



Workplace Violence Prevention Program

March 19, 2024

Program Review

Once a year the Greater Johnstown School District, with the participation of the WVPP Advisory Committee composed of authorized employee representatives, will review the workplace violence prevention program. The sign off sheet below indicates who conducted the review and the date it occurred.

Name and Title of Management and WVPP Advisory Committee Members	DATE
Alicia D. Koster, Assistant Superintendent, WVPP Coordinator	
Matthew Lewis, Principal, WVPP Coordinator	
Members of the WVPP Advisory Committee:	

Plan and Contact information:

The most current version of this plan is available to employees, their authorized representatives, and to representatives of the NYS Department of Labor by contacting or visiting the district/BOCES website [here](#) and is available in hard copy at each school main office and at the District Office.

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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 administrators, directors, 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's commitment to work with employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

Policy Statement

The District has developed and implemented a policy statement which describes the goals and objectives of our workplace violence prevention policy, the incident alert and notification policies employees should follow in the event of workplace violence, and describes how employees are able to participate in the implementation of our workplace violence prevention program through an authorized employee representative. The policy statement is posted on our workplace violence prevention webpage [here](#) and available in each school building.

Regulation

The District has developed and implemented a regulation which provides greater detail regarding the implementation of our workplace violence prevention program that is aligned and in support of the Policy Statement and compliant with Section 27-b of State Labor Law. The policy statement is posted on our workplace violence prevention webpage [here](#) and available in each school building.

Workplace Risk Assessment

The District will conduct a workplace risk evaluation consisting of:

1) A Record Examination:

The District will, on an annual basis, using the [prescribed form](#), examine all records of workplace violence incidents in the past year to identify patterns in the: types and cause of incidents; areas of the workplace where incidents occur; incidents that involve specific workplace operations; or incidents which involve specific individuals.

Examples of records include, but are not limited to:

- a. Workplace Violence Incident Reports;

- b. Injury and illness documentation;
- c. Workers' compensation reports;
- d. Disciplinary reports;
- e. Union grievances and records of threats;
- f. Other appropriate records as deemed necessary.

2) **An Assessment of Administrative Risk Factors:**

The District will assess, on an annual basis, using the [prescribed form](#), all relevant policies, practices, and procedures that may impact the risk of workplace violence. Examples of relevant policies, practices, and procedures include, but are not limited to:

- a. The District-wide school safety plan;
- b. Building-level emergency response plan(s);
- c. Policies related to non-discrimination and anti-harassment, visitors to the school, threats of violence in school, prohibition of weapons on school grounds, use of timeout and physical restraint, and weapons in school;
- d. Use of ID badges;
- e. Procedures related to controlling or diffusing a potentially violent situation.

3) **An Evaluation of the Physical Environment:**

The District will evaluate, on an annual basis, using the [prescribed form](#), the physical work environment for factors which may place employees at risk of workplace violence with the participation of 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 District employees include, but are not limited to, the following:

- a. Working in public settings;

- b. Working late night or early morning hours, or when buildings are otherwise unoccupied;
- c. Exchanging money with the public;
- d. Working alone or in small numbers;
- e. Working in a setting with uncontrolled access to the workplace;
- f. Working in a setting where previous security problems have occurred;
- g. Having a mobile workplace assignment;
- h. Working with a population which might expose someone to potentially violent persons;
- i. Having duties that include the delivery of students, or transporting goods to and from school buildings

Risk factors identified during the examination, assessment, and evaluation are listed in the Appendices, the Regulation and Training Presentation, along with the methods and means by which each risk is being addressed by the District. The District is responsible for addressing all risk factors that its employees are potentially exposed to.

Incidents of workplace violence must be carefully documented and analyzed in order to make improvements to the WVPP during the required annual review or as necessary.

Workplace Violence Control Measures and Prevention

Hierarchy of Controls Methods Implemented

A hierarchy of controls is a safety professional term referring to a ranking of the safeguards that an employer can use to protect employees from harm in order of preference and effectiveness. There are three main types of safeguards, or control measures, that an employer can implement to protect employees from recognized workplace violence risk factors. Engineering controls are considered the most effective, followed by work practice (administrative) controls, and then personal protective equipment.

1) **Engineering Controls**

Engineering controls eliminate or reduce the risk of workplace violence through physical changes to the workplace. Examples of engineering controls include:

- a. Increasing lighting in remote areas;
- b. Designing secure building access;
- c. Installing security hardware;
- d. Eliminating isolated work areas;
- e. Installing video surveillance and other emergency response equipment.

2) **Work Practice (Administrative) Controls**

Work practice (administrative) controls eliminate or reduce the risk of workplace violence through changes to organizational policies, procedures, and work practices. Examples of work practice controls include:

- a. Increased staffing;
- b. Employment of security personnel;
- c. Implementing building access control procedures, for example, requiring badges to enter;
- d. Instituting communication procedures across shifts or classrooms to share appropriate information regarding agitated visitors, parents/guardians, or students;
- e. Providing appropriate information to employees on the criminal history or violence of visitors, parents/guardians, or students.
- f. Procedures for visiting our schools, restricting access and proper identification of visitors;
- g. Providing main offices with panic alarms, and communication devices;

- h. Providing cell phones and/or radios to appropriate personnel;
- i. Training employees on de-escalation and how to recognize precursors to violence.

3) **Personal Protective Equipment (PPE)**

PPE is generally considered the least effective control measure but may be needed to enhance other control measures or minimize potential injury severity when other control measures fail. Examples of PPE include:

- a. Appropriate protection for restraint purposes;
- b. Stop the Bleed Kits, and other emergency response supplies/equipment;
- c. Face protection (i.e. face shield, masks), and eye protection (if applicable).

Workplace Violence Prevention Implementation

Prevention of violence in the workplace is the responsibility of the District and all employees have a role to play in keeping the workplace safe from violence. Employees, authorized employee representatives, and supervisors should be familiar with the early warning signs of potential workplace violence and workplace issues that may trigger workplace violence in order to intervene early and reduce the likelihood of workplace violence.

Early Warning Signs of Potential Violence

There is no single "profile" that can identify a potentially dangerous individual. It is important to be careful when drawing assumptions about a person's potential for violence based on any specific behavior or action. However, certain patterns of behavior and events frequently precede episodes of violence.

Behavior or situations that may indicate an increased risk of violence include, but are not limited to:

- 1) Direct or veiled threats of harm.
- 2) Intimidation, belligerence, bullying, or other inappropriate behavior directed at others.

- 3) Numerous conflicts with supervisors and colleagues, and/or verbal comments expressing hostility directed at colleagues, supervisors, or others.
- 4) Bringing an unauthorized weapon to work, brandishing a weapon in the workplace, making inappropriate reference to guns, or expressing fascination with weapons.
- 5) Fascination with incidents of workplace violence, statements in person or online indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides.
- 6) Statements in person or online indicating an increased tone of desperation, feeling that normal interventions to solve a problem will not work, feeling hopeless about a situation at work, with family, with finances, and other personal problems.
- 7) Signs of abuse of drugs or alcohol on or outside of the workplace.
- 8) Extreme or uncharacteristic changes in behavior or displays of emotion.
- 9) Employees with ongoing domestic difficulties.
- 10) Employees with a temporary order of protection against someone.

These behaviors or situations should be reported to an employee's supervisor and/or one of the Workplace Violence Prevention Coordinators. 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.

