

Workplace Violence Prevention Program

The safety and security of Whitehall Central School District's employees, students, and visitors is very important. Threats, threatening behavior, acts of violence, or any related conduct that disrupts the work of an individual, or the district's ability to execute its mission, will not be tolerated.

For the purpose of this policy, "workplace" means any location, either permanent or temporary, where an employee or contractor appointed by the district performs any work-related duty. This includes, but is not limited to, the buildings and surrounding perimeters including the parking lots, athletic fields, alternate work locations, and travel to and from work assignments.

For the purpose of this policy, "workplace violence" is defined as any physical assault or act of aggressive behavior occurring where a district employee performs any work-related duty in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee: any intentional display of force which would give an employee reason to fear or expect bodily harm: intentional and wrongful physical contact with a person without his or her consent that entails some injury: or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Any acts of violence against our employees while 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 and visitors, following all policies, procedures, and practices, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of New York State Labor Law Art. 27-b. The process involved in complying with this law includes workplace evaluation that is designed to identify the risks of workplace violence to which our employees could be exposed.

Work Environment

The best prevention strategy is to maintain an environment which minimizes negative feelings, such as isolation, resentment, and hostility among employees. Although no workplace can be perceived as perfect by every employee, there are several steps that the district can take to help create a professional, healthy, and caring work environment. These include, but are not necessarily limited to:

- promoting sincere, open, and timely communication among administrators, employees, and union representatives;
- offering opportunities for professional development;
- fostering a family-friendly work environment;
- maintaining mechanisms for complaints and concerns and allowing them to be expressed in a non-judgmental forum that includes timely feedback to the initiator;
- promoting "quality of life" issues such as facilities and job satisfaction; and
- maintaining impartial and consistent discipline for employees who exhibit improper conduct and poor performance.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Injuring another person physically.
- Engaging in behavior that creates a reasonable fear of injury to another person.
- Engaging in behavior that subjects another individual to extreme emotional distress.
- Possessing, brandishing, or using a weapon that is not required by the individual's position while in the workplace or engaged in district business.
- Intentionally damaging property.
- Threatening to injure an individual or to damage property.
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.
- Retaliating against any employee who, in good faith, reports a violation of this policy.

District's Commitment

The district is committed to preventing workplace violence incidents. Any person who makes threats, exhibits threatening behavior, or engages in violent acts in the workplace, may be removed from the district's premises pending the outcome of an investigation. Complaints involving workplace violence will not be ignored and will be given the attention they deserve. The district's **safety and health committee along with the designated workplace violence contact person** will work toward preventing workplace violence in the following ways.

- Enforcing workplace rules
- Encouraging reporting of all types of workplace violence
- Workplace Violence Prevention Policy Statement. **(Appendix 1)**
- Review of workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken. **(Appendix 2)**
- Review of disciplinary and workers compensation records at least annually to identify patterns, if any, or injuries in particular areas of the workplace or incidents which involve specific operations or specific individuals **(Appendix 2)**
- Review at least annually of relevant policies, practices, and procedures that may impact the risk of workplace violence **(Appendix 2)**
- Review at least annually the physical environment in which employees work to assess if workplace violence can be mitigated with engineering controls **(Appendix 3)**
- Review at least annually of risk and mitigation efforts to assess if methods and means by which the risk is being mitigated are effective **(Appendix 4)**
- Training to increase employee awareness of the signs and effects of workplace violence **(Appendix 5)**
- Documenting incidents that occur that meet the NYS Department of Labor's definition of Workplace Violence on a Workplace Violence Incident Report. **(Appendix 6)**

In situations where the hazard cannot be completely eliminated, the district will use the following control measures to reduce the risk to employees:

Engineering Controls to reduce the hazard through substitution or design. An example of an engineering control would be the installation of a physical barrier to protect employees from members of the public (windows, deep counters). Engineering controls are not always feasible. If engineering controls are not feasible, the district will then consider work practice controls.

Work Practice Controls reduce the hazard by changing organizational policies and procedures. An example of work practice control would require check-in procedures and/or itineraries to account for employees who work alone and are not under the direct supervision of management. If engineering controls and work practice controls are not feasible, the district will then consider providing personal protective equipment to employees.

