Workplace Violence Prevention Program

Watertown City School District

Section 1 - Introduction

What is Workplace Violence?

Workplace violence is any physical assault or act 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; or
- Stalking an employee with the interest in causing fear or physical harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Overview of the New York State Workplace Violence Prevention Act

In 2006, New York State enacted legislation requiring employers to develop and implement programs to prevent and minimize workplace violence and help ensure the safety of public employees. On September 6th, 2023, the Governor signed legislation to extend this requirement to public schools, which was previously covered under the education law school safety plans.

Among other requirements, Section 27-b requires every public sector employer to:

1. Conduct a risk assessment of its worksites to identify and address any existing risk factors that may increase the possibility of workplace violence;
2. Provide training for all employees, which informs them of the risk factors that may be present in their workplace(s), measures they can take to protect themselves from these risks, and the steps the employer has implemented to protect employees, such as appropriate work practices, emergency procedures, and use of security alarms and other devices; and
3. For employers with 20 or more full-time employees, develop and implement a written workplace violence prevention program that lists the risk factors and the methods the employer is using to prevent violence and minimize or eliminate identified hazards.

Policy Statement

The Watertown City School District Workplace Violence Policy Statement will be posted in the break room. This policy statement can also be found in Appendix A.

Purpose

The purpose of this program is to address the issue of potential workplace violence, prevent workplace violence from occurring to the fullest extent possible, and set forth procedures to be followed when such violence has occurred.

Statement of Program

Violence, threats of violence, harassment, intimidation, and other disruptive behavior in the workplace will not be tolerated by Watertown City School District, hereinafter referred to as "District". Examples of workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect physical threat of harm. Such behavior will be taken seriously and will be dealt with appropriately.

Scope of Program

All District employees are required to comply with this program. In addition, visitors of District owned property and facilities are required to conduct themselves in a non-violent manner in conformity with existing law, employees who observe or experience visitors of District property engaging in violent behavior should follow the procedures in our policy for reporting such behavior.

Application of Program

Violence and other physical disruptive behavior by or against an employee of the District are unacceptable. Individuals who commit such acts may be removed from the premises and may be subject to appropriate disciplinary action, including, where legally appropriate, termination of employment and/or criminal penalties.

Access to this written program

This program will be available to all employees on the Watertown City School District website under Personnel and Payroll: www.watertowncsd.org/about-us/departments/personnel.

Section 2 - Response Actions

During an incident

If a threatening situation arises:
- Try to remain calm.
- Remove yourself from the threat as quickly as possible.
- Immediately call or alert others to call appropriate help (e.g. police, supervisor, ambulance) to obtain immediate on-site assistance.
- In emergency situations, dial 911.
- Notify coworkers as soon as possible to enable them to also reach safety if danger is imminent and applicable to them

Post Incident

Steps will be taken to review risks and determine whether additional security measures are needed to mitigate a threat or violent incident. An investigation will take place to determine what actions are appropriate to prevent a similar occurrence. The District will respect privacy and confidentiality rights of employees during investigations to the greatest extent possible.

If warranted, increased worksite protection, such as additional police or security patrols, will be provided when threats of violence have been made.

Anyone who might be affected if the threat-maker carries out their threat may be notified.

Counseling may be provided to victims.

Dealing with Conflict

There is no sure way to tell whether someone will become violent; however, there are often warning signs before violence occurs. These warning signs do not mean that the individual will actually become violent but, in combination, they should be a cause for concern. Warning signs of potentially violent individuals:

- Written, oral, or implied threats or intimidation
- Fascination with weaponry or acts of violence
- Theft or sabotage of projects or equipment
- Alcohol or drug abuse
- Expressions of hopelessness or heightened anxiety

- Intention to hurt themselves or others
- Lack of concern for the safety of others
- Externalization of blame
- Irrational beliefs and ideas
- Romantic obsession
- Displays of excessive or unwanted anger
- Feelings of victimization
- Inability to take criticism
- New or increased sources of stress at home or work
- Productivity and/or attendance problems

Do's and Don'ts for Dealing with Potentially Violent Individuals

<u>Do's</u>

1. Do project calmness. Move and speak slowly, quietly, and confidently.
2. Do listen attentively and encourage the person to talk.
3. Do let the speaker know that you are interested in what he or she is saying.
4. Do maintain a relaxed yet attentive posture.
5. Do acknowledge the person's feelings and indicate that you can see they are upset.
6. Do ask for small, specific favors such as asking the person to move to a quieter area.
7. Do establish ground rules. State the consequences of violent or threatening behavior.
8. Do employ delaying tactics that give the person time to calm down. For example, offer a cup of water.
9. Do be assuring and point out choices.
10. Do help the person break down big problems into smaller, more manageable problems.
11. Do accept criticism. When a complaint might be true, use statements such as, "You're probably right" or "It was my fault." If the criticism seems unwarranted, ask clarifying questions.
12. Do arrange yourself so that your exit is not blocked.
13. Do make sure there are three to six feet between you and the other person.

