removed from the premises as quickly as safety permits and the Town shall take such action, as appropriate, pending the outcome of the investigation.

- The Town will ensure an employee who is injured receives prompt medical attention
- Report the incident to the appropriate authorities
- Prepare the appropriate reports of the incident
- Where necessary provide counseling services or referral for victims and/or witnesses to EAP.

The Town's response to incidents of violence may include suspension and/or termination of any business relationship, filing of criminal charges or disciplinary action against an employee.

Both the complainant and the respondent are entitled to fair treatment in the handling of the complaint, as well as to privacy and discretion to the extent practicable.

An employee or his or her authorized employee representative is also required to submit a written report that a serious violation of a Workplace violence prevention program or imminent danger exists in the workplace. A copy of the report shall be provided to the Supervisor or Town Clerk and reviewed by the Town of Marbletown Work Place Violence Prevention Committee for immediate investigation and recommendations. The Town will have a reasonable opportunity to correct such activity, policy or practice. If, following a referral of such matter and after a reasonable opportunity to correct such activity, policy or practice, the matter has not been resolved and the employee or authorized employee representative still believes that a serious violation of a workplace violence prevention program remains or that an imminent danger exists, such employee may request an inspection by notifying the Commissioner of Labor of the alleged violation.

Retaliation

The Town condemns any retaliatory behavior, or discrimination against complainants, or potential complainants, reporters, communicators or witnesses, or anyone administering this program or regulations. Those engaging in retaliatory conduct shall be subject to discipline.

Post-Incident

The Town Work Place Violence Prevention Committee shall conduct a review of the WPVPP after any occurrence of a workplace violence incident. The Team will discuss the causes of the incident and will make recommendations on how to revise the program to prevent similar incidents from occurring. All revisions of the Program will be put into writing and made available to all employees.

Post-incident response:

1. The Town will provide medical care for injured employee, including first aid and transportation to medical care.
2. The Town will Report incident to appropriate authorities as required by law.
3. Employees will inform the Supervisor, or Town Clerk of the incident, and prepare an incident report immediately.
4. Secure the premises if necessary to safeguard evidence and reduce distractions during post incident response process.
5. Address the need for treatment for victimized employees who may have been traumatized psychologically.
6. A post- incident debriefing and counseling for Employees who are in need.

VII. RECORD KEEPING

Any Work Place Violence Incident will be recorded using the “TOWN OF MARBLETOWN WORKPLACE VIOLENCE INCIDENT REPORT” and filed with the Town Clerk. The Town will maintain an accurate record of all workplace violence incidents. All incident report forms will be kept in accordance with the Records Retention Schedule,

Incidents of abuse, verbal attack, or aggressive behavior, which may be threatening to the employee, but not resulting in injury, will be recorded. These records will be evaluated on a regular basis by the Work Place Violence Prevention Committee. Additionally, any report that a serious violation of a workplace violence prevention program or imminent danger exists in the workplace, will be recorded. These records will be evaluated on a regular basis by the Work Place Violence Prevention Committee.

Any injury which requires more than first aid, is a lost-time injury, requires modified duty, or causes loss of consciousness, will be recorded on the New York State Department of Labor injury and illness log and the PESH 900 log. Doctors' reports and supervisors' reports will be kept of each recorded incident, if applicable.

Written recommendations by the Work Place Violence Prevention Committee to mitigate the risk of work place violence, based on the evaluation done of work sites and past incidents.

Minutes of the Workplace Violence Prevention Committee meetings shall be kept and submitted to the Town Clerk, including all recommendations for improving the program or site controls, and Committees yearly report.

Records of training program contents, and the sign-in sheets of all attendees, shall be kept in accordance with the records retention schedule. Qualifications of the trainers shall be maintained along with the training records.

VIII. TRAINING AND EDUCATION

Training for all employees, including department heads and supervisors, will be given annually or more as-needed. Workplace Violence Prevention training will also be given to new employees as part of their orientation. Trainers will be qualified and knowledgeable. At site visits employees will be asked to evaluate the training and make suggestions on how to make improvements. The Town shall maintain records of all training which shall be maintained in each employee's personnel file. The Town's training program will be updated to reflect changes in the WPVPP.

The employee training program shall minimally address the following areas:

- A review and definition of workplace violence and the law; a full explanation, description and copies of the Town's workplace violence prevention program;
- Employees' will be informed of potential risks and made aware of identified risks at the work place and behavior that could lead to work place violence.
- Description of WPVPP and Instructions on where the WPVPP can be found and on how to report all incidents including threats and verbal abuse.
- Training on methods for recognizing and responding to workplace security hazards.
- Meet with each department to review the risk factors in all workplaces and training on how to identify potential workplace security hazards (such as no lights in parking lot while leaving late at night, unknown person loitering outside the building, keeping doors or partitions closed. Emergency alerting systems or devices (and appropriate training with personnel on how to use) will be in place where necessary on a site by site basis.
- Training on how to deal with potentially violent clients, and /or co-workers.