Early Indicators and Timely Intervention

Common situations that may trigger workplace violence can be categorized under employee issues or workplace issues.

Employee issues include:

- 1) A negative performance review.
- 2) An unwelcome change in role due to performance or reorganization in the workplace.
- 3) An unwelcome change in work schedule.

- 4) Criticism of an employee's work performance.
- 5) A conflict with a colleague or supervisor.
- 6) Personal stress outside the workplace.
- 7) Increased workload or pressure.

Workplace issues include:

- 1) No clearly defined rules of conduct.
- 2) A lack of employee training.
- 3) Inadequate hiring practices or screening of potential employees.
- 4) Insufficient supervision of employees.
- 5) A lack of discipline or inconsistent discipline in the workplace.
- 6) A lack of employee support systems or support systems that are inadequate.
- 7) Employer failure to address incidents as they occur.
- 8) An overly authoritarian management style in the workplace.

A workplace issue that only an employee perceives can still be a trigger for workplace violence.

To help prevent a violent situation from occurring, the District will provide training to employees, authorized employee representatives, and supervisors on recognizing the early warning signs of potential workplace violence and workplace issues that may trigger workplace violence. With this knowledge, the District can intervene early to prevent a violence incident from occurring.

In addition to training on recognizing the early warning signs of potential workplace violence and workplace issues that may trigger workplace violence, the District uses the following methods to try to prevent incidents of workplace violence:

1. Yearly training on workplace violence prevention, and other safety prevention training;

2. Annual review of WVPP program, incidents, and reports;
3. Compliance with District policies and procedures governing conduct in the workplace;
4. Fostering a culture of safety, mindfulness, awareness, and support.

Reporting Workplace Violence Incident

Any employee or authorized employee representative who becomes aware of a physical assault, threatening behavior, or verbal abuse in the workplace must immediately provide written notice of the facts and circumstances of the violent incident to a supervisor or one of the Workplace Violence Prevention Coordinators. If the report was provided to a supervisor, the supervisor must immediately forward the report to one of the Workplace Violence Prevention Coordinators.

If an employee witnesses or is involved in an incident of violence in which there is an immediate threat to the employee's safety, or the safety of others, or where a serious injury has occurred, the employee should immediately call 911 to obtain law enforcement and/or medical assistance and immediately notify their immediate supervisor.

Where a developing pattern of workplace violence incidents which may involve criminal conduct or serious injury exist, the Greater Johnstown School District the WVPA Coordinators in conjunction with the Superintendent and/or designee will contact the District Attorney and/or Johnstown Police Department (JPD), or direct an employee to the JPD who wishes to file a criminal complaint after a workplace violence incident is reported. This will ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted.

If an employee believes that either they or another employee are in imminent danger of workplace violence and reasonably believes, in good faith, that reporting to a supervisor or the Workplace Prevention Coordinator would not result in corrective action, then the employee may report the violation directly to the Public Employee Safety and Health Bureau (PESH). The District will immediately respond to all incidents of violence or threatening behavior upon notification. After the District receives notice, the District will be afforded a reasonable opportunity to correct the activity, policy, or practice.

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

Reporting to the Commissioner of Labor

If, after being given notice and a reasonable opportunity to resolve the activity, policy, or practice, the matter has not been resolved and the employee or authorized employee representative still believes that a serious violation of the WVPP remains, or that an imminent danger exists, the employee or authorized employee representative may request an inspection by filing a complaint with the PESH bureau at the Department of Labor's Division of Safety and Health using the complaint form linked here: <https://dol.ny.gov/system/files/documents/2023/09/pesh7.pdf> or by calling 1-844-SAFE-NYS. The completed and signed complaint form can be emailed to ask.shnypesh@labor.ny.gov or faxed or mailed to the nearest Division of Safety and Health (DOSH) District Office listed in the complaint form.

Employees can also contact the PESH bureau to ask questions about health and safety standards by calling: 1-844-SAFE-NYS or emailing ask.shnypesh@labor.ny.gov. For additional information on recordkeeping or workplace violence prevention, or to request free and confidential consultation assistance, please use the contact information on the PESH Consultation Fact Sheet available here: https://dol.ny.gov/system/files/documents/2023/11/p206_12-10-20.pdf.

Investigating and Responding to Reports of Workplace Violence

Upon receipt of written notice of an incident of workplace violence, the Workplace Violence Prevention Coordinator will work with other individuals, such as those on the Workplace Violence Prevention Advisory Committee and/or District administration, to:

- 1) Confirm any injured persons receive prompt and appropriate medical care. This includes, but is not limited to, providing transportation of any injured persons to medical care.
- 2) If not already reported, report the incident to the appropriate authorities as required by applicable laws and regulations.
- 3) As applicable, secure the premises to safeguard evidence and reduce distractions during the

response period.

- 4) Complete a Workplace Violence Incident Report as soon as possible, which, at a minimum, will contain the following information:
 - a. Workplace location where incident occurred;
 - b. Time of day/shift when incident occurred;
 - c. A detailed description of the incident, including events leading up to the incident and how the incident ended;
 - d. Names and job titles of involved employees;
 - e. Name or other identifier of other individual(s) involved;
 - f. Nature and extent of injuries arising from the incident; and
 - g. Names of witnesses.

If the case is a privacy concern case, a Workplace Violence Incident Report will still be completed. However, before sharing a copy of the Workplace Violence Incident Report with any party other than the Commissioner of Labor, the District will remove the name of the employee who was the victim of the workplace violence and will instead enter "PRIVACY CONCERN CASE" in the space normally used for the employee's name.

The District will treat incidents involving the following injuries or illnesses as privacy concern cases:

- a. An injury or illness to an intimate body part or the reproductive system;
- b. An injury or illness resulting from a sexual assault;
- c. Mental illness;
- d. HIV infection;
- e. 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

- f. Other injuries or illnesses, if the employee independently and voluntarily requests that their name not be entered on the Workplace Violence Incident Report.

The District will maintain all Workplace Violence Incident Reports for use in the District's annual program review and updates.

- 5) Thoroughly investigate the incident and ensure that the District corrects the activity, policy, or activity in a reasonable timeframe. If there is a developing pattern of workplace violence incidents which may involve criminal conduct or serious injury, the District will attempt to develop a protocol with the District Attorney or law enforcement to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted. The District will provide information on these protocols and contact information to employees who choose to file a criminal complaint after a workplace violence incident.
- 6) Identify and implement actions to work to prevent similar occurrences from happening in the future.
- 7) Address the need for appropriate treatment for employees who were victims or witnesses of retaliation workplace violence. 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.

Confidentiality

The District is not required to disclose information that would otherwise be kept confidential for security reasons. This information may include information which, if disclosed, would:

- 1) Interfere with law enforcement investigations or judicial proceedings;
- 2) Deprive a person of a right to a fair trial or impartial adjudication;
- 3) Identify a confidential source or disclose confidential information relating to a criminal investigation;
- 4) Reveal criminal investigative techniques or procedures, except routine techniques and procedures; or

- 5) Endanger the life or safety of any person.