Personal Protective Equipment will be used as a last resort if other control measures are not feasible. An example of personal protective equipment would be ballistic body armor for law enforcement personnel.

Reporting

Any reports of workplace violence must be in writing and maintained by the districts designated workplace violence contact person. Although there are many reasons these reports need to be maintained, one of the main purposes is for review. By allowing redacted documents to be available for review the safety and health committee in conjunction with the workplace violence designated contact person can and will take appropriate action to mitigate workplace violence. The system our district will be using for reporting all workplace violence incidents is located in Appendix 6 (Workplace Violence Incident Report) of this document. Please fill out Appendix 6 and return the page to Heather Morcombe, the workplace violence designated contact person.

(Appendix 6)

Designated Contact Person: Patrick Dee

Title: Superintendent

Department: District Administration

Phone: 518-499-1772

Email: pdee@railroaders.net

Training

All Whitehall Central School District employees will participate in the Workplace Violence Prevention Training Program annually. The goal of this training is to promote the safety and well-being of all people in our district. This training will have 4 main discussion points:

1. Overview of requirements from the workplace violence regulations
2. Review of other policies in place that may be relevant:
3. Risk factors specific to the workplace that were identified in the risk evaluations:
4. Privacy Concerns

All district personnel are responsible for notifying the contact person designated in this document of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received. **(Appendix 6)**

Appendix 1

Workplace Violence Prevention Policy

The Whitehall Central School District is committed to the safety and security of our employees. Workplace violence presents a serious occupation safety and health hazard to our district, staff, and students.

Workplace violence is defined as any physical assault or act of aggressive behavior occurring where a district employee performs any work-related duty in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee: any intentional display of force which would give an employee reason to fear or expect bodily harm: intentional and wrongful physical contact with a person without his or her consent that entails some injury: or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Any acts of violence against our staff while 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 and visitors, following all policies, procedures, and practices, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of New York State Labor Law Art. 27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law includes workplace evaluation that is designed to identify the risks of workplace violence to which our employees could be exposed.

Authorized employee representative(s) will, at minimum, be involved in:

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

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

Designated Contact Person:

Patrick Dee, Superintendent

518-499-1772

pdee@railroaders.net

Appendix 2

Whitehall CSD Records and Policy Review for WPV

<p>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.</p>	
Record Examination	Results of the examination
a. SH900, SH900.1, SH 900.2 reviewed 2021-2023	Records reviewed, no injuries recorded as a result of Workplace Violence
Workplace Violence Incident Reports	None on file as WPV Prevention in-process of being developed
Personnel Disciplinary Reports	Records checked by H.R. No incidents of staff facing discipline due to committing workplace violence against another staff member
Workers' Compensation Reports Injury Reports reviewed 2021-2023	<p>2021 - none reported</p> <p>2022 - 2 reports of injuries to employees as a result of workplace violence incidents from students (scratch, bite, kick, etc.)</p> <p>2023 - 3 reports of injuries to employees as a result of workplace violence incidents from students (scratch, bite, kick, etc.)</p>

Assessment of Relevant Policies, Practices, and Procedures

<p>Instructions: Conduct an assessment of policies, work practices and procedures that may impact the risk of workplace violence.</p>	
<p>Reviewed Policies, Practices and Procedures</p>	<p>Record the results of the assessment and any associated risks below.</p>
<p>Sexual Harassment District Wide Safety and Health Plans Building Level Emergency Response Plans</p> <p>Examples of work practices and procedures: Controlled access for visitors I.D. Badges usage and procedures After-hours contact procedures Training on how to control/defuse potentially violent situations Supplied relevant personnel with radios TCI Procedures</p>	<p>Policies and procedures were reviewed by the District and appear to be appropriate for a K-12 organization.</p>

Appendix 3

In accordance with the Workplace Violence Prevention Regulation 12 NYCRR PART 800.6 (g)(viii) The information contained in Appendices 3 and 4 are confidential and may not be shared outside the Whitehall Central School District and need not be posted.