<u>Don'ts</u>

1. Don't make sudden movements that may seem threatening.
2. Don't speak rapidly, raise your volume or use an accusatory tone.
3. Don't reject all demands.
4. Don't engage physically with a student unless you are trained in CPI or feel comfortable doing so to prevent imminent danger.
5. Don't pose in challenging stances: directly opposite someone, hands on hips, or with arms crossed.
6. Don't challenge, threaten or dare the individual. Never belittle the other person.

7. Don't criticize or act impatient.
8. Don't attempt to bargain with a threatening individual.
9. Don't try to make the situation seem less serious than it is.
10. Don't make false statements or promises you cannot keep.
11. Don't try to impart a lot of technical or complicated information when emotions are high.
12. Don't take sides or agree with distortions.
13. Don't evade the individual's personal space.

Section 3 - Training and Education

All employees will receive training and education on the risks of workplace violence and procedures for responding to and reporting incidents of workplace violence. Training will be provided upon completion of the Program and annually thereafter. Additional training may be required prior to starting a new job assignment, if new laws relating to workplace violence are enacted or there are changes in any current laws, or if the District makes significant changes to its Workplace Violence Prevention Program, risk factors or work controls.

District employee training and education will include, but not be limited to, the following areas:

- Overview of the New York State Workplace Violence Prevention Act and NYS Labor Law Section 27-b, and Regulations, 12 N.Y.C.R.R. Part 800.6.
- Description and details of the District's Workplace Violence Prevention Program and the procedures for obtaining a copy
- Definition of workplace violence
- Methods of recognizing and responding to workplace violence
- Standard response action plan for violent situations
- Procedures for reporting a workplace violence incident or imminent danger
- Risk factors identified by the District
- Measures employees can take to protect themselves from identified risks
- Procedures, policies, safety devices and/or work environment accommodations which have been implemented to protect employees based on the results of the risk evaluation
- Post-incident procedures, including medical follow-up and the availability of counseling for affected individuals

Specialized training and education may be provided to supervisors or employees who are at higher risk of workplace violence based on their job duties and/or work site location.

Section 4 - Reporting and Recordkeeping

Reporting an Incident

An effective reporting system: (1) protects District employees from harm in the workplace; (2) assists administration in its effort to maintain a safe and productive work environment; and (3) ensures administration the opportunity to investigate and determine the cause(s) and make recommendations to minimize recurrence. All workplace violence incident reports must be in writing.

Any employee who witnesses or encounters any act of violence should:

- Immediately notify their supervisor and/or HR, as appropriate
- As appropriate, notify building security
- As appropriate, call 911
- Complete and submit the "Workplace Violence Incident Report", see Appendix B. The District will take necessary action. Any employee who believes that an imminent danger exists should bring the matter to the District's immediate attention.

Supervisors/administrators should approach such situations with caution, balancing the need to maintain an orderly workplace with personal safety. Following notification, if the District's administration has been given reasonable time to take corrective action and no such action has been taken, the employee or his or her representative may inform the Commissioner of Labor of the danger and request that an inspection be conducted. Such a request must be in writing and include with a reasonable level of specificity the grounds of the notice.

The District is prohibited by law from taking any retaliatory action against any employee who: (1) has made management aware of what the employee deems to be an imminent danger; (2) has requested that the Commissioner of Labor conduct an inspection; or (3) accompanies the Commissioner during an inspection of the Agencies, pursuant to §27-b.6 of Article 2 of the State Labor Law.

12 NYCRR Part 800.6(g)(2)(viii) Note: Nothing in this part shall require the disclosure of information otherwise kept confidential for security reasons. Such information may include information which, if disclosed:

- Would interfere with law enforcement investigations or judicial proceedings;
- Would deprive a person of a right to a fair trial or impartial adjudication;
- 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.