Review of measures that have been instituted by the Town to prevent workplace violence including:

- Use of security equipment and procedures;
- How to attempt to diffuse hostile or threatening situations;
- How to summon assistance in case of an emergency or when feeling threatened like a hostage situation, on a site by site bases.
- Information on Post-incident procedures, including medical follow-up and the availability of counseling and referral.
- Follow up training related to specific incidents to help employees understand how the training relates

Work Place Violence Prevention Committee

The Town, Board will appoint a Work Place Violence Prevention Committee, which shall include authorized employee representatives. The Team will be responsible to:

- a. Assess the vulnerability of the workplace for violence to Town employees;
- b. Prepare a list of the risk factors that are present in such workplace or workplaces;
- c. Submit recommendations to the Town Board on preventive actions to be taken; and
- d. Audit the Town's overall Workplace Violence Program

The Work Place Violence Prevention Committee will consist of:

Title: Town of Rosendale Police Chief	Scott Schaffrick	Phone 845-658-9000
Title: Town of Rosendale Deputy Chief		Phone 845-658-9000
Title: Town Supervisor	Rich Parete	Phone: 845-797-4241
Title: Town Clerk	Heather Moody	Phone: 845-532-4281
Title: Safety Officer	Dorene Whitaker	Phone: 845-658-9851
Title Safety Officer/Trainer	Michael Williams	Phone: 845-389-2401
Title: Highway UPSEU Rep	Jill McLean	Phone: 845-849-6216

The Team will develop employee training programs in violence prevention and plan for responding to acts of violence to be approved by the Town Board. The Team will work with the Town Board to develop a program to communicate this plan internally to all employees.

The Work Place Violence Prevention Committee will begin its work by reviewing previous incidents of violence at all Town workplaces. They will analyze and review existing records identifying patterns that may indicate causes and severity of assault incidents and identify changes necessary to correct these hazard. These records include but are not limited to, New York State Department of Labor injury and illness logs, PESH 900 logs, past incident reports, medical records, insurance records, workers compensation records, police reports, accident investigations, training records, grievances, minutes of meetings, etc.

The WPVPC will inspect the physical workplace, complete the Town of Marblertown Work Place Security Check list, and evaluate the work tasks of all employees to determine the presence of hazards, conditions, operations and other situations with might place our workers at risk of occupational assault incidents.

Employees will be surveyed and asked to complete the Town of Marblertown Employee Questionnaire for Work Place Violence Prevention, to identify the potential for violent incidents and to identify or confirm the need for improved security measures. These surveys shall be reviewed, updated and distributed as needed or at least once annually.

Employees will be asked to meet by department at their work site to discuss and complete the employee questionnaire for the WPVP Committee.

The representatives of the team shall prepare a report of the results of their investigation and submit such report to the Town Board.

Town of Marbletown Workplace Security Checklists for WPVPP

Facility: _____
Address/Work Location: _____
Assessment Done By: _____
Date of Assessment: _____

Security Control Plan

Has a Security Control Plan been developed?	Yes	No
If yes, is it in writing?	Yes	No
If yes, does it include?	Yes	No
A. A Policy Statement	Yes	No
B. Evaluation of work areas	Yes	No
C. Identification of control methods considered:	Yes	No
1. Engineering Controls	Yes	No
2. Work Practice Controls	Yes	No
D. Training	Yes	No
E. Evacuation and Floor Plan	Yes	No
Is the Security Control Plan accessible to all employees?	Yes	No
Is the Security Control Plan reviewed and updated when a task has been added or changed and at least annually?	Yes	No
Have you coordinated your Security Control Plan with the local law enforcement agency?	Yes	No
A. Policy Statement		
Is the Workplace Violence Policy Statement clearly written?	Yes	No
B. Work Area Evaluated		
Are all areas being evaluated?	Yes	No
If no, which ones are not?		
Comments:		
C. Control Measures		
1. Engineering Controls		
If appropriate, have the following engineering controls been implemented:		
a. Door Controls	Yes	No
b. Panic Buttons	Yes	No
c. Door Detectors	Yes	No
d. Closed Circuit	Yes	No
e. Stationary Metal Detector	Yes	No
f. Sound Detection	Yes	No
g. Intrusion Panel	Yes	No
h. Monitors	Yes	No
i. Video Tape Recorder	Yes	No
j. Switcher	Yes	No

k. Hand-Held Metal Detector Yes No

l. Other:

Have structural modifications (e.g.: plexiglass, partitions, etc.) been implemented?