Training

At the time of hire and annually thereafter, all employees will participate in the District's WVPP training. At a minimum, this training will include information on:

- 1) The requirements in law related to workplace violence prevention.
- 2) The details of the District's written workplace violence prevention program including, but not limited to:
 - a. The risk factors in their workplace that were identified in the District's risk evaluation that do not need to be kept confidential for security reasons;
 - b. The measures that employees can take to protect themselves from the identified risks including specific procedures that the District has implemented to protect employees such as incident alert and notification procedures, appropriate work practices, emergency procedures, and use of security alarms and other devices;
 - c. The early warning signs of potential workplace violence and workplace issues that may trigger workplace violence;
 - d. Procedures on how to respond to and report incidents of workplace violence;
 - e. How the District will handle privacy concern cases, confidential information, and other sensitive information.
- 3) The location of the written WVPP and how to obtain a copy.

Additionally, retraining is required for all employees any time there is a significant change to the WVPP, a newly identified risk factor, or a control measure addition. Information contained in the training document should be considered a part of the District's Workplace Violence Prevention Program materials.

Recordkeeping Requirements

All incidents of workplace violence must be documented in a Workplace Violence Incident Report. Workplace violence incidents that cause a work-related death or an injury that meets the recording criteria of the PESH log of injuries and illnesses should be recorded on both the PESH log and the Workplace Violence Incident Report. For more information on the PESH log of injuries and illness, refer to the PESH website, <https://dol.ny.gov/public-employee-safety-health>.

Workplace Violence Incident Reports provide a written description when an incident occurs so that the Workplace Violence Prevention Coordinator, in conjunction with the Workplace Violence Prevention Advisory Committee and/or District administration, can evaluate why the incident occurred and implement an appropriate safeguard or control measure to reduce the risk of those incidents from happening again. The Workplace Violence Incident Report also creates a historical record. The Workplace Violence Incident Reports will be reviewed at least once a year to determine if and how the WVPP should be updated.

Program Review

On an annual basis, the Workplace Violence Prevention Advisory Committee will oversee the process of reviewing and, if necessary, updating the District's WVPP and District [policy #6190](#) Workplace Violence Prevention Policy Statement. As part of this process, the District will:

- 1) With the participation of all authorized employee representatives, review the Workplace Violence Incident Reports from the past year to identify trends in the types of incidents in the workplace and review the effectiveness of the mitigating actions taken;
- 2) Work to determine and address the root cause of incidents;
- 3) Determine if any change need to be made to control measures; and
- 4) Assess whether the reporting and recordkeeping systems have been effective in collecting all relevant information.

Additionally, the District will conduct an evaluation of the physical environment when facilities are changed and on a regular basis to assess the functionality of equipment.

Workplace Violence Prevention Advisory Committee

The members of the Workplace Violence Prevention Advisory Committee will consist of the following representation:

1. Authorized employee representatives;
2. District-Wide Safety Team members;
3. Chief Emergency Officer or their Alternate;
4. District Administrators.

The Advisory Committee shall be considered a sub-committee to the District-Wide Safety Team, appointed annually at the Board of Education organizational meeting, and will periodically provide updates and appropriate information to this Team.

APPENDICES

SUBJECT: WORKPLACE VIOLENCE PREVENTION POLICY STATEMENT

Policy 6190

Overview

The District is committed to the safety and security of its employees. Workplace violence presents a serious threat to the safety of employees, students, parents and visitors. The goal of this policy is to promote the safety and well-being of all employees in the workplace.

Acts of violence against any employee where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken. All employees are responsible for: creating an environment of mutual respect for each other, as well as students, parents, and visitors; following all applicable documents; and for assisting in maintaining a safe and secure work environment.

This workplace violence prevention policy was developed in consultation with the authorized employee representative and is designed to meet the requirements of New York State Labor Law and highlights some of the elements that are found within the District's Workplace Violence Prevention Program (WVPP).

Definitions

For purposes of this policy, the following definitions apply:

- a) "Authorized employee representative" means an employee authorized by all employees or the designated representative of an employee organization recognized or certified to represent the employees pursuant to Article 14 of the Civil Service Law, the Public Employees' Fair Employment Act.
- b) "Imminent danger" means any conditions or practices in any place of employment 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 the danger can be eliminated through the enforcement procedures.
- c) "Retaliatory action" means 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.
- d) "Serious physical harm" means 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 Penal Law.
- e) "Serious violation" means the failure to:
 - 1. Develop and implement a workplace violence prevention program;
 - 2. Address situations which could result in serious physical harm.
- f) "Supervisor" means any person within the District who has the authority to direct and control the work performance of an employee or who has the authority to take corrective action regarding the violation of a law, rule, or regulation to which an employee submits written notice.

- g) "Workplace" means any location away from an employee's domicile, permanent or temporary, where an employee performs any work-related duty in the course of their employment by the District.

What is Workplace Violence

Workplace violence is any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of their 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 an employee without their 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 the employee when the stalking has arisen through and in the course of employment.

Workplace violence may be committed against a District employee by anyone, including, but not limited to:

- a) Other employees;
- b) Former employees;
- c) Students;
- d) Parents;
- e) Visitors;
- f) Individuals who have no connection to the workplace, but enter to commit a robbery or other crime; or
- g) An individual who has a personal relationship with an employee.

Prohibited Conduct

The District prohibits workplace violence and will not tolerate violence, threats of violence, or intimidating conduct in the workplace.

Workplace Violence Prevention Advisory Committee

The District shall establish a Workplace Violence Prevention Advisory Committee that will meet periodically throughout the year. The purpose of the Workplace Violence Prevention Advisory Committee is to assist the District in coordinating its efforts to comply with its responsibilities related to workplace violence prevention, including overseeing the development and maintenance of the District's WVPP:-

The Workplace Violence Prevention Advisory Committee will include:

- a) The Workplace Violence Prevention Coordinator(s);
- b) All authorized employee representatives;
- c) The Chief Emergency Officer and/or their Alternate.

It may also include one or more representatives from the following groups:

- a) District-wide school safety team;
- b) The building level emergency response team(s);
- c) District/building administrators;
- d) Teachers, including at least one special education teacher; and
- e) Other District staff.

Workplace Violence Prevention Coordinators

The District has designated the following District employees to serve as its Workplace Violence Prevention Coordinators:

Designated Contact Person: Alicia D. Koster
Title: Assistant Superintendent
Department: Phone: 518-762-4611 x3163
E-mail: akoster@johnstownschoools.org

Designated Contact Person: Matthew Lewis
Title: Building Principal
Department Phone: 518-762-3715 X5200
E-mail: mlewis@johnstownschoools.org

The Workplace Violence Prevention Coordinator(s) convenes and coordinates the activities and plans of the Workplace Violence Prevention Advisory Committee. The Workplace Violence Prevention Coordinator(s) is also responsible for answering employee questions about this policy and related materials, as well as receiving workplace violence incident reports.

Authorized Employee Representatives

The District must provide for employee participation in the WVPP through an authorized employee representative. Authorized employee representatives will participate on the Workplace Violence Prevention Advisory Committee. Authorized employee representatives have a right to, at a minimum, be involved in:

- a) Participating in the development and implementation of this policy.
- b) Evaluating the physical workplace environment to determine workplace violence risk factors.
- c) Developing the WVPP.
- d) Reviewing workplace violence incident reports at least once a year to identify trends in the types of incidents reported, if any.
- e) Evaluating the effectiveness of safeguards and actions taken to reduce the risk of workplace violence.
- f) Reporting violations of the District's WVPP.

Reporting Workplace Violence

The District has established and implemented a reporting system for incidents of workplace violence.