Recordkeeping

The District will maintain accurate records regarding all workplace violence incidents. The District will adhere to all of the requirements of 12 NYCRR Part 801, known as the Public Employee Recordkeeping Rule, which is implemented pursuant toSection 27-a of the Labor Law, for the recording of employee injuries or illnesses due to workplace violence incidents. All workplace violence incident forms will be kept according to the applicable retention and disposition schedules.

All Workplace Violence Incident Reports will be reviewed by the District on a regular basis. The forms will also be analyzed at least annually so that any trends of workplace violence can be identified and review the effectiveness of the mitigating actions taken.

The District is required to report employee workplace violence related fatalities and multiple hospitalizations to the New York State Department of Labor's Public Employee Safety and Health (PESH) Bureau within eight hours of the incident. (Refer to NYCRR Part 801 for complete information pertaining to employee recordkeeping and PESH reporting requirements).

Section 5 - Workplace Risk Evaluation

Introduction

Certain factors or situations may place employees at a greater risk of workplace violence. This workplace evaluation is based upon surveys of all District facilities, conducted by Union Reps, district-level administration, Director of Facilities and reviews of occupational injury and illness logs and incidents reports for violence-related injuries.

Risk Evaluation and Methods to Prevent Incidents

Workplace violence can occur in any workplace setting. However, some settings or factors may pose a greater degree of workplace violence risk. Employment situations or factors that may pose higher risks for District employees include, but not limited to:

- Working public settings
- Working alone in small numbers
- Having a mobile workplace assignment, and
- Worker on worker workplace violence

All District sites were surveyed, along with authorized employee representatives, and hazards were identified and are listed under section #5 on each individual Evaluation of the Physical Environment Form. The Records Examination and Risk Evaluations conducted and the methods and means by which the hazards are being addressed are listed under section #5 on each individual Evaluation of the Physical Environment Form.

Program Review Plan

The District and Union Reps will review the Program on an annual basis. Reported incidents will be reviewed and used as a basis for any changes to the Program. Such review and update shall set forth any mitigating steps taken in response to any incident of workplace violence.

Appendix A - Workplace Violence Prevention Policy Statement

The District is committed to the safety and security of our employees. Workplace violence presents a serious safety hazard to our staff, students and the entire school community. 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 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 their 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.

All employees are responsible for notifying their supervisor or the designated contact person (noted below) of any violent incidents or threatening behavior in the workplace, including threats they have witnessed or received, or have been told that another person has witnessed or received.

Designated Contact Person: Tina M. Lane
Title: Assistant Superintendent for Personnel and Student Services
Department: Personnel and Payroll
Phone: 315-785-3720
E-mail: tlane@watertowncsd.org

All acts of workplace violence will be promptly and thoroughly investigated, and appropriate action will be taken, including contacting law enforcement where necessary.

The District employees, with the participation of authorized employee representatives, will develop and implement a Workplace Violence Prevention Program to comply with the applicable law and its implementing regulations. The Program will include:

a. A statement regarding the risk factors present in the workplace;
b. The methods the District will use to prevent incidents of violence in the workplace, including the specifically identified hazards;
c. A system to report workplace violence incidents in writing;
d. A written outline for employee training; and
e. A plan for annual program review.

This policy will be posted where notices to employees are normally posted.

Ref: Labor Law §27-b
12 NYCRR §800.6
Adoption date:

Appendix B - Workplace Violence Incident Reporting Form

1. Date of Incident: _____ Time of day when incident occurred: _____

2. District location where incident occurred: _____

3. Name of employee reporting the incident (*unless a "privacy concern case"**);
    _____

4. Names and job titles of involved/harmed employee(s):
    _____
    _____

5. Nature and extent of injuries arising from the incident:
    _____
    _____

6. Names of witnesses:
    _____
    _____

7. Provide a detailed description of the incident below, including the events leading up to the incident and how the incident ended:
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____
    _____

_____   _____
Date Report Submitted   Signature (unless privacy concern)

                                               _____
                                               Print Name (unless privacy concern)

* 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 the 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 or illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the report.