Evaluation of the Physical Environment

Location: Whitehall Bus Garage Building				
Person(s) conducting the evaluation: Kevin Dougherty & Penny Hollister				
Date of assessment: 12/27/23				
<p>This section requires the participation of the designated workplace violence contact person. Instructions: all sections below refer to present conditions. Check “NA” for any items you do not consider applicable to the work site being evaluated. Using the information from sections 1-3 and your working knowledge of the building, describe in section 4 the building i.e. number of stories, number of entrances and exits, number of employees, access to the building, security features, and areas of concern related to security. Using the information in sections 1-4 list the specific hazards related to this evaluation in Section 5.</p>				
Items	Yes	No	NA	Notes/Comments
1. Security Features				
Reception area available		✓		
Barriers to separate visitors from work area		✓		
Separate interview areas		✓		
Emergency numbers posted by phone		✓		
Multiple exits	✓			
Unobstructed office exits	✓			
Door control(s) i.e locks, remote buzzer, panic bars		✓		
Door alarms		✓		
Lockdown button		✓		
Adequate lighting in and around the workplace	✓			
Parking lot well lit		✓		
Panic buttons		✓		
Video monitor		✓		
Landscaping to provide unobstructed view of the workplace	✓			
Limiting the posting of signs on windows			✓	
Other:				

Items	Yes	No	NA	
2. Factors That Might Place Employees at Risk				Notes/Comments
Work in public setting	✓			Bus drivers drive in public
Work late night or early morning hours	✓			Drivers drive at night and return buses late after school events. Cleaning staff in building late at night.
Exchange money with the public		✓		
Work alone or in small numbers	✓			Bus drivers when returning late from after school event
Work in a location with uncontrolled public access	✓			Bus drivers drive in public
Work in area of previous security concern		✓		
Any other factors that may place the employee at risk		✓		Employees are exposed to incidents of violence and threats by students. (scratching, biting, hitting, kicking, pushing, etc.) Certain work assignments may have an increased risk of violence.
Items	Yes	No	NA	
3. Security Guards				Notes/Comments
Are security guards present at the location		✓		
Are guards posted at entrance(s)		✓		
Do guards patrol the building		✓		
Are guards provided with communication? If yes, indicate what type in notes.		✓		
Any other relevant information: (i.e. SRO)	✓			SRO on Whitehall Campus
4. Description of the building: Using the information from sections 1-3 and your working knowledge of the building, describe the building in section 4 (number of entrances and exits, number of employees, access to the building, security features, areas of concern related to security).				
Brick exterior construction building. 3 pedestrian doors, 2 Garage Bay doors. 23 Personnel work from this building including Bus Drivers.				

5. Specific Hazards: Using the information from sections 1-4 list the specific hazards related to this evaluation in Section 5.

- **Bus Garage entry doors left unlocked during daytime business hours.**
- **Cleaning staff work alone at night in this building**
- **Bus drivers return alone late at night from school events**
- **Bus drivers work in uncontrolled public access areas**
- **No panic alarm or portable radios**
- **Employees are exposed to incidents of violence and threats by students. (scratching, biting, hitting, kicking, pushing, etc.) Certain work assignments may have an increased risk of violence**