Any employee or authorized employee representative who becomes aware of a physical assault, threatening behavior, or verbal abuse in the workplace must immediately provide written notice of the facts and circumstances of the violent incident to their immediate supervisor or the Workplace Violence Prevention Coordinator. If the report was provided to a supervisor, the supervisor must immediately forward the report to the Workplace Violence Prevention Coordinator.

If an employee witnesses or is involved in an incident of violence in which there is an immediate threat to the employee's safety, or the safety of others, or where a serious injury has occurred, the employee should immediately call 911 to obtain law enforcement and/or medical assistance. The employee should also immediately notify their immediate supervisor.

If an employee believes that either they or another employee are in imminent danger of workplace violence and reasonably believes, in good faith, that reporting to a supervisor or the Workplace Prevention Coordinator would not result in corrective action, then the employee may report the violation directly to the Public Employee Safety and Health Bureau (PESH).

The District will immediately respond to all incidents of violence or threatening behavior upon notification. After the District receives notice, the District will be afforded a reasonable opportunity to correct the activity, policy, or practice.

If there is a developing pattern of workplace violence incidents which may involve criminal conduct or serious injury, the District will attempt to develop a protocol with the District Attorney or law enforcement to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted. The District will provide information on these protocols and contact information to employees who choose to file a criminal complaint after a workplace violence incident.

In addition to complying with the reporting requirements in this policy, District employees must comply with all other applicable reporting requirements contained in any District policy, regulation, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*.

Inspections by the Commissioner of Labor

At the Request of an Employee or Authorized Employee Representative

If, after being notice and a reasonable opportunity to resolve the activity, policy, or practice, the matter has not been resolved and the employee or authorized employee representative still believes that a serious violation of the WVPP remains, or that an imminent danger exists, the employee or authorized employee representative may request an inspection by notifying the Commissioner of Labor of the alleged violation or danger. The notice and request will be in writing, describing with reasonable particularity the grounds for the notice, and be signed by the employee or authorized employee representative. A copy of the written notice will be provided by the Commissioner of Labor to the District or the person in charge no later than the time of inspection, except that on the request of the person giving the notice, the person's name and the names of individual employees or authorized employee representatives will be withheld.

A District representative and an authorized employee representative will be given the opportunity to accompany the Commissioner of Labor during an inspection for the purpose of aiding the inspection. Where there is no

authorized employee representative, the Commissioner of Labor will consult with a reasonable number of employees concerning matters of safety in the workplace.

The authority of the Commissioner of Labor to inspect a premises pursuant to an employee complaint will not be limited to the alleged violation contained in the complaint. The Commissioner of Labor may inspect any other area of the premises in which they have reason to believe that a serious violation of the workplace violence prevention law exists.

Initiated by the Commissioner of Labor

The Commissioner of Labor may inspect any premises occupied by the District if they have reason to believe that a violation of the workplace violence prevention law has occurred. The current PESH administrative plan will be used for the enforcement of the workplace violence prevention law, including a general schedule of inspection, which provides a rational administrative basis for the inspection.

Workplace Risk Evaluation and Developing a Workplace Violence Prevention Program (WVPP)

The District will engage in a process of workplace evaluation designed to identify the risks of workplace violence to which employees could be exposed.

The District will develop and implement a written WVPP to prevent, minimize, and respond to any workplace violence. The Workplace Violence Advisory Committee, which includes all authorized employee representatives, will oversee the development of the WVPP. During the development process, the authorized employee representative(s) will provide input on those situations in the workplace that pose a threat of workplace violence.

The WVPP will include the following:

- a) A list of the risk factors identified in the workplace evaluation.
- b) The methods the District will use to prevent incidents of workplace violence. Examples include, but are not limited to:
 - 1. Making high-risk areas more visible to more people;
 - 2. Installing good external lighting;
 - 3. Using drop safes or other methods to minimize cash on hand;
 - 4. Posting signs stating that limited cash is on hand;
 - 5. Providing training in conflict resolution and nonviolent self-defense responses; and
 - 6. Establishing and implementing reporting systems for incidents of aggressive behavior.
- c) A hierarchy of controls to which the program will adhere as follows: engineering controls, work practice controls, and personal protective equipment (PPE).
- d) The methods and means by which the District will address each specific hazard identified in the workplace evaluation.

- e) A system designed and implemented by the District to report any workplace violence incidents that occur in the workplace. The reports must be in writing and maintained for the annual program review.
- f) A written outline or lesson plan for employee program training.
- g) A plan for program review and update on at least an annual basis. This review and update will detail any mitigating steps taken in response to any incident of workplace violence.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

The District will not take retaliatory action against any employee because the employee exercises any right accorded to them under this policy.

Education and Training

At the time of hire and annually thereafter, all employees will participate in the District's workplace violence prevention training program. The District will provide opportunities for training through multiple formats including online and in-person training on Superintendent's Conference Days and other days dedicated to professional learning.

Notification

This policy will be posted where notices to employees are typically posted. A copy of the District's WVPP may be obtained by contacting the District's Workplace Violence Prevention Coordinator. The District will also make the WVPP available for reference to employees, authorized employee representatives, and the Commissioner of Labor at each school main office and District Office, and on our website.

Labor Law Section 27-b
12 NYCRR Section 800.6

NOTE:

Refer also to Policies

- #3410 -- Code of Conduct
- #3411 -- Prohibition of Weapons on School Grounds
- #3412 -- Threats of Violence in School
- #3420 -- Non-Discrimination and Anti-Harassment in the District
- #3421 -- Title IX and Sex Discrimination
- #5681 -- School Safety Plans
- #5684 -- Use of Surveillance Cameras in the District on School Buses
- #5690 -- Exposure Control Program
- #6121 -- Sexual Harassment in the Workplace
- #6122 -- Employee Grievances
- #7350 -- Use of Timeout and Physical Restraint
- #7360 -- Weapons in School and the Gun-Free Schools Act

Adopted: 12/21/2023

REVISIONS: First reading __/__/24; Second Reading and Resolution for Adoption __/__/24

SUBJECT: WORKPLACE VIOLENCE PREVENTION PROGRAM

Regulation 6190-R

Workplace violence is any physical assault or act of aggressive behavior occurring where an employee performs any work-related duty in the course of their employment including, but not limited to:

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

New York State requires every public employer, including school districts, 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. This written document serves as the District's Workplace Violence Prevention Program (WVPP). It should be read in conjunction with the District's corresponding workplace violence prevention policy statement which can be found in the District's Policy Manual.

The Workplace Violence Prevention Advisory Committee, which includes all authorized employee representatives, oversaw the development of this WVPP and is responsible for overseeing its maintenance.

Purpose of the WVPP

The purpose of this WVPP is to provide information to employees, authorized employee representatives, and supervisors about preventing and responding to incidents of workplace violence or threats of violence. The goals of this WVPP are to:

- 1) Reduce the risk of workplace violence to employees; and
- 2) Ensure that any incident, complaint, or report of violence is taken seriously and dealt

with appropriately and as expeditiously as possible.

This WVPP outlines the major components of the District's effort to meet these goals. At the core of the WVPP is the District's commitment to work with its employees to maintain a work environment free from violence and other threatening behavior to the greatest degree possible.

Workplace Risk Evaluation

The District will conduct a workplace risk evaluation consisting of:

1) A Record Examination

The District will, on an annual basis, examine all records of workplace violence incidents in the past year to identify patterns in the: types and cause of incidents; areas of the workplace where incidents occur; incidents that involve specific workplace operations; or incidents which involve specific individuals.