Appendix C - Evaluation of the Physical Environment

Appendix 3 800.6(f)(3)

Evaluation of the Physical Environment 800.6(f)(3)

Location: Case Middle School

Names of persons conducting the evaluation: Dr. Schmiegel, Patricia Davis, Mary Kirby, Shannon Whitney, Mike Bourquin, Kevin Todd, Brian Morrison, Tina Lane

Date of Assessment: 12/14/2023

Please note: This section requires the participation of the Authorized Employee Representative(s)

Instructions: All sections below refer to present conditions. Check "NA" for any items you do not consider applicable to the worksite/facility being evaluated. Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories,# of entrances and exits, #of employees, access to the building, security features, areas of concern related to security. Using the information from Section 1-4 list the specific hazards related to this evaluation in Section 5.

Items	Yes	No	NA	Notes/Comments
1. Security Features				
Reception Area Available	X			
Barriers to Separate Clients from Work Area	X			
Separate Interview Area(s)	X			
Emergency Numbers Posted by Phones		X		
Multiple Exits	X			
Unobstructed Office Exits	X			
Door Control(s) i.e. locks, remote buzzer, panic bars	X			
Door Detector(s) door alarm	X			
Adequate lighting in and around the workplace	X			
Parking lot well lighted	X			
Panic Button(s)	X			
Video Monitor(s)	X			
Landscaping to provide unobstructed view of the workplace		X		Large landscaping in the front of the school
Limiting the posting of signs on windows				
Other:				
2. Factors That Might Place Employees at Risk:				

	Col 1	Col 2	Notes
Work in public settings-e.g. Health Care, Police Officers, Firefighters, Social Workers, Highway Workers			
Work late night or early morning hours	x		athletic complex-consession stand
Exchange money with the Public	x		building is open for WHS Athletic events
Work alone or in small numbers	x		
Work in a location with uncontrolled public access	x		
In areas of previous security concerns	x		
Any other factors that my place employees at risk	x		bridge to the high school
Work on public roadways		x	
Respond to emergency scenes		x	

3. Security Guards

	Col 1	Col 2	Notes
Are Security Guards present at the location?	x		
Are they posted at Entrance(s)	x		
Do they patrol the Building	x		
Are they provided with communication?-If yes, indicate what type in Notes.	x		
Any other relevant information		x	

4. Description of the Building

Instruction: Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories,# of entrances and exits, #of employees, access to the building, security features, areas of concern related to security.

Number of floors - 4

Number of entrances/exits - 21

Access to building - granted by either security badge at locations with Access Control Management card access; or with external building key: limited to custodial and building administration

Security Features - Fire, Burglary and Lockdown features in place as well as security monitoring by NCC & Rapid Response

5. Specific Hazards

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

Hazard	Resolution
1. Athletic complex-concession stand 2. Building is open for WHS Athletic events 3. Bridge to the high school 4. Emergency Numbers by Phones	1. Add a locking mechanism to the interior of the concession stand 2. Meet with the district-wide safety committee to review protocols for evening events 3. Director of Facilities will review alternative options that do not cause a fire hazard 4. Emergency phone number card placed next to each phone

Appendix 3 800.6(f)(3)

Evaluation of the Physical Environment 800.6(f)(3)

Location: District Office

Names of persons conducting the evaluation: Dr. Schmiegel, Patricia Davis, Mary Kirby, Shannon Whitney, Mike Bourquin, Kevin Todd, Brian Morrison, Tina Lane

Date of Assessment: 12/14/2023

Please note: This section requires the participation of the Authorized Employee Representative(s)

Instructions: All sections below refer to present conditions. Check "NA" for any items you do not consider applicable to the worksite/facility being evaluated. Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories,# of entrances and exits, #of employees, access to the building, security features, areas of concern related to security. Using the information from Section 1-4 list the specific hazards related to this evaluation in Section 5.

Items	Yes	No	NA	Notes/Comments
1. Security Features				
Reception Area Available	X			
Barriers to Separate Clients from Work Area	X			
Separate Interview Area(s)	X			
Emergency Numbers Posted by Phones		X		
Multiple Exits	X			
Unobstructed Office Exits	X			
Door Control(s) i.e. locks, remote buzzer, panic bars	X			
Door Detector(s) door alarm	X			
Adequate lighting in and around the workplace	X			
Parking lot well lighted	X			
Panic Button(s)	X			
Video Monitor(s)	X			
Landscaping to provide unobstructed view of the workplace	X			
Limiting the posting of signs on windows	X			
Other:			X	
2. Factors That Might Place Employees at Risk:				

Work in public settings-e.g. Health Care, Police Officers, Firefighters, Social Workers, Highway Workers

Work late night or early morning hours		x
Exchange money with the Public		x
Work alone or in small numbers	x	
Work in a location with uncontrolled public access		x
In areas of previous security concerns		x
Any other factors that my place employees at risk	x	pool/trailways,sports fields and playgrounds
Work on public roadways		x
Respond to emergency scenes		x

3. Security Guards

Are Security Guards present at the location?		x
Are they posted at Entrance(s)		x
Do they patrol the Building		x
Are they provided with communication?-If yes, indicate what type in Notes.	x	
Any other relevant information		x (far column)

4. Description of the Building

Instruction: Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories,# of entrances and exits, #of employees, access to the building, security features, areas of concern related to security.

