

Syosset Central School District
Workplace Violence
Prevention Program
2023-2024

Workplace Violence Prevention Statement

The Syosset Central School District is committed to establishing and maintaining a work environment that is safe and free of unlawful harassment, threats, coercion, intimidation and violence. Workplace violence is a safety hazard to the district, its employees, and everyone in the workplace, and will not be tolerated. All employees are expected to work together to create and maintain a safe and respectful work environment for everyone.

Workplace violence is defined as any physical assault or act of aggressive behavior occurring where employees perform 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 a person without their consent that entails some injury; or
- d. stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

All employees are responsible for notifying their supervisor or other designated contact person of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received. All acts of workplace violence will be promptly and thoroughly investigated, and appropriate action will be taken, including contacting law enforcement where necessary.

Title: Executive Director of Human Resources

Department: Human Resources

Phone: 516-364-5691

E-mail: imorgenstern@syossetschool.org

As required by Labor Law §27-b, the district will develop and implement a Workplace Violence Prevention Program to comply with the law and its implementing regulations. The Program will include elements required by law and regulation, including:

- a. the risk factors present in the workplace;
- b. the methods the district will use to prevent incidents of violence in the workplace;
- c. the methods and means by which the district will address specific identified hazards;
- d. a system to report workplace violence incidents in writing;
- e. a written outline for employee training; and
- f. a plan for annual program review and update.

WORKPLACE VIOLENCE PREVENTION PLAN

In developing the Workplace Violence Prevention Program, the district will conduct an evaluation to identify likely potential risks of violence in the workplace. Authorized employee representative(s) will be involved in:

- a. evaluating the physical environment.
- b. developing the Workplace Violence Prevention Program; and
- c. 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.

Employee rights and responsibilities:

Employees have the right to expect a safe work environment that is free from violence, threats and harassment. Employees can contribute to this by:

- Accepting and adhering to the school district's preventive practices.
- Being aware of and reporting violent or threatening behavior and being cognizant of other warning signs.
- Adhering to procedures established by the workplace violence prevention program including how to report incidents through the school district designated contact person.
- Attending annual training on the school districts' violence prevention program to become aware of legislative requirements, risk factors identified in the school district, control measures, how to report an incident, and how to access the school districts written violence prevention program.

Employees should be aware that they are protected from employer retaliation of any type for exercising their rights under the law.

Allegations of Violations and Non-Retaliation

The process for employees to allege violations of the workplace violence prevention program to the state Commissioner of Labor, and the employment protections for doing so, is set forth in Labor Law §27-b and 12 NYCRR §800.6 and includes the following:

A "serious violation" of the workplace violence prevention program is the failure to develop and implement a program or address situations which could result in serious physical harm. "Imminent danger" is any condition or practice in the workplace where 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 these complaint procedures.

Employees or their representatives who believe that a serious violation of the workplace violence prevention program exists or that an imminent danger exists (as defined above), must bring the matter to their supervisor's attention in writing, and must give the district a reasonable opportunity to correct the activity, policy or practice, before notifying the Commissioner of Labor. However, such prior written notice and opportunity for correction is not required if there is an imminent danger or threat to the safety of a specific employee, and the employee reasonably believes in good faith that reporting to a supervisor would not result in corrective action.

WORKPLACE VIOLENCE PREVENTION PLAN

To the extent possible, all complaints will be treated in a confidential manner, although limited disclosure may be necessary to complete a review. If, after the matter has been brought to a supervisor's attention and a reasonable opportunity to correct the issue has passed, the issue has not been resolved and the employee still believes that a violation of the workplace violence prevention program remains or that an imminent danger exists, employees or their representatives may request an inspection from the Commissioner of Labor in writing. The Commissioner will provide a copy of the request to the district, but the employee may request that their name be withheld.

A district representative and authorized employee representative may accompany the Commissioner of Labor during the inspection to assist in the inspection. If there is no authorized employee representative, the Commissioner will consult with district employees concerning workplace safety.

The district will not take retaliatory action (terminate, suspend, demote, penalize, discriminate, or other adverse employment action in the terms and conditions of employment) against any employee because they have alleged a serious violation of the workplace violence prevention program, or imminent danger exists, requested an inspection by the Commissioner of Labor, or accompanied the Commissioner on the inspection, as prescribed by state law and regulation.