Examples of records include, but are not limited to:

- a. Workplace Violence Incident Reports;
- b. Injury and illness documentation;
- c. Workers' compensation reports;
- d. Disciplinary reports;
- e. Union grievances and records of threats;
- f. Other appropriate records as deemed necessary.

2) An Assessment of Administrative Risk Factors

The District will assess, on an annual basis, all relevant policies, practices, and procedures that may impact the risk of workplace violence. Examples of relevant policies, practices, and procedures include, but are not limited to:

- a. The District-wide school safety plan;

- b. Building-level emergency response plan(s);
- c. Policies related to non-discrimination and anti-harassment, visitors to the school, threats of violence in school, prohibition of weapons on school grounds, use of timeout and physical restraint, and weapons in school;
- d. Use of ID badges;
- e. Procedures related to controlling or diffusing a potentially violent situation.

3) An Evaluation of the Physical Environment

The District will evaluate, on an annual basis, the physical work environment for factors which may place employees at risk of workplace violence with the participation of 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 District employees include, but are not limited to, the following:

- a. Working in public settings;
- b. Working late night or early morning hours, or when buildings are otherwise unoccupied;
- c. Exchanging money with the public;
- d. Working alone or in small numbers;
- e. Working in a setting with uncontrolled access to the workplace;
- f. Working in a setting where previous security problems have occurred;
- g. Having a mobile workplace assignment;
- h. Working with a population which might expose someone to potentially violent persons;
- i. Having duties that include the delivery of students, or transporting goods to and from school buildings

Risk factors identified during the examination, assessment, and evaluation are listed in the WVPP, along with the methods and means by which each risk is being addressed by the District. The District is responsible for addressing all risk factors that its employees are potentially exposed to.

Incidents of workplace violence must be carefully documented and analyzed in order to make improvements to the WVPP during the required annual review or as necessary.

Workplace Violence Control Measures and Prevention

Hierarchy of Controls

A hierarchy of controls is a safety professional term referring to a ranking of the safeguards that an employer can use to protect employees from harm in order of preference and effectiveness. There are three main types of safeguards, or control measures, that an employer can implement to protect employees from recognized workplace violence risk factors. Engineering controls are considered the most effective, followed by work practice (administrative) controls, and then personal protective equipment.

1) Engineering Controls

Engineering controls eliminate or reduce the risk of workplace violence through physical changes to the workplace. Examples of engineering controls include:

- a. Increasing lighting in remote areas;
- b. Designing secure building access;
- c. Installing security hardware;
- d. Eliminating isolated work areas;
- e. Installing video surveillance and other emergency response equipment.

2) Work Practice (Administrative) Controls

Work practice (administrative) controls eliminate or reduce the risk of workplace violence through changes to organizational policies, procedures, and work practices. Examples of work practice controls include:

- a. Increased staffing;
- b. Employment of security personnel;
- c. Implementing building access control procedures, for example, requiring badges to enter;
- d. Instituting communication procedures across shifts or classrooms to share appropriate information regarding agitated visitors, parents/guardians, or students;
- e. Providing appropriate information to employees on the criminal history or violence of visitors, parents/guardians, or students.
- f. Procedures for visiting our schools, restricting access and proper identification of visitors;
- g. Providing main offices with panic alarms, and communication devices;
- h. Providing cell phones and/or radios to appropriate personnel;
- i. Training employees on de-escalation and how to recognize precursors to violence.

3) Personal Protective Equipment (PPE)

PPE is generally considered the least effective control measure but may be needed to enhance other control measures or minimize potential injury severity when other control measures fail. Examples of PPE include:

- a. Appropriate protection for restraint purposes;
- b. Stop the Bleed Kits, and other emergency response supplies/equipment;
- c. Face protection (i.e. face shield, masks), and eye protection (if applicable).

Workplace Violence Prevention

Prevention of violence in the workplace is the responsibility of the District and all employees have a role to play in keeping the workplace safe from violence. Employees, authorized employee representatives, and supervisors should be familiar with the early warning

signs of potential workplace violence and workplace issues that may trigger workplace violence in order to intervene early and reduce the likelihood of workplace violence.

There is no single "profile" that can identify a potentially dangerous individual. It is important to be careful when drawing assumptions about a person's potential for violence based on any specific behavior or action. However, certain patterns of behavior and events frequently precede episodes of violence.

Behavior or situations that may indicate an increased risk of violence include, but are not limited to:

- 1) Direct or veiled threats of harm.
- 2) Intimidation, belligerence, bullying, or other inappropriate behavior directed at others.
- 3) Numerous conflicts with supervisors and colleagues, and/or verbal comments expressing hostility directed at colleagues, supervisors, or others.
- 4) Bringing an unauthorized weapon to work, brandishing a weapon in the workplace, making inappropriate reference to guns, or expressing fascination with weapons.
- 5) Fascination with incidents of workplace violence, statements in person or online indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides.
- 6) Statements in person or online indicating an increased tone of desperation, feeling that normal interventions to solve a problem will not work, feeling hopeless about a situation at work, with family, with finances, and other personal problems.
- 7) Signs of abuse of drugs or alcohol on or outside of the workplace.
- 8) Extreme or uncharacteristic changes in behavior or displays of emotion.
- 9) Employees with ongoing domestic difficulties.
- 10) Employees with a temporary order of protection against someone.

These behaviors or situations should be reported to an employee's supervisor and/or one of the Workplace Violence Prevention Coordinators. 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.

Common situations that may trigger workplace violence can be categorized under employee issues or workplace issues.

Employee issues include:

- 1) A negative performance review.
- 2) An unwelcome change in role due to performance or reorganization in the workplace.
- 3) An unwelcome change in work schedule.
- 4) Criticism of an employee's work performance.
- 5) A conflict with a colleague or supervisor.
- 6) Personal stress outside the workplace.
- 7) Increased workload or pressure.

Workplace issues include:

- 1) No clearly defined rules of conduct.
- 2) A lack of employee training.
- 3) Inadequate hiring practices or screening of potential employees.
- 4) Insufficient supervision of employees.
- 5) A lack of discipline or inconsistent discipline in the workplace.
- 6) A lack of employee support systems or support systems that are inadequate.
- 7) Employer failure to address incidents as they occur.
- 8) An overly authoritarian management style in the workplace.

A workplace issue that only an employee perceives can still be a trigger for workplace violence.

To help prevent a violent situation from occurring, the District will provide training to employees, authorized employee representatives, and supervisors on recognizing the early

warning signs of potential workplace violence and workplace issues that may trigger workplace violence. With this knowledge, the District can intervene early to prevent a violence incident from occurring.

In addition to training on recognizing the early warning signs of potential workplace violence and workplace issues that may trigger workplace violence, the District uses the following methods to try to prevent incidents of workplace violence:

1. Yearly training on workplace violence prevention, and other safety prevention training;
2. Annual review of WVPP program, incidents, and reports;
3. Compliance with District policies and procedures governing conduct in the workplace;
4. Fostering a culture of safety, mindfulness, awareness, and support.