Number of floors - 1

Number of entrances/exits - 1

Access to building - granted by either security badge at locations with Access Control Management card access; or with external building key: limited to custodial and building administration

Security Features - Fire, Burglary and Lockdown features in place as well as security monitoring by NCC & Rapid Response

5. Specific Hazards

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

Hazzard	Resolution
1. pool 2. trailways 3. sports fields 4. playgrounds 5. Emergency Numbers Posted by Phones	1. Pool doors are secured at all times and maintain a separate key 2. Athletics Custodian does frequent checks of these spaces and to determine what, if any, tree trimming must be completed 3. Athletics Custodian does frequent checks of these spaces 4. Task custodians with scheduled walkthroughs before, during and after the school day 5. Emergency phone number card placed next to each phone

Appendix 3 800.6(f)(3)

Evaluation of the Physical Environment 800.6(f)(3)

Location: Knickerbocker Elementary

Names of persons conducting the evaluation: Dr. Schmiegel, Patricia Davis, Mary Kirby, Shannon Whitney, Mike Bourquin, Kevin Todd, Brian Morrison, Tina Lane

Date of Assessment: 12/14/2023

Please note: This section requires the participation of the Authorized Employee Representative(s)

Instructions: All sections below refer to present conditions. Check "NA" for any items you do not consider applicable to the worksite/facility being evaluated. Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories,# of entrances and exits, #of employees, access to the building, security features, areas of concern related to security. Using the information from Section 1-4 list the specific hazards related to this evaluation in Section 5.

Items	Yes	No	NA	Notes/Comments
1. Security Features				
Reception Area Available	x			
Barriers to Separate Clients from Work Area	x			
Separate Interview Area(s)	x			
Emergency Numbers Posted by Phones		x		
Multiple Exits	x			
Unobstructed Office Exits	x			
Door Control(s) i.e. locks, remote buzzer, panic bars	x			
Door Detector(s) door alarm	x			
Adequate lighting in and around the workplace	x			Maple trees nearest front door hide lighting
Parking lot well lighted	x			Reverse-facing parking lot lights blinds sight when walking towards building
Panic Button(s)	x			
Video Monitor(s)	x			
Landscaping to provide unobstructed view of the workplace	x			
Limiting the posting of signs on windows	x			
Other:		x		Athletic Events
2. Factors That Might Place Employees at Risk:				

Work in public settings-e.g. Health Care, Police Officers, Firefighters, Social Workers, Highway Workers		
Work late night or early morning hours	x	
Exchange money with the Public	x	
Work alone or in small numbers	x	
Work in a location with uncontrolled public access	x	
In areas of previous security concerns	x	
Any other factors that my place employees at risk	x	playgrounds, crosswalk- front of school
Work on public roadways		x
Respond to emergency scenes		x

3. Security Guards

Are Security Guards present at the location?	x	
Are they posted at Entrance(s)	x	
Do they patrol the Building	x	
Are they provided with communication?-If yes, indicate what type in Notes.	x	
Any other relevant information		x

4. Description of the Building
Instruction: Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories,# of entrances and exits, #of employees, access to the building, security features, areas of concern related to security.

Number of floors - 1

Number of entrances/exits - 10

Access to building - granted by either security badge at locations with Access Control Management card access; or with external building key: limited to custodial and building administration

Security Features - Fire, Burglary and Lockdown features in place as well as security monitoring by NCC & Rapid Response

5. Specific Hazards

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

Hazzard	Resolution
1. Maple trees nearest front door hide lighting 2. Reverse-facing parking lot lights blinds sight when walking towards building 3. Athletic Events 4. Playgrounds 5. Crosswalk- front of school 6. Emergency Numbers Posted by Phones	1. Trim trees 2. Identify the type of light and determine whether or not the lamps can be faced downward as well as adjust timer 3. Meet with the district-wide safety committee to review protocols for evening events 4. Task custodians with scheduled walkthroughs before, during and after the school day 5. Director of Facilities will meet with the City of Watertown to determine whether or not the crosswalk can be relocated and what signage is needed 6. Emergency phone number card placed next to each phone

