

Workplace Violence Prevention Plan



Enlarged City School District

Updated: 3/19/2024

Purpose

The District is committed to the safety and security of its employees. Workplace violence presents a serious occupational safety hazard. The goal of this policy is to promote the safety and well-being of all people 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, including involving law enforcement authorities when warranted. All employees are responsible for: helping to create an environment of mutual respect for each other, as well as students, parents, and other visitors; following all applicable documents; and for assisting in maintaining a safe and secure work environment.

Definitions

For purposes of this plan, the following definitions apply:

- a) "Employee" means a public employee working for an employer.
- b) "Authorized employee representative" means an employee authorized by the 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.
- c) "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.
- d) "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.
- e) "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.
- 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.

Prohibited Conduct

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

Workplace Violence Advisory Committee (WVAC)

The District will establish a Workplace Violence Prevention Advisory Committee that will meet annually. 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 Workplace Violence Prevention Program (WVPP).

The Workplace Violence Prevention Advisory Committee will include:

- a) The Workplace Violence Prevention Coordinator;
- b) Authorized employee representatives;
- c) The Chief Emergency Officer.

Authorized employee representatives will participate on the Workplace Violence Prevention Advisory Committee. Other responsibilities of the authorized employee representatives include, but are not limited to:

- a) Participating in the development and implementation of this policy.
- b) Assist in reviewing the Risk Evaluation.
- c) Developing the WVPP.

- d) Reviewing workplace violence incident reports annually to identify trends in the types of incidents reported, if any, on an annual basis.
- e) Reviewing the effectiveness of the mitigating actions taken.

Workplace Violence Prevention Coordinator

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

Reporting Workplace Violence

In order to make a report related to workplace violence, the following procedure should be followed:

- 1) To report an alleged incident of Workplace Violence, a Workplace Violence Incident Reporting Form is to be filled out.
- 2) This form is to be submitted to the building principal or the direct supervisor of the department. If any staff member is unsure who to submit the form to, it may be submitted directly to the Workplace Violence Prevention Coordinator or the secondary contact.
- 3) The building principal or direct supervisor will complete an investigation and coordinate mitigating actions, if necessary.
- 4) Upon completion of the investigation and mitigating actions, the report will be filed with the Workplace Violence Prevention Coordinator.

Workplace Risk Evaluation

On an annual basis, Workplace Risk Evaluation will be complete. See Appendix (Evaluation of the Physical Environment - Template).

Mitigating Risk

- a) Based on the Workplace Risk Evaluation, the following risk factors have been identified:

General Risks:

- Lack of security guards (SRO) at K-6 buildings.
- Staff occasionally work late or come in early.
- Money is being exchanged with the public for various reasons.
- Some staff either work alone or in small numbers.

Building / Location Specific Risks:

- Barry Primary: Classroom windows (exterior and doors) have excessive materials covering them.
- Randall Middle School: Large bushes on exterior of building provide security risk.
- Randall Middle School: Concern with exterior security due to nearby park.
- Kaufman Center: Concern with security due to bus garage doors frequently opening/closing and visitors for public events (BOE meetings, etc).

- High School - Nurse Office door is propped open, allowing easy access to the building from the main office.
- High School - Most classrooms do not have a phone list. Posted lists may not be updated.

b) The following methods will be used to prevent incidents of workplace violence:

General Methods / Actions:

- A Check-in/Check-out system for staff who work outside their usual hours will be implemented.
- Lock boxes to safeguard cash will be investigated to be installed in each school building.
- Scheduling considerations will be made related to the School Resource Officer to consider needs within all school buildings.
- Phone listings will be updated and posted by all classroom phones. An annual process at the beginning of the year will be implemented to update the listings. This listing will include key contacts such as the main office, nurse, guidance, and KC.

Building Specific Actions / Methods:

- Barry Primary: The District Safety Officer will work with the school Principal to ensure appropriate visual access to all classrooms.
- Randall Middle School: Landscape maintenance will take place to mitigate risks associated with exterior bushes.
- Randall Middle School: School staff will bring a radio with them when supervising student activity on the exterior of the building.
- High School: The nurse office door that accesses the main office will be closed and locked at all times. An electronic key access system will be installed.
- District Office: Interior doors will be locked during regular business hours.

c) All incidents of workplace violence will be reported using the designated form. These forms are to be turned into a direct supervisor or to the Workplace Violence Prevention Coordinator. All reports must be in writing. These reports will be maintained for the annual program review.

d) A program review and update will occur on at least an annual basis. This review and update will detail any mitigating steps taken in response to any incident of workplace violence.

Training Plan

The District shall provide its employees with information and training on the risks of occupational assaults and homicides in their workplace or workplaces at the time of their initial assignment and annually thereafter. This will occur through new teacher and staff orientation as well as through an annual training.