Evaluation of the Physical Environment

Location: Whitehall CSD Jr/Sr High School				
Person(s) conducting the evaluation: Kevin Dougherty				
Date of assessment: 12/14/23				
<p>This section requires the participation of the designated workplace violence contact person. Instructions: all sections below refer to present conditions. Check "NA" for any items you do not consider applicable to the work site being evaluated. Using the information from sections 1-3 and your working knowledge of the building, describe in section 4 the building i.e. number of stories, number of entrances and exits, number of employees, access to the building, security features, and areas of concern related to security. Using the information in sections 1-4 list the specific hazards related to this evaluation in Section 5.</p>				
Items	Yes	No	NA	Notes/Comments
1. Security Features				
Reception area available	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Barriers to separate visitors from work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Separate interview areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency numbers posted by phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Multiple exits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unobstructed office exits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Door control(s) i.e locks, remote buzzer, panic bars	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Door alarms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lockdown button	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	located in Greeter's area
Adequate lighting in and around the workplace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parking lot well lit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Panic buttons	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Video monitor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	monitored by Greeter
Landscaping to provide unobstructed view of the workplace	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Limiting the posting of signs on windows	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Items	Yes	No	NA	
2. Factors That Might Place Employees at Risk				Notes/Comments
Work in public setting	X			On and off-site events such as sporting events, concerts, conferences, meetings, Board Meetings, etc
Work late night or early morning hours	✓			Custodians and school officials work early in the morning and late at night and alone
Exchange money with the public		✓		
Work alone or in small numbers	✓			Custodians and school officials work early in the morning and late at night and alone
Work in a location with uncontrolled public access	✓			On and off-site events such as sporting events, concerts, conferences, meetings, Board Meetings, etc
Work in area of previous security concern		✓		
Any other factors that may place the employee at risk	✓			<p>Employees are exposed to incidents of violence and threats by students. (scratching, biting, hitting, kicking, pushing, etc.) Certain work assignments may have an increased risk of violence.</p> <p>Employees work outside the school building where the public has uncontrolled access. (building and grounds personnel, PE teachers, recess monitors, etc.)</p>
Items	Yes	No	NA	
3. Security Guards				Notes/Comments
Are security guards present at the location		✓		
Are guards posted at entrance(s)		✓		
Do guards patrol the building		✓		
Are guards provided with communication? If yes, indicate what type in notes.		✓		
Any other relevant information: (i.e. SRO)	✓			1 SRO on Whitehall Campus
4. Description of the building: Using the information from sections 1-3 and your working knowledge of the building, describe the building in section 4 (number of entrances and exits, number of employees, access to the building, security features, areas of concern related to security).				

Brick exterior construction building.
Access controlled by Proximity Card readers on most doors. Secure vestibule located at Main Door, exterior doors remain unlocked, doorbell with camera located inside vestibule. Greeter area located inside school across the hall from vestibule. Greeter interviews visitors inside vestibule, then allows access. Greeter area is not secure.
14 Exterior CCTV Cameras on the building, 35 Interior CCTV Cameras. Approximately 60 personnel work in this building

5. Specific Hazards: Using the information from sections 1-4 list the specific hazards related to this evaluation in Section 5.

- **Visitors allowed inside school through vestibule to meet in person with Greeter**
- **Unsecure Greeter area**
- **Custodians and school officials work early in the morning and late at night and alone**
- **On and off-site events such as sporting events, concerts, conferences, meetings, Board Meetings, etc**
- **Employees are exposed to incidents of violence and threats by students. (scratching, biting, hitting, kicking, pushing, etc.) Certain work assignments may have an increased risk of violence.**
- **No panic alarm system in high-risk areas (Greeter Area, Main Office, Principal's, and Superintendent's offices)**
- **Employees work outside the school building where the public has uncontrolled access. (building and grounds personnel, PE teachers, recess monitors, etc.)**

Evaluation of the Physical Environment

Location: Whitehall CSD Elementary School				
Person(s) conducting the evaluation: Kevin Dougherty				
Date of assessment: 12/14/23				
<p>This section requires the participation of the designated workplace violence contact person. Instructions: all sections below refer to present conditions. Check "NA" for any items you do not consider applicable to the work site being evaluated. Using the information from sections 1-3 and your working knowledge of the building, describe in section 4 the building i.e. number of stories, number of entrances and exits, number of employees, access to the building, security features, and areas of concern related to security. Using the information in sections 1-4 list the specific hazards related to this evaluation in Section 5.</p>				
Items	Yes	No	NA	Notes/Comments
1. Security Features				
Reception area available	✓			
Barriers to separate visitors from work area	✓			
Separate interview areas	✓			
Emergency numbers posted by phone	✓			
Multiple exits	✓			
Unobstructed office exits	✓			
Door control(s) i.e locks, remote buzzer, panic bars	✓			
Door alarms	✓			
Lockdown button	✓			located in Principals office
Adequate lighting in and around the workplace	✓			
Parking lot well lit	✓			
Panic buttons		✓		
Video monitor	✓			monitored by Greeter
Landscaping to provide unobstructed view of the workplace	✓			
Limiting the posting of signs on windows	✓			
Other:				

Items	Yes	No	NA	
2. Factors That Might Place Employees at Risk				Notes/Comments
Work in public setting	XX			On and off-site events such as sporting events, concerts, conferences, meetings, Board Meetings, etc
Work late night or early morning hours	✓			Custodians and school officials work early in the morning and late at night and alone
Exchange money with the public		✓		
Work alone or in small numbers	✓			Custodians and school officials work early in the morning and late at night and alone
Work in a location with uncontrolled public access	✓			On and off-site events such as sporting events, concerts, conferences, meetings, Board Meetings, etc
Work in area of previous security concern		✓		
Any other factors that may place the employee at risk	✓			Employees are exposed to incidents of violence and threats by students. (scratching, biting, hitting, kicking, pushing, etc.) Certain work assignments may have an increased risk of violence. Employees work outside the school building where the public has uncontrolled access. (building and grounds personnel, PE teachers, recess monitors, etc.)
Items	Yes	No	NA	
3. Security Guards				Notes/Comments
Are security guards present at the location		✓		
Are guards posted at entrance(s)		✓		
Do guards patrol the building		✓		
Are guards provided with communication? If yes, indicate what type in notes.		✓		
Any other relevant information: (i.e. SRO)	✓			1 SRO on Whitehall Campus
4. Description of the building: Using the information from sections 1-3 and your working knowledge of the building, describe the building in section 4 (number of entrances and exits, number of employees, access to the building, security features, areas of concern related to security).				
Brick exterior building. Access is controlled by Proximity Card readers on most doors. Greeter Area at Main Door protected by secure vestibule where Greeter vets visitors through bank teller style window before entry gained into school. Metal Automatic Roll Down door exists at greeter's window, providing further protection to greeter.				

8 Exterior CCTV Cameras on the building, 19 Interior CCTV Cameras. Approximately 70 personnel work in this building

5. Specific Hazards: Using the information from sections 1-4 list the specific hazards related to this evaluation in Section 5.

- **Custodians and school officials work early in the morning and late at night and alone**
- **On and off-site events such as sporting events, concerts, conferences, meetings, Board Meetings, etc**
- **Employees are exposed to incidents of violence and threats by students. (scratching, biting, hitting, kicking, pushing, etc.) Certain work assignments may have an increased risk of violence.**
- **No panic alarm system in high-risk areas (Greeter Area, Main Office, Principal's, and Superintendent's offices)**
- **Employees work outside the school building where the public has uncontrolled access. (building and grounds personnel, PE teachers, recess monitors, etc.)**

Appendix 4

In accordance with the Workplace Violence Prevention Regulation 12 NYCRR PART 800.6 (g)(viii) The information contained in Appendices 3 and 4 are confidential and may not be shared outside the Whitehall Central School District and need not be posted.

District Wide Risks and Mitigation Efforts

Risks Identified through Record Review and/or Risk Evaluation	Methods and means by which the risk is being addressed
<p>Identified Risk# 1 -Custodians and school officials work alone or in separate locations throughout district buildings early in the morning and late at night</p>	<ul style="list-style-type: none"> - Ensure every affected employee member has a radio while they are working alone - Require buddy system or check-in procedure
<p>Identified Risk#2 -Employees are exposed to incidents and threats of violence from students such as kicking, biting, hitting, scratching etc. Certain work assignments may have an increased risk of violence.</p>	<ul style="list-style-type: none"> - Additional training in various disciplines - Utilize Personal Protective Equipment - Consider use of furniture to create barriers - Code of conduct
<p>Identified Risk#3 -Employees exposed to uncontrolled public access during on and off-site events such as athletics, concerts, conferences, plays, afterschool activities, board meetings, home visits etc</p>	<ul style="list-style-type: none"> - Conduct a risk assessment for off and on-site events - Additional measures such as security personnel or police or buddy system
<p>Identified Risk#4- No Panic Alarm Buttons in areas such as the Greeter/Reception, principal offices, Superintendent’s office</p>	<ul style="list-style-type: none"> - Installation of a panic alarm system
<p>Identified Risks #5- Employees work outside the school building where the public has uncontrolled access. (building and grounds personnel, PE teachers, recess monitors, etc.)</p>	<ul style="list-style-type: none"> - Ensure the employees working outside the building have radios in order to quickly communicate situations