Appendix 3 800.6(f)(3)

Evaluation of the Physical Environment 800.6(f)(3)

Location: Massey Street Building

Names of persons conducting the evaluation: Dr. Schmiegel, Patricia Davis, Mary Kirby, Shannon Whitney, Mike Bourquin, Kevin Todd, Brian Morrison, Tina Lane

Date of Assessment: 12/14/2023

Please note: This section requires the participation of the Authorized Employee Representative(s)

Instructions: All sections below refer to present conditions. Check "NA" for any items you do not consider applicable to the worksite/facility being evaluated. Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories,# of entrances and exits, #of employees, access to the building, security features, areas of concern related to security. Using the information from Section 1-4 list the specific hazards related to this evaluation in Section 5.

Items	Yes	No	NA	Notes/Comments
1. Security Features				
Reception Area Available		x		
Barriers to Separate Clients from Work Area		x		
Separate Interview Area(s)		x		
Emergency Numbers Posted by Phones		x		
Multiple Exits	x			
Unobstructed Office Exits	x			
Door Control(s) i.e. locks, remote buzzer, panic bars	x			
Door Detector(s) door alarm		x		
Adequate lighting in and around the workplace	x			
Parking lot well lighted		x		
Panic Button(s)	x			
Video Monitor(s)	x			
Landscaping to provide unobstructed view of the workplace	x			
Limiting the posting of signs on windows	x			
Other:		x		Fencing

2. Factors That Might Place Employees at Risk:

Work in public settings-e.g. Health Care, Police Officers, Firefighters, Social Workers, Highway Workers			
Work late night or early morning hours	x		
Exchange money with the Public	x		
Work alone or in small numbers		x	
Work in a location with uncontrolled public access	x		
In areas of previous security concerns	x		
Any other factors that my place employees at risk		x	Front steps
Work on public roadways	x		
Respond to emergency scenes	x		

3. Security Guards

Are Security Guards present at the location?	x	
Are they posted at Entrance(s)	x	
Do they patrol the Building	x	
Are they provided with communication?-If yes, indicate what type in Notes.	x	
Any other relevant information		x

4. Description of the Building

Instruction: Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories,# of entrances and exits, #of employees, access to the building, security features, areas of concern related to security.

Number of floors - 2

Number of entrances/exits - 7

Access to building - granted by either security badge at locations with Access Control Management card access; or with external building key: limited to custodial and building administration

Security Features - Fire, Burglary and Lockdown features in place as well as security monitoring by NCC & Rapid Response

5. Specific Hazards

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

Hazzard	Resolution
1. Fencing 2. Parking lot well lighted 3. Front Steps 4. Emergency Numbers Posted by Phones	1. Educate staff how the locks work on the gate 2. Add wallpacks to external walls 3. Remove/Replace 4. Place an emergency phone number card next to each phone

Appendix 3 800.6(f)(3)

Evaluation of the Physical Environment 800.6(f)(3)

Location: North Elementary

Names of persons conducting the evaluation: Dr. Schmiegel, Patricia Davis, Mary Kirby, Shannon Whitney, Mike Bourquin, Kevin Todd, Brian Morrison, Tina Lane

Date of Assessment: 12/14/2023

Please note: This section requires the participation of the Authorized Employee Representative(s)

Instructions: All sections below refer to present conditions. Check "NA" for any items you do not consider applicable to the worksite/facility being evaluated. Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories,# of entrances and exits, #of employees, access to the building, security features, areas of concern related to security. Using the information from Section 1-4 list the specific hazards related to this evaluation in Section 5.