Risk Factors and Control Measures

Specific risks per school building identified in the District's workplace risk evaluation, and corresponding control methods to reduce those risks, are maintained in the master workplace violence prevention records at the District Office and available upon request. In summary form, the specific methods or controls the District will or has implemented to protect employees and mitigate the risk of workplace violence, through in-house maintenance and/or technology projects, and capital projects, are shown below:

I. Engineering controls:

- A. Installation of school main office panic alarms;
- B. Door access controls;
- C. Updated video surveillance system;
- D. Raptor visitor management system;
- E. Lockdown systems
- F. Bullet-resistant glass in strategic areas of the school buildings;
- G. Updated and well -functioning clocks, public address systems, and speakers;
- H. Increased inventory and to hand-held radios;
- I. Capital project plans include updated internal and external lighting, fence replacement, targeted building envelope and window replacement work as identified by our Building Conditions Survey; updating district-wide signage.

II. Work practice (administrative) controls:

- A. Employees are encouraged to monitor surroundings when working late or working outside of normal school hours, and have their own individual safety plan that is shared with family, friends, or colleagues.

- B. Employees are encouraged to make someone aware when working at school outside of normal school hours.
- C. District issued ID badges are to be worn at all times.
- D. District continues to provide TCIS and de-escalation training for selective staff.
- E. Building inspection checks will continue to be strengthened to ensure systems are in good working order, and security protocols are followed (i.e. ensure windows, electric panels and doors are closed and secured).
- F. Examine the assignment of security at school events and athletic contests.
- G. The District continues to contract with the City of Johnstown and the Johnstown Police Department for a School Resource Officer.
- H. District-Wide Safety Team continues to update our safety plan on an annual basis (*continuous evaluation and improvement of operationalizing safety measures*).

III. Personal protective equipment

- A. District will continue to provide face (i.e. face shield, masks) and eye protection as appropriate.
- B. Appropriate protection for restraint purposes.
- C. Stop the Bleed Kits, and other emergency response supplies/equipment;
- D. AEDs in all schools and for coaches.

Reporting Workplace Violence

Any employee or authorized employee representative who becomes aware of a physical assault, threatening behavior, or verbal abuse in the workplace must immediately provide written notice of the facts and circumstances of the violent incident to a supervisor or one of the Workplace Violence Prevention Coordinators. If the report was provided to a supervisor, the supervisor must immediately forward the report to one of the Workplace Violence Prevention Coordinators.

If an employee witnesses or is involved in an incident of violence in which there is an immediate threat to the employee's safety, or the safety of others, or where a serious injury has occurred, the employee should immediately call 911 to obtain law enforcement and/or medical assistance and immediately notify their immediate supervisor.

If an employee believes that either they or another employee are in imminent danger of workplace violence and reasonably believes, in good faith, that reporting to a supervisor or the

Workplace Prevention Coordinator would not result in corrective action, then the employee may report the violation directly to the Public Employee Safety and Health Bureau (PESH).

The District will immediately respond to all incidents of violence or threatening behavior upon notification. After the District receives notice, the District will be afforded a reasonable opportunity to correct the activity, policy, or practice.

Reporting to the Commissioner of Labor

If, after being given notice and a reasonable opportunity to resolve the activity, policy, or practice, the matter has not been resolved and the employee or authorized employee representative still believes that a serious violation of the WVPP remains, or that an imminent danger exists, the employee or authorized employee representative may request an inspection by filing a complaint with the PESH bureau at the Department of Labor's Division of Safety and Health using the complaint form linked here: <https://dol.ny.gov/system/files/documents/2023/09/pesh7.pdf> or by calling 1-844-SAFE-NYS. The completed and signed complaint form can be emailed to ask.shnypesh@labor.ny.gov or faxed or mailed to the nearest Division of Safety and Health (DOSH) District Office listed in the complaint form.

Employees can also contact the PESH bureau to ask questions about health and safety standards by calling: 1-844-SAFE-NYS or emailing ask.shnypesh@labor.ny.gov. For additional information on recordkeeping or workplace violence prevention, or to request free and confidential consultation assistance, please use the contact information on the PESH Consultation Fact Sheet available here: https://dol.ny.gov/system/files/documents/2023/11/p206_12-10-20.pdf.

Investigating and Responding to Reports of Workplace Violence

Upon receipt of written notice of an incident of workplace violence, the Workplace Violence Prevention Coordinator will work with other individuals, such as those on the Workplace Violence Prevention Advisory Committee and/or District administration, to:

- 1) Confirm any injured persons receive prompt and appropriate medical care. This includes, but is not limited to, providing transportation of any injured persons to medical care.
- 2) If not already reported, report the incident to the appropriate authorities as required by applicable laws and regulations.

- 3) As applicable, secure the premises to safeguard evidence and reduce distractions during the response period.
- 4) Complete a Workplace Violence Incident Report as soon as possible, which, at a minimum, will contain the following information:
 - a. Workplace location where incident occurred;
 - b. Time of day/shift when incident occurred;
 - c. A detailed description of the incident, including events leading up to the incident and how the incident ended;
 - d. Names and job titles of involved employees;
 - e. Name or other identifier of other individual(s) involved;
 - f. Nature and extent of injuries arising from the incident; and
 - g. Names of witnesses.

If the case is a privacy concern case, a Workplace Violence Incident Report will still be completed. However, before sharing a copy of the Workplace Violence Incident Report with any party other than the Commissioner of Labor, the District will remove the name of the employee who was the victim of the workplace violence and will instead enter "PRIVACY CONCERN CASE" in the space normally used for the employee's name.

The District will treat incidents involving the following injuries or illnesses as privacy concern cases:

- a. An injury or illness to an intimate body part or the reproductive system;
- b. An injury or illness resulting from a sexual assault;
- c. Mental illness;
- d. HIV infection;

- e. 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
- f. Other injuries or illnesses, if the employee independently and voluntarily requests that their name not be entered on the Workplace Violence Incident Report.

The District will maintain all Workplace Violence Incident Reports for use in the District's annual program review and updates.

- 5) Thoroughly investigate the incident and ensure that the District corrects the activity, policy, or activity in a reasonable timeframe. If there is a developing pattern of workplace violence incidents which may involve criminal conduct or serious injury, the District will attempt to develop a protocol with the District Attorney or law enforcement to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted. The District will provide information on these protocols and contact information to employees who choose to file a criminal complaint after a workplace violence incident.
- 6) Identify and implement actions to work to prevent similar occurrences from happening in the future.
- 7) Address the need for appropriate treatment for employees who were victims or witnesses of retaliation workplace violence. 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.

Confidentiality

The District is not required to disclose information that would otherwise be kept confidential for security reasons. This information may include information which, if disclosed, would:

- 1) Interfere with law enforcement investigations or judicial proceedings;
- 2) Deprive a person of a right to a fair trial or impartial adjudication;
- 3) Identify a confidential source or disclose confidential information relating to a criminal investigation;

- 4) Reveal criminal investigative techniques or procedures, except routine techniques and procedures; or
- 5) Endanger the life or safety of any person.

Training

At the time of hire and annually thereafter, all employees will participate in the District's WVPP training. At a minimum, this training will include information on:

- 1) The requirements in law related to workplace violence prevention.
- 2) The details of the District's written workplace violence prevention program including, but not limited to:
 - a. The risk factors in their workplace that were identified in the District's risk evaluation that do not need to be kept confidential for security reasons;
 - b. The measures that employees can take to protect themselves from the identified risks including specific procedures that the District has implemented to protect employees such as incident alert and notification procedures, appropriate work practices, emergency procedures, and use of security alarms and other devices;
 - c. The early warning signs of potential workplace violence and workplace issues that may trigger workplace violence;
 - d. Procedures on how to respond to and report incidents of workplace violence;
 - e. How the District will handle privacy concern cases, confidential information, and other sensitive information.
- 3) The location of the written WVPP and how to obtain a copy.

Additionally, retraining is required for all employees any time there is a significant change to the WVPP, a newly identified risk factor, or a control measure addition.

Recordkeeping Requirements

All incidents of workplace violence must be documented in a Workplace Violence Incident Report. Workplace violence incidents that cause a work-related death or an injury that meets the recording criteria of the PESH log of injuries and illnesses should be recorded on both the PESH log and the Workplace Violence Incident Report. For more information on the PESH log of injuries and illness, refer to the PESH website, <https://dol.ny.gov/public-employee-safety-health>.

Workplace Violence Incident Reports provide a written description when an incident occurs so that the Workplace Violence Prevention Coordinator, in conjunction with the Workplace Violence Prevention Advisory Committee and/or District administration, can evaluate why the incident occurred and implement an appropriate safeguard or control measure to reduce the risk of those incidents from happening again. The Workplace Violence Incident Report also creates a historical record. The Workplace Violence Incident Reports will be reviewed at least once a year to determine if and how the WVPP should be updated.

Program Review

On an annual basis, the Workplace Violence Prevention Advisory Committee will oversee the process of reviewing and, if necessary, updating the District's WVPP and District policy #6190 Workplace Violence Prevention Policy Statement. As part of this process, the District will:

- 1) With the participation of all authorized employee representatives, review the Workplace Violence Incident Reports from the past year to identify trends in the types of incidents in the workplace and review the effectiveness of the mitigating actions taken;
- 2) Work to determine and address the root cause of incidents;
- 3) Determine if any change need to be made to control measures; and
- 4) Assess whether the reporting and recordkeeping systems have been effective in collecting all relevant information.

Additionally, the District will conduct an evaluation of the physical environment when facilities are changed and on a regular basis to assess the functionality of equipment.

Workplace Violence Prevention Advisory Committee

The members of the Workplace Violence Prevention Advisory Committee will consist of the following representation:

1. Authorized employee representatives;
2. District-Wide Safety Team members;
3. Chief Emergency Officer or their Alternate;
4. District Administrators.

The Advisory Committee shall be considered a sub-committee to the District-Wide Safety Team, appointed annually at the Board of Education organizational meeting, and will periodically provide updates and appropriate information to this Team.

Labor Law Section 27-b
12 NYCRR Section 800.6



Workplace Site Risk Assessment

Facility Name: _____
Date of Survey: _____
Facility Address: _____

Names/Titles/Organization for those conducting assessment:

Employer Representatives:

Employee Representatives:

Area Assessed	Yes	No	Comment (if not applicable indicate with an N/A)
General:			
Employees work in public setting			
Employee work late at night or early morning hours			
Employees work alone or in small numbers			
Employees exchange money as part of job			
Employees work in location with uncontrolled public access			
Employees work in area of previous security concerns			
Employees work with public			
Employees work in high crime area			
Employees work with volatile persons			
Does facility have posted evacuation plan/map			
Does facility conduct routine evacuation/fire drills			

Are electric panels locked to prevent unauthorized access			
Is shrubbery, trees and landscaping maintained to minimize obstructions to entrances and exits			
Security:			
Does the facility use Resource Officers? If yes, # R.O. per facility			
Is security or law enforcement present at this location? If yes list # present per shift:			
Is security/law enforcement posted at entrances If yes, list entrances			
Do security/law enforcement personnel patrol facility			
Are I.D. badges required to be worn by all personnel			
Are students required to use school issued I.D. badges when on premises			
Is card reader or equivalent required for entry to facility			
Is facility equipped with metal detectors			
Is facility equipped with security cameras			
Is facility equipped with panic buttons			
Are visitors permitted to enter facility			
Are visitors required to wear visitor I.D. badges			
Are emergency contact names and phone numbers posted in each occupied room			
Is each room equipped with a telephone or radio to call for help when needed			
Parking Lots:			
Are parking areas protected with security/ law enforcement personnel			
Are parking areas patrolled by security/law enforcement personnel			
Are parking areas equipped with security cameras			
Are parking areas equipped with lights			
Offices:			
Do office areas have controlled access			
Is office area separated from entrance with privacy glass			
Is office area equipped with panic alarm			
Are offices equipped with telephones to call 911			

Are telephones or radios used to communicate with facility personnel			
Are office doors equipped with door locks to prevent unauthorized access			
Do employees receive De-escalation training			
Classrooms:			
Are evacuation maps posted in each classroom			
Are classroom doors equipped with locks to restrict access			
Are classrooms equipped with telephones			
Are classroom personnel equipped with radios			
Is personal protective equipment provided to all classroom personnel as needed			
Are classroom personnel exposed to violent behavior from students			
Do classroom personnel receive De-escalation training			
Are classroom personnel informed of students with behavioral issues prior to student placement in classroom			
Have classroom personnel been provided with training on working with students with behavioral issues			
Are windows locked to prevent uncontrolled access			
Is availability to items that can be used as weapons by students minimized			
Are classrooms equipped with security cameras			
Cafeteria:			
Is access restricted to authorized personnel only			
Does cafeteria personnel exchange money with students and staff			
Are cafeteria personnel provided with necessary personal protective equipment			
Is cafeteria equipped with security cameras			
Is cafeteria locked when not in use			
Is cafeteria staff provided with telephones and/or radios			
Are evacuation maps posted at all exits			
Auditorium:			
Are all entrances kept locked when not in use			

Is auditorium, stage, back stage equipped with security cameras			
Is auditorium, stage, back stage equipped with security lighting			
Is backstage entrance restricted to authorized personnel only during events			
Are catwalks, light towers, etc. restricted to authorized personnel only			
Is auditorium patrolled by security/law enforcement during events			
Gymnasium:			
Does gymnasium have exterior lighting around all entrances and exits			
Are locker rooms locked or monitored to prevent unauthorized entry			
Is the area patrolled by security/law enforcement during events			
Is gymnasium equipped with security cameras			
Athletic fields			
Is security/law enforcement present for all sporting events home & away			
Are athletic fields protected from unauthorized entry with fences			
Are athletic fields equipped with security/event lighting			
Are I.D.s required to be worn by school personnel at sporting events			
Bus Garage & busses			
Are all busses equipped with radios			
Are all busses equipped with security cameras			
Is somebody available to respond to all radio calls from drivers that are on road			
Are I.D.s required by individuals getting on busses			
Do all bus runs have two employees on board for each run			
Are busses secured or locked when not in use			
Is bus garage equipped with security cameras			
Is bus garage locked when vacant			
Field trips:			

Do school personnel have a copy of emergency contact names and numbers for administration			
Does school personnel verify I.D. of each student at beginning and end of trip			
Do chaperones receive security briefings prior to trip			
Building & Grounds:			
Are buildings equipped with security cameras			
Are buildings equipped with security lighting			
Are buildings/rooms locked when not in use			
Are employees provided with radios			
Is equipment locked up when not in use			
Staff Meetings & Conferences:			
Do security/law enforcement personnel patrol facility during these events			
Do school personnel receive de-escalation training			
Are metal detectors utilized for after hour activities such as conferences & meetings			

Assessment completed by:

Name(s):	
Title(s):	
Signature(s):	



Identified Risks and Control Methods

Risks identified in the hazard assessment and corresponding control methods to reduce those risks, are shown in the tables

I. Control methods that the District will use to prevent workplace violence incidents

A. 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.”

B. Hierarchy of Controls

- 1. 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”

- 2. 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))

3. Personal Protective Equipment (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

SCHOOL Name: _____

Identified Risk	Selected Control(s): (E-Engineering A- Administrative, P- PPE)	Comments

Identified Risk	Selected Control(s): (E-Engineering A- Administrative, P- PPE)	Comments



Records Examination

Date: _____

Instructions: Examine records below from the previous year to identify patterns, if any, of injuries in particular areas of the workplace or incidents which involve specific operations or specific individuals. Record the results in the column to the right.