<p>Identified Risk# 6- Bus Garage entry doors left unlocked during daytime business hours</p>	<ul style="list-style-type: none"> - Keep doors locked or install proximity card readers to control access
<p>Identified Risk#7- During off-site visits Bus drivers are alone during events, and return bus alone late at night at bus garage</p>	<ul style="list-style-type: none"> - Installation of duress buttons in buses - Establish check in procedure for when drivers arrive at Bus Garage late at night, and then check in when they leave
<p>Identified Risk#8- Jr/Sr High School Main entrance allows for visitors to go inside school through vestibule to meet in person with Greeter</p>	<ul style="list-style-type: none"> - Redesign and construct a secure vestibule where greeters are protected by a barrier from the public and visitors do not have to enter the school building prior to being registered/screened

Appendix 5

Workplace Violence Prevention Training Outline

Information and training for all employees will include:

1. Overview of requirements from the workplace violence regulations
 - A. Develop a written policy statement – Whitehall Central School District must develop a written policy statement about the employer’s workplace violence prevention program goals and objectives and provide for a full employee participation through an authorized employee representative. The policy statement must be posted where notices to employees are normally posted.
 - B. Conduct a risk evaluation – employers must examine their workplace to determine if existing or potential hazards exist that might place employees at risk of occupation assaults or homicides.
 - C. Develop a workplace violence prevention program - employers must develop a program with input from employees or an authorized employee representative that among other things includes the following: risk factors identified through the risk evaluation; how the identified risks will be addressed; the methods that will be used to try to prevent workplace violence incidents; a system to report and record any workplace violence incidents that occur in the workplace; a written outline or lesson plan for employee program trainings; and a plan to review and update the program at least once a year.
 - D. Provide Training and information for employees - employers must provide each employee with information and training on the risks of workplace violence in their workplace at least once a year and anytime significant changes are made to the workplace violence prevention program.
2. Other policies in place that may be relevant:
 - A. Domestic Violence
 - B. Firearms
 - C. Sexual Harassment Prevention
3. Risk factors specific to the workplace that were identified in the risk evaluation:
 - A. Measures that employees can take to protect themselves from the identified risks including specific procedures that the employer has implemented such as:
 - I. Incident alert and notification procedures
 - II. Appropriate work practices
 - III. Emergency procedures
 - IV. Use of security alarms and other devices
 - B. Procedures to report incidents of workplace violence.
 - C. Location of the written workplace violence prevention program and how to obtain a copy.
4. Privacy Concerns
 - A. How will sensitive information be handled?

Note: Information otherwise kept confidential for security reasons does not have to be disclosed to all employees. Examples of confidential information include but are not limited to information that would interfere with law enforcement investigations or judicial proceedings, would deprive a person of a right to a fair trial, would identify a confidential source or disclose confidential information relating to a criminal

investigation, would reveal criminal investigative techniques or procedures except routine techniques and procedures, or would endanger the life or safety of any person.

Appendix 6

WORKPLACE VIOLENCE INCIDENT REPORT FORM

Date of Incident: _____ Time: _____ Location/Building: _____

Provide a detailed description of the incident(s) below

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

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

Name of employee/title reporting the incident:

Names/Titles of involved employees:

Names of Witnesses:

Description of the incident: (include events leading up to the incident and how it ended)

Name of alleged perpetrator(s) and relationship to employee (i.e. co-worker, student, etc.)

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

FOR DISTRICT USE ONLY:

Actions taken in response to this incident, include actions being considered to prevent similar occurrences from happening in the future:

Signature of WPV Coordinator

Date

Case log #: _____ WC Case #: _____