Items	Yes	No	NA	Notes/Comments
1. Security Features				
Reception Area Available	x			
Barriers to Separate Clients from Work Area	x			
Separate Interview Area(s)	x			
Emergency Numbers Posted by Phones		x		
Multiple Exits	x			
Unobstructed Office Exits	x			
Door Control(s) i.e. locks, remote buzzer, panic bars	x			
Door Detector(s) door alarm	x			
Adequate lighting in and around the workplace	x			
Parking lot well lighted	x			
Panic Button(s)	x			
Video Monitor(s)	x			
Landscaping to provide unobstructed view of the workplace	x			
Limiting the posting of signs on windows	x			
Other:				
2. Factors That Might Place Employees at Risk:				

Item			
Work in public settings-e.g. Health Care, Police Officers, Firefighters, Social Workers, Highway Workers			
Work late night or early morning hours		X	
Exchange money with the Public		X	
Work alone or in small numbers	X		
Work in a location with uncontrolled public access		X	
In areas of previous security concerns		X	
Any other factors that my place employees at risk	X		playground/athletics
Work on public roadways			X
Respond to emergency scenes			X

3. Security Guards

Item		
Are Security Guards present at the location?	X	
Are they posted at Entrance(s)	X	
Do they patrol the Building	X	
Are they provided with communication?-If yes, indicate what type in Notes.	X	
Any other relevant information		X

4. Description of the Building

Instruction: Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories,# of entrances and exits, #of employees, access to the building, security features, areas of concern related to security.

Number of floors - 3

Number of entrances/exits - 16

Access to building - granted by either security badge at locations with Access Control Management card access; or with external building key: limited to custodial and building administration

Security Features - Fire, Burglary and Lockdown features in place as well as security monitoring by NCC & Rapid Response

5. Specific Hazards

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

Hazzard	Resolution
1. Athletics 2. Playground 3. Emergency Numbers Posted by Phones	1. Meet with the district-wide safety committee to review protocols for evening events 2. Task custodians with scheduled walkthroughs before, during and after the school day 3. Emergency phone number card placed next to each phone

Barriers to Separate Clients from Work Area

Appendix 3 800.6(f)(3)

Evaluation of the Physical Environment 800.6(f)(3)

Location: Ohio Elementary

Names of persons conducting the evaluation: Dr. Schmiegel, Patricia Davis, Mary Kirby, Shannon Whitney, Mike Bourquin, Kevin Todd, Brian Morrison, Tina Lane

Date of Assessment: 12/14/2023

Please note: This section requires the participation of the Authorized Employee Representative(s)

Instructions: All sections below refer to present conditions. Check "NA" for any items you do not consider applicable to the worksite/facility being evaluated. Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories,# of entrances and exits, #of employees, access to the building, security features, areas of concern related to security. Using the information from Section 1-4 list the specific hazards related to this evaluation in Section 5.

Items	Yes	No	NA	Notes/Comments
1. Security Features				
Reception Area Available		X		
Barriers to Separate Clients from Work Area		X		
Separate Interview Area(s)	X			
Emergency Numbers Posted by Phones		X		
Multiple Exits	X			
Unobstructed Office Exits	X			
Door Control(s) i.e. locks, remote buzzer, panic bars	X			
Door Detector(s) door alarm	X			
Adequate lighting in and around the workplace	X			
Parking lot well lighted	X			
Panic Button(s)	X			
Video Monitor(s)	X			
Landscaping to provide unobstructed view of the workplace	X			
Limiting the posting of signs on windows	X			
Other:			X	
2. Factors That Might Place Employees at Risk:				
Work in public settings-e.g. Health Care, Police Officers, Firefighters, Social Workers, Highway Workers				

Item		Notes
Work late night or early morning hours	x	
Exchange money with the Public	x	
Work alone or in small numbers	x	
Work in a location with uncontrolled public access	x	
In areas of previous security concerns	x	backdoor
Any other factors that my place employees at risk	x	playgrounds basketball courts
Work on public roadways		x
Respond to emergency scenes		x

3. Security Guards

Item		Notes
Are Security Guards present at the location?	x	
Are they posted at Entrance(s)	x	
Do they patrol the Building	x	
Are they provided with communication?-If yes, indicate what type in Notes.	x	
Any other relevant information		x

4. Description of the Building

Instruction: Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories,# of entrances and exits, #of employees, access to the building, security features, areas of concern related to security.