Yes No

If yes, comment, if no, what is needed?

2. Work Practice Controls:

If appropriate, have the following work practice controls been implemented:

A. Desk clear of objects Yes No

B. Unobstructed office exits Yes No

C. Bare cubicles available Yes No

D. Reception area available Yes No

E. Visitor/client sign in/out Yes No

F. Visitor(s)/client(s) escorted Yes No

G. Counter top to separate clients from work area Yes No

H. One entrance used Yes No

I. Separate interview area(s) Yes No

J. ID badges used Yes No

K. Emergency phone numbers posted Yes No

L. Internal phone system Yes No

M. If yes, indicate:

a. Does it use 120 VAC building lines? Yes No

b. Does it use phone lines? Yes No

N. Internal procedures for conflict (problem) situations

Yes No

O. Parking lot well lighted Yes No

P. Other

The Town of Marbletown has the Town of Rosendale police department at their location (1915-1925 Lucas Avenue Cottekill, NY) In the same building as the Town of Marbletown, just at the opposite end of the building.

Workplace Violence

Is workplace violence training provided?
Yes. Prior to initial assignment and annually thereafter.

Does training include?

A. Components of security control plan	Yes	No
B. Engineering controls instituted at the workplace	Yes	No
C. Work practice controls instituted at the workplace	Yes	No
D. Techniques to use in potentially volatile situations	Yes	No
E. How to anticipate/read behavior	Yes	No
F. Procedures to follow after an incident	Yes	No
G. Periodic refresher for onsite procedures	Yes	No

H. Recognizing substance abuse/paraphernalia

I. Opportunity for Q&A with instructor

Are training records kept?

Floor Plan, Evacuation Plan

Are emergency evacuation plans current?	Yes	No
Are floor plans posted showing exits, entrances, location of security equipment, etc.?	Yes	No
Are emergency evacuation drills conducted annually?	Yes	No

Conclusions:

Do employees feel safe?

Comments: Comments and Recommendations based on this evaluation:	Yes	No
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Marbletown Employee Questionnaire and Focus Group Information

Employee Survey on
Workplace Violence Hazard Assessment
(No Signature Needed)

Name (Optional)

Department/Unit

Date

Work Location (if at alternate worksite)

Please assess your department/unit over the last year. Circle TRUE (T), FALSE (F) or DON'T KNOW (?). Thank you for your honest assessment.

Management Commitment and Employee Involvement

1. Violence/threats are not accepted as "part of the job" by managers, supervisors and/or employees.

T F

2. Employees communicate information about potentially assaultive/threatening clients or visitors to appropriate staff.

T F

3; Management communicates information to employees about incidents of workplace violence.

T F

4. Employees feel they are treated with dignity and respect by other employees and management.

T F

5. Employees are basically satisfied with their jobs.

T F

6. Employees are basically satisfied with management.

T F

, 7. Employees are basically satisfied with the organization (i.e., mission, vision, goals).

T F

8. Employees generally feel "safe" When they are at work.

T F

9. Employees are familiar with the department's/unit's violence prevention policy.

T F

Potential Risk Factors

- | | | |
|--|---|---|
| 10. Employees do not work in high-crime areas. | T | F |
| 11. Employees do not work with drugs. | T | F |
| 12. Employees do not work with cash. | T | F |
| 13. Employees do not work with patients or clients who have a history of violent behavior or behavior disorders. | T | F |
| 14. Employees do not work in isolated work areas. | T | F |

Hazard Prevention and Control

- | | | |
|---|---|---|
| 15. The department/unit has adequate lighting to, from and within the worksite. | T | F |
| 16. The employee parking garage is secure when arriving, leaving and during changes of shift. | T | F |
| 17. Access and freedom of movement within the workplace are restricted to those persons who have a legitimate reason for being there. | T | F |
| 18. Alarm systems such as panic alarm buttons, silent alarms, or personal electronic alarm systems are being used for prompt security assistance. | T | F |
| 19. Employees know to use security escort service after hours. | T | F |
| 20. After hours, the building is locked down with only one access point. | T | F |
| 21. Visitors are signed in and out. . | T | F |
| 22. Exits are accessible and clearly marked. | T | F |

23. Employees are able to locate emergency equipment such as fire alarm boxes or emergency- generator outlets.

. T F

24. Emergency equipment is accessible and free from obstruction:

T F

RISK EVALUATION OF THE TOW OF MARBLETOWN

1. RISK REDUCTION MEASURES

Safety: Regular inspections of the worksites will be conducted to evaluate and determine any vulnerability to workplace violence or hazards. Corrective action will be taken to reduce all risks. The Town of Marbletown workplace security check list will be completed for each worksite/department.