Employer responsibilities:

The district has a legal and ethical obligation to support a work environment that reduces the potential for threats and violence. The workplace violence prevention program will include the following:

- Adopting a workplace violence prevention program and communicating that program to all employees.
- Providing annual training to all employees in order to share all aspects of the school districts violence prevention program including the requirements of the New York State Department of Labor legislation, 12 NYCRR Part 800.6.
- Encouraging employees to report workplace violence and creating a supportive environment that fosters reporting and condemns any retaliatory actions.
- Adopting fair and consistent disciplinary practices.
- Creating an environment of trust and respect among workers and between employees and management.
- Working with outside agencies including law enforcement when necessary.

As required through the SAVE legislation, the district has implemented many protective factors which will continually be re-accessed and updated as needed. The risk evaluation which will review violent incident records, policies, practices and procedures, and a physical environment audit shall be the basis for further improvement. Some of our current practices include but are not limited to:

- Annual violence prevention training, including components on mental health, every school year.
- Workplace security through video surveillance, security guards and aides, alarm systems, appropriate lighting in all locations, identification badges for students and staff, visitor monitoring and escort systems.
- Providing safety and security procedures for after-hour events.

WORKPLACE VIOLENCE PREVENTION PLAN

- Providing safety and security procedures for after-hour workers.
- Providing monitoring and communication for off-site and remote workers.
- Providing communication for all staff required to supervise outdoor activities, allowing for immediate communication between those staff members and the main building.
- Lockdown, lockout and evacuation systems allowing for audible and visual communication with all building occupants and outside staff.
- Utilization of mass notification systems when needed.

The district has created a violence prevention program to satisfy the requirements of both the New York State Department of Education SAVE legislation and the New York State Department of Labor Workplace Violence Prevention Program (WVPP) defined under 12 NYCRR Part 800.6.

The documents within the Plan will provide the tools to comply with the specific requirements and components of the WVPP. As stated in the legislation the purpose and intent is “to ensure that the risk of workplace assaults and homicides is evaluated by affected public employers and their employees and that such public employers design and implement protection programs to minimize the hazard of workplace violence to employees.” In compliance with the legislation, we are providing the following:

Employee Notice and Training

As required by law, all employees will participate in the Workplace Violence Prevention Training Program at the time of initial assignment and annually thereafter. Employees must be trained on:

- a. the details of the workplace violence prevention program.
- b. the measures they can take to protect themselves from risks of violence; and
- c. the specific procedures the district has implemented to protect employees (such as appropriate work practices, emergency procedures, and the use of security alarms).

Additionally, at the time of initial assignment and at least annually, employees will be informed of the requirements of Labor Law §27-b, the risk factors identified in the workplace, and the location of the district’s Workplace Violence Prevention Program.

Each employee must be provided with information and training on the risks of workplace violence in their workplace(s). Training must be provided at the time of the employee’s initial assignment and at least annually thereafter. Information as necessary shall be provided to affected employees whenever significant changes are made to the workplace violence prevention program.

At a minimum training shall address the following:

- o The requirements of the workplace violence regulations, described here, and the risk factors that were identified in the risk evaluation determination;
- o Measures that the employees can take to protect themselves from the identified risks including specific procedures that the employer has implemented to protect employees, such as incident alert and notification procedures, appropriate work practices, emergency procedures and the use of security alarms and other devices;
- o The location of the written workplace violence prevention program and how to obtain a copy

Reference Attachment No. 3 for a written outline for the employee training program.

Below is the Workplace Violence Prevention Policy. It can also be located on the Syosset website: <https://www.syossetschools.org/domain/119>.

Workplace Violence Prevention Policy 9120:

The Board of Education is committed to the safety and security of the School District's employees, students, visitors, contractors, and members of the surrounding communities. All School District employees are responsible for fostering an environment of mutual respect for each other as well as students, visitors, contractors, and members of the community, following all policies, procedures, and practices, and for assisting in maintaining a safe and secure work environment. To proactively address the potential for workplace violence, the School District has developed a Workplace Violence Prevention Program ("WVPP") and will not tolerate any act of, or threats of, workplace violence.

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

Acts of violence against the School District's employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving notifying law enforcement authorities when warranted.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on School District property will be removed from the School District's premises, as quickly as possible. Any School District employee found to be in violation of this policy will receive appropriate disciplinary action up to and including termination. Any disciplinary action will be in accordance with applicable laws, rules, regulations, and collective bargaining agreements. Any employee of an outside contractor found to be in violation of this policy may result in the suspension and/or termination of any business relationship (including existing contracts) and criminal prosecution of those involved.

The School District recognizes that its employees play an important role in identifying and reporting acts, or threats of workplace violence. Therefore, information pertaining to the identification and reporting of workplace violence will be disseminated to the School District's employees.

To address the potential for workplace violence and to comply with the requirements of the New York State Workplace Violence Prevention Law, the School District's WVPP will include, but not be limited to:

1. Risk Evaluation: The School District will perform a risk evaluation of its facilities to

WORKPLACE VIOLENCE PREVENTION PLAN

determine the presence of factors or situations that might place employees at risk from occupational assaults and/or other forms of workplace violence. The results of this evaluation will be incorporated into the School District's written WVPP and reviewed annually by the School District's administrative staff.

2. Written Workplace Violence Prevention Program (WVPP): The School District has developed a written WVPP. The WVPP will be distributed to all employees. In addition, a copy of the WVPP will be maintained in the office of the Superintendent of Schools.
3. Training and Information: The School District will provide training and information to employees, at the time of initial hiring and annually thereafter, of the New York State Workplace Violence Prevention Law, the workplace risk factors identified in the School District's Risk Evaluation, and the location and availability of the School District's WVPP.
4. Review: The Superintendent of Schools or designee will review workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and review the effectiveness of the mitigating actions taken.

Ref. New York Labor Law §27-b 12 NYCRR Part 800.6

INTRODUCTION

This Workplace Violence Prevention Program is designed to prevent, minimize and respond to any workplace violence incidents in accordance with Labor Law 27-b and Code Rule 800.6, "Public Employer Workplace Violence Prevention Programs."

Workplace Violence is defined as any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to:

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

RISK FACTORS

The Syosset Central School District has evaluated its workplaces to determine the presence of factors or situations in such workplaces that might place employees at risk of workplace violence. An evaluation of relevant records including past reports of workplace violence incidents and injuries to identify patterns in the type and cause of injury as well as in particular workplaces, operations or individuals was conducted. A review of relevant policies, work practices and work procedures that may impact the risk of workplace violence was also completed. Lastly, an

WORKPLACE VIOLENCE PREVENTION PLAN

evaluation of the physical workplaces was completed to determine the presence of factors which may place employees at risk of workplace violence.

Below is a list of the risk factors identified as a result of the workplace examinations;

- o Violence directed at employees by students.
- o Violence directed at employees by parents or guardians of students.
- o Violence against coworkers, supervisors, or administrators by a present or former employee.
- o Violent acts by criminals who have no other connection with the workplace but enter to commit a crime.
- o Violent acts by an approved contractor or visitor to the workplace upon an employee.
- o Violence at the workplace by a non-employee, but who has a personal relationship with an employee, this includes domestic violence related incidents that occur at the workplace

Employee vulnerability varies across the workplaces and is based on a number of factors.

Workplaces with increased vulnerability include work practices that can involve;

- o Working alone or in small numbers
- o Working late after typical operating hours
- o Working early morning hours
- o Working evening shifts
- o Working in high-risk locations or job duty functions with known previous security problems or vulnerabilities

Workplace Violence Prevention

Methods used to prevent the occurrence of workplace violence incidents include but are not limited to;

- o enforcing existing workplace policies and procedures,
- o training to increase employee awareness of the signs/effects of workplace violence,
- o the importance of swift reporting of workplace violence incidents and injuries,
- o making high-risk areas more visible to more people,
- o ensuring sufficient external lighting,
- o adequate security camera coverage in common spaces (corridors, stairwells, entrances, exterior parking lots),
- o establishing and implementing reporting systems for incidents of workplace violence

Hierarchy of Controls

In situations where the risk associated with a potential workplace violence hazard cannot be completely eliminated, control measures can be used to reduce the risk to employees. A hierarchy of controls to adhere to are as follows; engineering controls, work practice controls, and personal protective equipment.

- i. Engineering Controls 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 a member of the public (security vestibule, greeter windows, deep counters). Engineering controls are not always feasible. If engineering controls are not feasible, then consideration is given to work practice controls.

WORKPLACE VIOLENCE PREVENTION PLAN

- ii. Work Practice Controls reduce the hazard by changing organizational policies and procedures. An example of a work practice control would be requiring check-in procedures and/or itineraries to account for employees who work alone and are not under the direct supervision of administrators.
- iii. Personal Protective Equipment (PPE); For the most part, this type of intervention is not relevant to workplace violence prevention. However, there can be some job duties PPE would be appropriate; body armor for law enforcement personnel or armed security guards, or in some cases aids could don specific PPE based upon student anticipated behaviors.

Policies, plans and procedures applicable to workplace violence prevention, hazard mitigation and notification are consistent with the above control methods.

Hazard Mitigation

Hazard mitigation includes the methods and means by which the employer shall address each specific risk identified in the workplace evaluation. The table in Attachment No. 1 lists the risk factors compiled and assigns control measures for each specific hazard identified.

Incident Reporting

If the workplace violence situation warrants a response from emergency services, all building occupants are authorized to request via established and available communication tools.

Additionally, all incidents of workplace violence, whether they result in physical harm or not, are to be reported in accordance with school district protocol and board policies [Attachment No. 2].

The incident report includes;

- o Workplace location where incident occurred;
- o Time of day/ shift when incident occurred;
- o A detailed description of the incident, including events leading up to the incident and how the incident ended;
- o Names and job titles of involved employees;
- o Name or other identifier of other individual(s) involved;
- o Nature and extent of injuries arising from the incident; and
- o Names of witnesses.

If the case is a “privacy concern case” as defined below, a Workplace Violence Incident Report as set forth above is still required. However, before sharing a copy of such Report, the employer shall remove the name of the employee who was the victim of the workplace violence and shall instead enter “PRIVACY CONCERN CASE” in the space normally used for the employee’s name.

The employer shall treat incidents involving the following injuries or illnesses as privacy concern cases:

- o An injury or illness to an intimate body part or the reproductive system
- o An injury or illness resulting from a sexual assault
- o Mental illness
- o HIV infection
- o Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person’s blood or other potentially infectious material

WORKPLACE VIOLENCE PREVENTION PLAN

- o Other injuries or illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the Report.

Annual Review

The Workplace Violence Prevention Program shall be reviewed and updated on at least an annual basis by the school Safety Committee. The employer, with the participation of the authorized employee representative(s), shall also conduct a review of the Workplace Violence Incident Reports, at least annually, to identify trends in the types of incidents in the workplace and review of the effectiveness of the mitigating actions taken.

Disclosure

Nothing in this plan or Code Rule 800.6 shall require the disclosure of information otherwise kept confidential for security reasons. Such information may include information which, if disclosed:

- o Would interfere with law enforcement investigations or judicial proceedings;
- o Would deprive a person of a right to a fair trial or impartial adjudication;
- o Would identify a confidential source or disclose confidential information relating to a criminal investigation;
- o Would reveal criminal investigative techniques or procedures, except routine techniques and procedures; or
- o Would endanger the life or safety of any person.

ATTACHMENT NO. 1

**LIST OF RISKS AND MITIGATION
EFFORTS**

WORKPLACE VIOLENCE PREVENTION PLAN

Risks Identified through Record Review and/or Risk Evaluation	Methods and Means by which the Risk is Being Addressed
	0
	0
	0
	0
	0

WORKPLACE VIOLENCE PREVENTION PLAN

--	--

Building Specific Concerns that could minimize WPV episodes	Follow-up
	o
	o
	o

ATTACHMENT NO. 2

INCIDENT REPORT

EMPLOYEE WORKPLACE VIOLENCE INCIDENT REPORT

Name of Employee: _____

Date of Incident: ____/____/____

Time of Incident: _____ A.M. or P.M.

Location of Incident (i.e. Building, Intersection):

Where did the Incident Occur:

Did the incident occur on premises? Yes or No

Date Reported to Supervisor: ____/____/____

Name of individuals involved in incident:

Witness: Yes or No, If Yes please provide name(s):

How did the incident occur and what were you doing at the time of the incident?

How did the incident end (if applicable)?

Did you sustain any personal injury? Was medical treatment provided at the time of Incident? Be specific:

--

If yes, provide medical provider information: _____

Employee Signature: _____

Date: ____/____/____

Supervisor: _____

Date: ____/____/____

ATTACHMENT NO. 3

**WRITTEN OUTLINE FOR TRAINING
PROGRAM**

Annual Workplace Violence Prevention Program Training Outline

- I. Overview of Requirements of the Workplace Violence Regulations
 - a. **Develop a written policy statement** – employers must develop a written policy statement about the employer’s workplace violence prevention program goals and objectives and provide for 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 workplace violence.
 - c. **Develop a workplace violence prevention program** – employers must develop a program, with input from the 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(s) at least once a year and any time significant changes are made to the workplace violence prevention program.
- II. Risk factors specific to the workplace that were identified in the risk evaluation and the relevant procedures and work practices to mitigate as well as emergency response procedures.
 - a. Review specific risks and mitigations identified in Attachment No. 1
 - b. Review specific procedures to report incidents of workplace violence
 - c. Provide location of the written workplace violence prevention program and how to obtain a copy.