Number of floors - 1

Number of entrances/exits - 6

Access to building - granted by either security badge at locations with Access Control Management card access; or with external building key: limited to custodial and building administration

Security Features - Fire, Burglary and Lockdown features in place as well as security monitoring by NCC & Rapid Response

5. Specific Hazards

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

Hazard	Resolution
1. Athletics 2. Playground 3. Emergency Numbers Posted by Phones	1. Meet with the district-wide safety committee to review protocols for evening events 2. Task custodians with scheduled walkthroughs before, during and after the school day 3. Barriers to Separate Clients from Work Area

Appendix 3 800.6(f)(3)

Evaluation of the Physical Environment 800.6(f)(3)

Location: Sherman Elementary

Names of persons conducting the evaluation: Dr. Schmiegel, Patricia Davis, Mary Kirby, Shannon Whitney, Mike Bourquin, Kevin Todd, Brian Morrison, Tina Lane

Date of Assessment: 12/14/2023

Please note: This section requires the participation of the Authorized Employee Representative(s)

Instructions: All sections below refer to present conditions. Check "NA" for any items you do not consider applicable to the worksite/facility being evaluated. Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories,# of entrances and exits, #of employees, access to the building, security features, areas of concern related to security. Using the information from Section 1-4 list the specific hazards related to this evaluation in Section 5.

Items	Yes	No	NA	Notes/Comments
1. Security Features				
Reception Area Available	x			
Barriers to Separate Clients from Work Area	x			
Separate Interview Area(s)	x			
Emergency Numbers Posted by Phones		x		
Multiple Exits	x			
Unobstructed Office Exits	x			
Door Control(s) i.e. locks, remote buzzer, panic bars	x			
Door Detector(s) door alarm	x			
Adequate lighting in and around the workplace	x			
Parking lot well lighted	x			
Panic Button(s)	x			
Video Monitor(s)	x			
Landscaping to provide unobstructed view of the workplace	x			
Limiting the posting of signs on windows	x			
Other:				cafe doors/reversed fixing Dec/Spring-Can't be locked
2. Factors That Might Place Employees at Risk:				

				Notes
Work in public settings-e.g. Health Care, Police Officers, Firefighters, Social Workers, Highway Workers				
Work late night or early morning hours		x		
Exchange money with the Public		x		
Work alone or in small numbers	x			
Work in a location with uncontrolled public access		x		
In areas of previous security concerns	x			cafeteria doors reversed don't lock
Any other factors that my place employees at risk		x		playground
Work on public roadways			x	
Respond to emergency scenes			x	

3. Security Guards

				Notes
Are Security Guards present at the location?		x		
Are they posted at Entrance(s)		x		
Do they patrol the Building		x		
Are they provided with communication?-If yes, indicate what type in Notes.	x			
Any other relevant information			x	

4. Description of the Building

Instruction: Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories,# of entrances and exits, #of employees, access to the building, security features, areas of concern related to security.

Number of floors - 3

Number of entrances/exits - 12

Access to building - granted by either security badge at locations with Access Control Management card access; or with external building key: limited to custodial and building administration

Security Features - Fire, Burglary and Lockdown features in place as well as security monitoring by NCC & Rapid Response

5. Specific Hazards

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

Hazzard	Resolution
1. Athletics 2. Playground 3. Emergency Numbers Posted by Phones	1. Meet with the district-wide safety committee to review protocols for evening events 2. Task custodians with scheduled walkthroughs before, during and after the school day 3. Emergency phone number card placed next to each phone

Appendix 3 800.6(f)(3)

Evaluation of the Physical Environment 800.6(f)(3)

Location: Starbuck Elementary

Names of persons conducting the evaluation: Dr. Schmiegel, Patricia Davis, Mary Kirby, Shannon Whitney, Mike Bourquin, Kevin Todd, Brian Morrison, Tina Lane

Date of Assessment: 12/14/2023

Please note: This section requires the participation of the Authorized Employee Representative(s)

Instructions: All sections below refer to present conditions. Check "NA" for any items you do not consider applicable to the worksite/facility being evaluated. Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories, # of entrances and exits, #of employees, access to the building, security features, areas of concern related to security. Using the information from Section 1-4 list the specific hazards related to this evaluation in Section 5.

Items	Yes	No	NA	Notes/Comments
1. Security Features				
Reception Area Available		X		
Barriers to Separate Clients from Work Area	X			
Separate Interview Area(s)	X			
Emergency Numbers Posted by Phones		X		
Multiple Exits	X			
Unobstructed Office Exits	X			
Door Control(s) i.e. locks, remote buzzer, panic bars	X			
Door Detector(s) door alarm	X			
Adequate lighting in and around the workplace	X			
Parking lot well lighted	X			
Panic Button(s)	X			
Video Monitor(s)	X			
Landscaping to provide unobstructed view of the workplace	X			
Limiting the posting of signs on windows	X			
Other:		X		Sidewalks scheduled to be replaced
2. