Workplace Violence Prevention Program

Town of Webb UFSD

Date: March 2024

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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 managers, 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/BOCES commitment to work with employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

Policy Statement

A policy statement which indicates the Town of Webb UFSD workplace violence prevention policy, goals and objectives; incident alert and notification policies; and provides for full employee participation through an authorized employee representative has been developed, implemented and posted where notices to employees are normally posted. The policy statement is included in Appendix 1.

Workplace Risk Assessment

The Town of Webb UFSD has conducted a workplace risk assessment consisting of:
- Examination of records that concern workplace violence incidents,
- Assessment of policies, practices, and procedures that may impact the risk of workplace violence, and
- Evaluation of the physical work environment for the presence of factors which may place employees at risk of workplace violence, with the participation of the 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 the Town of Webb UFSD employees include, but are not limited to, the following:
  - Working in public settings
  - Working late night or early morning hours
  - Exchanging money with the public
  - Working alone or in small numbers
  - Working in a setting with uncontrolled access to the workplace
  - Working in a setting where previous security problems have occurred:
    - Having a mobile workplace assignment
    - Working with a population which might expose one to potentially violent persons (e.g. in healthcare, social service, public service or criminal justice settings)
    - Having duties that include the delivery of passengers, goods, or services

Risk factors identified during the examination, assessment and evaluation are listed in Appendix 2 along with the methods and means by which each risk is being addressed. The employer is responsible for addressing all risk factors that their employees are potentially exposed to.

Any incidents that may occur after the implementation of this program must be carefully documented and analyzed in order to make improvements to this program during the required annual review or as necessary.

Control methods that the Town of Webb UFSD will use to prevent workplace violence incidents

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".

Hierarchy of Controls
- Engineering controls
- Administrative controls
- Personal Protective Equipment (PPE)

Engineering controls eliminate or reduce the hazard through substitution or design (possible capital project).

Examples include:
- Increased lighting
- Designing secure building access
- Periodic Review of Access and Time Restrictions
- Security hardware
- Eliminating isolated work areas

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 in various locations
- Use of identification
- Continued employment of safety personnel/SRO
- Developing building access control procedures
- Cross-shift communication to share information regarding agitated visitors or students
- 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, etc.

Personal Protective Equipment (PPE)
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

Prevention
Prevention of violence in the workplace is the responsibility of every employee. The following section focuses on early warning signs and workplace issues that have the potential to trigger violent behavior. Management, employees, and authorized employee representatives should be familiar with the issues below in order to become aware of and to reduce the likelihood of workplace violence.

Early warning signs of potential violence:

There is no single "profile" that can identify a potentially dangerous individual. However, certain patterns of behavior and events frequently precede episodes of violence.

- A list of indicators of increased risk of violent behavior include, but are not limited to the following: Direct or veiled threats of harm
- Intimidation, belligerence, bullying or other inappropriate behavior directed at others
- Numerous conflicts with supervisors and employees; verbal comments indicating expressions of hostility directed at coworkers, supervisors, or others
- Bringing an unauthorized weapon to work, brandishing a weapon in the workplace, making inappropriate reference to guns or fascination with weapons
- Fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides
- Statements indicating an increased tone of desperation from the person, feeling that normal interventions to solve the problem will not work, feeling hopeless about a situation at work, with family, financial, and other personal problems
- Signs of abuse of drugs/alcohol on or off the job
- Extreme or uncharacteristic changes in behavior or displays of emotion
- Employees with ongoing domestic difficulties
- Employees with a temporary order of protection against any staff

These behaviors should be reported to an employee's supervisor and/or the administrator of this program. 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 or other employee assistance, if available.

Workplace issues that may trigger violence:

Listed below are two categories of common issues that may trigger workplace violence.

1. Employee issues (some examples include:)
- Negative performance review
- School Climate/Student behavior
- Unwelcome change in role due to performance or reorganization issue
- Criticism of performance
- Conflict with coworker or supervisor
- Personal stress outside the workplace
- Increased workload or pressure, e.g. deadlines, projects, etc.