Record Examination	Results of the examination
a. Log of Work Related Injuries and Illnesses (Fo1m SH900) b. Summary of Work Related Injuries and Illnesses (Fo1m SH900.1) c. Injury and Illness Incident Report (Fo1m SH900.2)	
Workplace Violence Incident Reports	
Personnel Disciplinary Reports	
Workers' Compensation Reports	

Assessment of Relevant Policies, Practices, and Procedures

Instructions: Conduct an assessment of policies, work practices and procedures that may impact the risk of workplace violence.	
	Record the results of the assessment and any associated risks below.
Examples of relevant policies: Domestic Violence Sexual Harassment Visitation Policies Policies relevant to the care and treatment of clients, patients, and inmates Policies for staff in field travel assignments (daily check-in procedures, itineraries, cell phones provided, etc.) Examples of work practices and procedures: Visitor/Client sign in/out Escalating visitor(s)/client(s) One client entrance used Desks clear of objects which may become weapons (might be relevant in situations where dealing with the public) I.D. Badges used Itineraries with employee contact info. Periodic check-in procedures After-hours contact procedures Procedure on how to control/defuse potentially violent situations Supplied with personal alarm/cellular phone/radio Limit visible clues of carrying money/valuables Partnering Arrangements if necessary	

GJSD Workplace Violence Prevention Training [Presentation](#)

Click on Slide to View Presentation



Prevention of Workplace Violence

*NYS Department of Labor (DOL) Training Template
GJSD Staff Training, Monday, March 18, 2024*



VIOLENCE INCIDENT REPORT FORM 6190-F2

Completed by the Alleged Victim or Observer

THIS FORM IS USED FOR REPORTING INCIDENT AND INFORMATION COLLECTION PURPOSES

A reportable incident is defined as any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of their 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 an employee without their 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 the employee when the stalking has arisen through and in the course of employment.

Directions: Complete this form and forward the original to one of the WVPA Coordinators:

Designated Contact Person: Alicia D. Koster

Title: Assistant Superintendent

Department: Phone: 518-762-4611 x3163

E-mail: akoster@johnstownschoools.org

Designated Contact Person: Matthew Lewis

Title: Building Principal

Department Phone: 518-762-3715 X5200

E-mail: mlewis@johnstownschoools.org

Name of Person Reporting Incident: _____

Name of Alleged Victim: _____

Date of Incident: _____ Time of Incident: _____

Specific Location of Incident: _____

What is your complaint based on? Verbal Threat _____ Physical Assault _____ Other _____

Were Injuries Sustained: Yes _____ No _____ Medical Attention Provided (if known): _____

Describe what happened and the extent of injuries if any: (Please explain in detail; attach additional sheets if necessary) _____

Who was the violence directed toward? Self _____ Staff _____

The alleged perpetrator was: Male _____ Female _____

The alleged perpetrator was: Armed _____ Unarmed _____ Describe: _____

District relationship of alleged perpetrator: Student _____ Parent/Guardian _____

Employee _____ Student Teacher _____

Contractor/Vendor _____ Other _____

Other known characteristic or description of the alleged perpetrator:

Was anyone else present during the incident? Yes _____ No _____

Name(s) of Those Present:

Titles & Departments (if known):

The following people have been notified: Supervisor _____ Date/Time _____

WVPA Coordinator _____ Date/Time _____

Please List Full Name:

Title/Department:

Signature & Date:

Distribution: Copies to be retained by Employee and WVPA Coordinator



GREATER JOHNSTOWN SCHOOL DISTRICT
WORKPLACE VIOLENCE INCIDENT REPORT FORM 6190-F1
Completed by the Workplace Violence Prevention Coordinator

The District prohibits workplace violence and will not tolerate violence, threats of violence, or intimidating conduct in the workplace.

Workplace violence is defined as any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of their 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 an employee without their 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 the employee when the stalking has arisen through and in the course of employment.

Instructions

This report will be completed by the Workplace Violence Prevention Coordinator following a report of workplace violence. It will be maintained for use in the annual Workplace Violence Prevention Program review and update.

Information about the Alleged Victim

(The person alleged to have been injured by the workplace violence.)

Name: _____

If this is a privacy concern case, "Privacy Concern Case" should be entered above in the Name section. The District treats incidents involving the following injuries or illnesses as privacy concern cases: (1) an injury or illness to an intimate body part or the reproductive system; (2) an injury or illness resulting from a sexual assault; (3) mental illness; (4) HIV infection; (5) 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 (6) other injuries or illnesses, if the employee independently and voluntarily requests that their name not be entered on the Report.

**GREATER JOHNSTOWN SCHOOL DISTRICT
WORKPLACE VIOLENCE INCIDENT REPORT FORM (Cont'd.)**

Job title: _____

Work address: _____

Home phone: _____ Cell phone: _____ Work phone: _____

Email: _____

Information about the Alleged Perpetrator

(The person alleged to have committed workplace violence)

Name: _____

Alleged perpetrator's relationship to the District:

☐ Student	☐ Employee	☐ Job applicant
☐ Parent/legal guardian	☐ Volunteer	☐ Contractor/subcontractor/vendor/consultant
☐ Student teacher	☐ Intern	☐ Other _____

Primary building or location: _____

Further details including, if applicable, grade or title: _____

Alleged perpetrator's contact information:

Address: _____

Home phone: _____ Cell phone: _____ Work phone: _____

Email: _____

Information about the Alleged Incident

Date: _____ Time: _____

Location: _____

Provide a detailed description of the alleged incident, including events leading up to the incident and how the incident ended:

Describe the nature and extent of any injuries arising from the incident, including the name of the individual(s) injured:

Information about Witnesses

If possible, please list the names and known contact information for any witnesses, individuals who may have information related to this report, or individuals you have discussed the alleged incident(s) with:

District Response

Detail the actions that the District has taken in response to this incident of workplace violence:

Detail the actions that the District has taken or is considering as a result of the incident to prevent similar occurrences from happening in the future:

Completed by: _____
(Name and Title) (Date)



GJSD Completed Identified Risks and Control Methods

Click on Slide to View Completed Forms

Workplace Violence Prevention Program: Hierarchy of Controls

Specific controls we have or will implement to protect employees including:

- **Engineering controls:**
 - Panic alarms, door access controls, updated video cameras and monitoring system, Raptor visitor management system, lockdown systems, bullet-resistant glass, clocks, public address systems, speakers, radio purchases, etc. have been purchased, installed and/or are in the process of being installed and operationalized. (*Smart Schools Bond Project, and GJSD Capital Projects*)
 - Capital project plans include updated internal and external lighting, fence replacement, targeted building envelope and window replacement work as identified by our Building Conditions Survey; updating district-wide signage.

Also, View Training [Presentation](#) Slides 31-33