Training and Information: The Work Place Violence Prevention Policy statement will be distributed to all Departments to be posted in the work area. A Work Place Violence Prevention Guideline will be distributed to all existing employees and will be included in the Town's Employee Handbook. Training on the requirements of the NYS Workplace Violence Prevention Law, risk factors and prevention measures will take place at the time of hire and annually thereafter. The WPVP employee questionnaire and focus group information form will be completed by members of all departments, including the employee representatives.

Individual Situations: Employees are expected to exercise good judgment and to inform their supervisor or department head if any employee or non-employee exhibits behavior which could be a sign of a potentially dangerous situation

2. RISK ASSESSMENT

In preparing a risk assessment, the Work Place Violence Prevention Committee shall conduct an assessment of potential hazards in the Town workplace and provide a report to the Town Board. This assessment shall include:

- a) Records review; all records pertaining to Work Place Violence will be examined
- b) Inspection of the physical workplace and security analysis;
- c) Review of an employee survey; and
- d) Review of the relevant Town policies. The Team shall document each component of the risk assessment on the form attached hereto and submit the report to the Town Board with its recommendations.

3. EVALUATION OF PROGRAM

The Town shall conduct an evaluation of the effectiveness of the WPVPP on an annual basis. The evaluation shall consider the effectiveness of control measures, record keeping and reporting of work place violence. Employee representatives will be included in this evaluation.

**Workplace Violence Prevention
Committee Procedure for review and
recommendations**

The WPVPC shall complete the hazard assessment as follows:

a. RECORD REVIEW - The WPVPC reviewed the following records to help identify trends, types, causes and severity of injuries:

- ☐ New York State Department of Labor injury and illness logs
- ☐ PESH 900 logs for the last three years
- ☐ Incident reports
- ☐ Records of or information compiled for recording of assault incidents or near assault Incidents
- ☐ Insurance records
- ☐ Police reports
- ☐ Accident investigations
- ☐ Training records
- ☐ Grievances
- ☐ Other relevant records or information
- ☐ Work place security checklist
- ☐ Employee questionnaire & focus group information form

From these records, the Team identified the following issues that need to be addressed:

b. REVIEW OF EMPLOYEE TASKS

The WPVPC also reviewed, the work tasks and responsibilities of Town employees to determine the presence of hazards, conditions, operations and situations, which might place workers at risk of

occupational assault incidents.

The following factors were considered:

- Exchange of money with the public
- Emergency communication
- Working late at night or early in the morning hours
- Guarding valuable property or possessions
- Working in community settings
- Uncontrolled access to the workplace
- Areas of previous security problems

From this analysis, the following issues have been identified:

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c. WORKPLACE SECURITY ANALYSIS

Inspection - The Work Place Violence Protection Committee inspected the following Town workplaces and based on an evaluation of among other items, the type of setting, security, lighting and access, and as a result, provides the following recommendations for security improvements:

Town workplace location: _____ Date of inspection: _____

Findings:

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3. IMPLEMENTATION OF WORK PLACE VIOLENCE PREVENTION COMMITTEE

RECOMMENDATIONS

The Town Board will receive the recommendations of the WPVPC and will analyze the data and recommendations and will implement feasible control measures in accordance with the hierarchy of control measures noted below that will prevent or reduce workplace violence. However, some hazard controls will require research, budgetary, or long term planning (capita, projects).

The "hierarchy of control measures", is as follows:

- 1) Engineering controls eliminate or reduce the hazard through substitution or redesign. Examples include:
 - increased lighting,
 - designing,
 - secure building access,
 - security hardware,
 - eliminating isolated work areas
 - eliminating "cash on hand" or installing drop safes
- 2) Administrative or work practice controls eliminate or reduce the hazard by changing organizational policies and procedures. Examples include:
 - employment of security personnel,
 - developing building access control procedures,

- cross-shift communication to share information regarding agitated clients,
- provision of personal, alarms,
- provision of cell phones for field workers,
- training

- 3) Personal Protective Equipment (PPE) examples include: gloves, respirators, hard hats, and bullet proof vests (For the most part, this type of intervention is not relevant to workplace violence prevention)

As a result of the workplace security inspection and recommendations made by the WPVPC to the Town Board has instituted the following control measures:

Engineering Control _____

Work Practice Controls _____

Personal Protective Equipment _____