2. Workplace issues (any of the following may be an employee's perception of issues)
- No clearly defined rules of conduct
- Lack of training
- Inadequate hiring practices/screening of potential employees
- Insufficient supervision
- Lack of discipline or inconsistent discipline in workplace

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- Lack of or inadequate employee support systems
- Failure to address incidents as they occur
- Overly authoritarian management style

Taking this into account, there are three key elements that may help to prevent a violent situation from occurring:
- Recognizing the early warning signs (such as a change in a person's behavior preceding an episode of violence)
- Recognizing issues or events that may trigger violence
- Early intervention to prevent a violent incident from occurring

Please note:
It is important to be careful when drawing assumptions or relying solely on any of the above behaviors as indicators of violence.

Reporting an incident

At the core of this Workplace Violence Prevention Program is the Town of Webb UFSD's commitment to work with its employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

Any Town of Webb UFSD employee, upon becoming aware of an instance of physical assault, threatening behavior, or verbal abuse occurring in the work setting must immediately report the facts and circumstances of said incident to their supervisor and/or to the contact person identified in the Policy Statement (Appendix 1). In the event that employees observe or experience an incident of violence involving an employee or visitor to a Town of Webb UFSD in which there is an immediate threat to their safety or the safety of others or where an injury has occurred, the employee will immediately obtain law enforcement and medical assistance by calling 911 and in addition notify their immediate supervisor. The supervisor will immediately conduct a preliminary inquiry into the facts and circumstances of the incident and make a prompt report to the Jennifer R Dunn, *Workplace Violence Officer or John Swick Designated Management Official* using the Incident Report in Appendix 4.

Where a developing pattern of workplace violence incidents which may involve criminal conduct or serious injury exist, the Town of Webb UFSD will attempt to develop a protocol with the appropriate local District Attorney or Police agency to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted.

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

Post-Incident Response

Any reported workplace violence incident will be thoroughly investigated. (Also see Program Review section below). The LEA and Jennifer R Dunn, *Workplace Violence Officer or John Swick Designated Management Official* shall investigate each reported incident.

- Assure that injured employees receive prompt and appropriate medical care (This includes, but is not limited to, providing transportation of the injured to medical care. Prompt first aid and emergency medical treatment can minimize the harmful consequences of a violent incident.)
- Report the incident to the appropriate authorities as required by applicable laws and regulations
- Inform management about the incident in writing
- Secure the premises to safeguard evidence and reduce distractions during the post incident response process
- Prepare an incident report immediately after the incident, noting details that might be forgotten over time (Appendix 4 contains a sample incident report form)
- Address the need for appropriate treatment for victimized employees (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 or managers.)

In the event that critical incident management or crisis counseling is needed following a workplace violence incident in the workplace, arrangements will be made through management, employee unions, applicable supervisor, and/or the Jennifer R Dunn, *Workplace Violence Officer or John Swick Designated Management Official.*

Employee Information and Training Outline

Training of every employee will be performed before initial assignment and annually thereafter. Retraining is required any time there is a significant change to the program, a risk factor, or work control. Required training topics are listed in the Training Outline in Appendix 3.

Recordkeeping Requirements

The record keeping requirements outlined in 12 NYCRR Part 801, Recording and reporting Public Employees' Occupational Injuries and Illnesses (DOSH 900), must be used to document recordable injuries sustained during workplace violence incidents.

In addition to Part 801, all incidents will be investigated and documented to ensure that all threats and workplace violence incidents are reported to management. These reports will provide written notification when a violence incident occurs so that management can develop an appropriate response. The Incident Report will also create a historical record that can be used in the annual review and program update. (A sample incident reporting form is attached as Appendix 4 of this document)

Program Review

The Town of Webb UFSD Board of Education as well as the Designated Workplace Violence Administrator, and Officer, with the Authorized Employee Representatives, shall evaluate the effectiveness of this Workplace Violence Prevention Program and reports submitted, at least annually or after any serious incident.

Review of Incident Reports

Each incident report must be investigated by the employer (or the employer's designated WPV team) when the incident occurs.

An annual review of the incident reports collected shall be reviewed by the Local Education Agency (LEA), Designated Workplace Violence Administrator/Officer, and Authorized Employee Representative(s). A report that provides only a summary or statistics is not acceptable per the regulation.

Program Review

Review of the program, where the mitigating actions taken in response to any incident, shall be reviewed at least annually and the review will need to focus on trends, addressing root cause, and the effectiveness of the control measures in place or the need to make changes. The review will also assess whether the reporting and record keeping systems have been effective in collecting all relevant information. Appendix 5 will be updated with titles of those who perform the review.

Following the submission of a written notice of concern regarding the employer's workplace violence program or that an imminent danger exists, the employer must be afforded a reasonable opportunity to address the reported concern. If the employee or authorized employee representative believes that the reported concern has not been resolved and a serious violation of the Town of Webb UFSD workplace violence prevention program still exists, the employee or authorized employee representative may request an inspection by notifying the Commissioner of Labor.

For additional information on recordkeeping or workplace violence prevention, or to request free and confidential consultation assistance, please use the contact information on the Consultation Fact Sheet available here:
https://dol.ny.gov/system/files/documents/2023/10/p206-pesh-consultation-fact-sheet.pdf

APPENDIX 1

Workplace Violence Prevention Policy Statement

Town of Webb UFSD is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, clients, and students. 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 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.

Acts of violence against the district employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, 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 NYS Labor Law 27b and 12 NYCRR 800.6 and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the risks of workplace violence to which our employees could be exposed.

Authorized Employee Representative(s) will, at a minimum, be involved in:
- evaluating the physical environment;
- developing the Workplace Violence Prevention Program and;
- 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 employees will participate in the annual Workplace Violence Prevention Training Program. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All 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 Workplace Violence Administrator/Officer Contact:

Primary Contact		Secondary Contact	
Name	Jennifer Dunn	Name	John Swick
Title	Business Admin, Acting Supt	Title	Building Principal
Department	District Office	Department	Main Office
Phone	315-369-3222 ext 2117	Phone	315-369-3222 ext 2113
Email	jdunn@towschool.org	Email	jswick@towschool.org

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Town of Webb UFSD
Site Risk Assessment

Facility Name: Town of Webb UFSD
Date of Survey: February 2024
Facility Address: 3002 State Route 28, Old Forge NY 13420

Names/Titles/Organization for those conducting assessment:

Employer Rep's: Jennifer Dunn, John Swick, Kyle Brown, Michael Gardner, Trevor Tormey

Employee Rep's: Andrew Huntress, Madeline Fenton, Tessa Greene, Loretta Gaffney

Area Assessed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	N	N	
General:																					
Employees work in public setting	x	x	x	x	x	x	x	x	x												
Employee work late at night or early morning hours	x	x	x		x	x	x	x	x												till 10-11, by choice
Employees work alone or in small numbers	x	x	x	x	x	x	x	x	x	x											when early/late
Employees exchange money as part of job					x	x	x		x			x					x			x	clubs/sports
Employees work in location with uncontrolled public access					x	x					x		x				x	x	x		field trips/community pride day
Employees work in area of previous security concerns			x		x		x		x					x				x	x		
Employees work with public	x	x	x	x	x	x	x	x	x	x											
Employees work in high crime area											x	x	x	x	x		x	x	x		
Employees work with volatile persons					x	x		x				x			x			x	x		situational
Does facility have posted evacuation plan/map	x	x		x	x	x	x	x	x								x				confidentiality
Does facility conduct routine evacuation/fire drills	x		x	x	x	x	x	x	x												yearly per state
Are electric panels locked to prevent unauthorized access			x			x			x			x	x					x			n/a
Is shrubbery, trees and landscaping maintained to minimize obstructions to entrances and exits	x	x	x	x	x	x	x	x	x												
Security:																					
Does the facility use Resource Officers? If yes, # R.O. per facility	x	x	x	x	x	x	x	x	x												
Is security or law enforcement present at this location? If yes list # present per shift:	x	x	x	x	x	x	x	x	x												1 tow pd
Is security/law enforcement posted at entrances If yes, list entrances	x	x	x			x	x		x			x			x	x					walkers door/bus door, near main office
Do security/law enforcement personnel patrol facility	x	x	x	x	x	x	x	x	x												
Are I.D. badges required to be worn by all personnel	x	x		x	x			x	x				x	x			x				not all wear badges

Question	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Comments
Are students required to use school issued I.D. badges when on premises											x	x	x	x	x	x	x	x	x	x	
Is card reader or equivalent required for entry to facility	x	x	x	x	x	x	x	x	x	x											
Is facility equipped with metal detectors					x						x	x	x	x		x	x	x	x		
Is facility equipped with security cameras	x	x	x	x	x	x	x	x	x	x											
Is facility equipped with panic buttons											x	x		x	x	x	x		x		
Are visitors permitted to enter facility	x	x	x	x	x	x	x	x	x	x											only through main office
Are visitors required to wear visitor I.D. badges		x	x		x	x	x	x	x							x					
Are emergency contact names and phone numbers posted in each occupied room				x	x	x	x		x			x					x		x		
Is each room equipped with a telephone or radio to call for help when needed	x	x	x	x	x	x	x	x	x	x											
Parking Lots:																					
Are parking areas protected with security/ law enforcement personnel	x										x	x	x	x	x	x	x			x	majority
Are parking areas patrolled by security/law enforcement personnel	x				x				x			x	x	x		x	x		x		
Are parking areas equipped with security cameras	x										x	x	x	x	x	x	x				
Are parking areas equipped with lights	x	x	x		x	x		x	x			x									some areas
Offices:																					
Do office areas have controlled access	x	x	x		x	x	x	x	x	x											some
Is office area separated from entrance with privacy glass			x	x	x	x	x				x	x						x			n/a
Is office area equipped with panic alarm											x	x		x	x	x	x	x	x		
Are offices equipped with telephones to call 911	x	x	x	x	x	x	x	x	x	x											
Are telephones or radios used to communicate with facility personnel	x	x	x	x	x	x	x	x	x	x											
Are office doors equipped with door locks to prevent unauthorized access	x	x	x	x	x	x	x	x	x	x											
Do employees receive De-escalation training	x								x			x	x	x	x		x	x			not all
Classrooms:																					
Are evacuation maps posted in each classroom	x	x	x		x	x	x	x	x												
Are classroom doors equipped with locks to restrict access	x	x			x	x	x	x	x												
Are classrooms equipped with telephones	x	x	x		x	x	x	x	x												
Are classroom personnel equipped with radios											x	x	x	x	x		x			x	elem hallway, as needed basis
Is personal protective equipment provided to all classroom personnel as needed					x	x	x	x	x								x		x		
Are classroom personnel exposed to violent behavior from students			x		x	x	x				x	x								x	sometimes
Do classroom personnel receive De-escalation training	x				x	x			x			x					x				handle with care

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Question	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	Notes
Are classroom personnel informed of students with behavioral issues prior to student placement in classroom	x				x	x	x		x						x			case manager
Have classroom personnel been provided with training on working with students with behavioral issues	x				x	x		x	x			x			x			handle with care
Are windows locked to prevent uncontrolled access	x		x		x	x	x		x		x							
Is availability to items that can be used as weapons by students minimized	x		x		x	x	x		x									
Are classrooms equipped with security cameras									x	x	x	x	x		x		x	
Cafeteria:																		
Is access restricted to authorized personnel only	x	x	x		x	x	x		x		x							
Does cafeteria personnel exchange money with students and staff	x	x	x		x		x	x	x			x						
Are cafeteria personnel provided with necessary personal protective equipment			x		x	x	x	x	x									n/a
Is cafeteria equipped with security cameras	x	x	x			x	x		x		x			x				
Is cafeteria locked when not in use			x		x	x	x	x	x							x		
Is cafeteria staff provided with telephones and/or radios	x		x		x	x	x	x	x									
Are evacuation maps posted at all exits	x				x	x	x	x	x									
Auditorium:																		
Are all entrances kept locked when not in use		x							x			x	x	x				
Is auditorium, stage, back stage equipped with security cameras		x							x		x	x	x					
Is auditorium, stage, back stage equipped with security lighting	x				x				x			x	x					
Is backstage entrance restricted to authorized personnel only during events		x			x				x			x	x					
Are catwalks, light towers, etc. restricted to authorized personnel only						x			x									na
Is auditorium patrolled by security/law enforcement during events	x				x	x	x		x									
Gymnasium:																		
Does gymnasium have exterior lighting around all entrances and exits	x	x	x		x	x	x	x	x							x		
Are locker rooms locked or monitored to prevent unauthorized entry					x	x	x	x	x						x		x	
Is the area patrolled by security/law enforcement during events		x			x	x	x		x						x		x	sometimes
Is gymnasium equipped with security cameras	x				x					x	x		x		x			ad, chap, sro
Athletic fields																		
Is security/law enforcement present for all sporting events home & away							x		x	x	x		x	x			x	north st
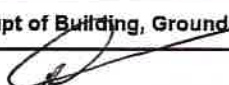
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	Notes
Are athletic fields protected from unauthorized entry with fences				x		x	x	x			x						x	north st
Are athletic fields equipped with security/event lighting					x		x		x		x	x		x		x		
Are I.D.s required to be worn by school personnel at sporting events	x	x	x		x			x	x		x	x						
Bus Garage & busses																		
Are all busses equipped with radios		x	x		x	x	x	x	x									n/a
Are all busses equipped with security cameras		x	x		x	x	x	x	x									n/a
Is somebody available to respond to all radio calls from drivers that are on road				x		x	x	x				x						n/a
Are I.D.s required by individuals getting on busses									x	x	x	x	x		x			n/a
Do all bus runs have two employees on board for each run									x	x		x	x		x			n/a
Are busses secured or locked when not in use					x	x	x	x				x						n/a
Is bus garage equipped with security cameras									x	x		x	x					n/a
Is bus garage locked when vacant		x			x		x	x				x						n/a
Field trips:																		
Do school personnel have a copy of emergency contact names and numbers for administration	x	x	x		x	x			x									
Does school personnel verify I.D. of each student at beginning and end of trip	x				x	x	x	x	x						x			
Do chaperones receive security briefings prior to trip				x	x			x			x				x		x	
Building & Grounds:																		
Are buildings equipped with security cameras		x	x	x		x	x	x				x						
Are buildings equipped with security lighting			x	x	x	x	x	x										
Are buildings/rooms locked when not in use		x	x	x	x			x		x	x							
Are employees provided with radios				x	x			x			x			x				some
Is equipment locked up when not in use					x			x		x	x		x					
Staff Meetings & Conferences:																		
Do security/law enforcement personnel patrol facility during these events	x				x				x	x	x							sometimes
Do school personnel receive de-escalation training	x				x			x			x							brief
Are metal detectors utilized for after hour activities such as conferences & meetings									x	x	x	x			x		x	
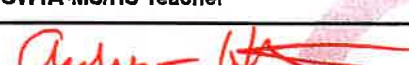
Assessment completed by:
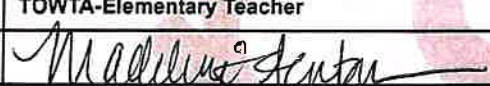
Name(s):	**Jennifer Dunn**
Title(s):	**Acting Superintendent**
Signature(s):	*Jennifer Dunn*

Name(s):	John Swick
Title(s):	Building Principal
Signature(s):	
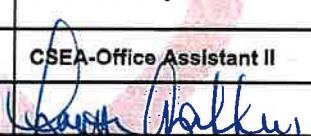
Name(s):	Kyle Brown
Title(s):	VP/AD/Director of Sp. Ed
Signature(s):	
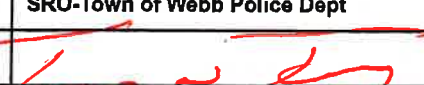
Name(s):	Michael Gardner
Title(s):	Supt of Building, Grounds & Transportation
Signature(s):	

Name(s):	Andrew Huntress
Title(s):	TOWTA-MS/HS Teacher
Signature(s):	

Name(s):	Madeline Fenton
Title(s):	TOWTA-Elementary Teacher
Signature(s):	

Name(s):	Tessa Greene
Title(s):	CSEA-Nurse
Signature(s):	

Name(s):	Loretta Gaffney
Title(s):	CSEA-Office Assistant II
Signature(s):	

Name(s):	Trevor Tormey
Title(s):	SRO-Town of Webb Police Dept
Signature(s):	

Identified Risks and Control Methods (Sample Form)

Risks identified in the hazard assessment and corresponding control methods to reduce those risks, are shown in the tables below for each of our facilities:

IDENTIFIED RISK	CONTROL	COMMENTS
Employees work in location with uncontrolled public access	Administrative: Reminder about propping doors, or turning off security measures	Ensure Physical Education Locker Room Doors are locked, Periodic monitoring of door access for open or propped doors.
Employees work late/early, alone or in small numbers	Engineering: Periodic Review of Access & Time Restrictions on Access Cards	
	Administrative: Ensure Emergency Numbers of Administrators is available	
Electric panels locked to prevent unauthorized access	Engineering: Place locks and ensure usage	
Use of ID Badges: Guests	Administrative: Reminder about using badges for all visitors with appropriate staff	Including Parents, or known visitors
	Engineering: Ensure signage on doors of all visitors must report to Main Office	
Off Campus Activities & events	Administrative: Usage SRO/ additional chaperones, have a chaperone/supervisor at the main entrance of event with radio to call for help	
	Engineering: Usage of walkie talkie at events; one entrance for events	Snow fence @ north street, one way in for events (concerts/sports/etc.)
	Administrative: Review Policy, Procedure & Expectations with Chaperones	
Walkers Door Access of Public During Dismissal	Administrative: Ensure no one enters the building during that time, anyone needing to come in does so through main office	Put up signs
Parking Lot Security Cameras	Engineering: Research and purchase cameras to have on parking areas	
De-escalation training	Administrative: Continue discussions regarding ability to know what to do or what not to do in Emergency situation	
Usage of Building by Others	Administrative: Ensure the rules are communicated & access is monitored	Create a map in the public areas so emergency exits are known

Stage Access, during school day & events	Engineering: Limiting ability to access stage via controls	Leave lights on, close/lock doors, leave curtain open
Knowledge of Custody Restrictions, etc.	Administrative: Flags in system (school tool) send an alert when updated	
Access to Radios	Administrative: Radios available in elementary hallways, nurse has for field trips and others as needed can submit a technology request.	
PPE	PPE: Available as needed, work order to have it provided	
Employees work in public area	Administrative: Provide an SRO to help secure and monitor building	
OTHER DISCUSSION OF NOTE:	After 3:00pm	
Walkers Door	Safety & Security Concerns were discussed in regards to students & Pickup	SRO available, substitute non-usage for duty, new entrance, teachers drop off bussers first, staggered dismissal, reminder to parents about pickups, using school tool list for main pickups, sign out every kid
Attendance:		
Jennifer Dunn, John Swick, Kyle Brown, Mike Gardner, Marie Candee, Hannah Schoen, Madeline Fenton, Trevor Tormey, Andrew Huntress, Loretta Gaffney, Tessa Greene		
February 28, 2024 2:15pm-3:00pm		

APPENDIX 3

Workplace Violence Prevention Training Outline

Information and training for all employees:

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 risk factors exist that might place employees at risk of occupational 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 may 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 and measures that were identified in the risk evaluation
    A.   Employees work in a location with public access, working late/early, alone or in small numbers. Electric panels unlock, Use of ID badges, Off Campus Activities & events, Walker's Door access Point Parking Lot Security, De-Escalation Training, Usage of Building by others, Stage Access, Knowledge of Custody Agreements, Access to Radios, PPE

    B.   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
        v. Other existing policies, procedures and work practices relevant to WPV
        vi. Procedures to report incidents of workplace violence

III.   The Workplace Violence Prevention Program is located in the district office, website and staff lounge.

IV.   Privacy Concerns
    A.   How will sensitive information be handled?
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 4

TOWN OF WEBB UNION FREE SCHOOL DISTRICT
WORKPLACE VIOLENCE INCIDENT REPORT FORM

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

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.

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.

Job title: _____

Work _____ **address:**

_____

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

Email: _____

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Information about the Alleged Perpetrator (*The person alleged to have committed the 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)

Completed on: _____
                           (Date)

Workplace Violence Program Maintenance and Review

Program review (annual) completed on: _____ (date)

Stakeholders and authorized employee representatives (Name)	SIGNATURE
SAANYS	
TOWTA	
CSEA	
SRO	
BOE	
BOE	
DISTRICT	

Plan and Contact information:

The most current version of this plan will be made available to employees, their authorized representatives, and to representatives of the NYS Department of Labor by contacting or visiting the district/BOCES website www.towschool.org

Designated Workplace Violence Administrator/Officer Contact:

Primary Contact		Secondary Contact	
Name	Jennifer Dunn	Name	John Swick
Title	Business Admin, Acting Supt	Title	Building Principal
Department	District Office	Department	Main Office
Phone	315-369-3222 ext 2117	Phone	315-369-3222 ext 2113
Email	jdunn@towschool.org	Email	jswick@towschool.org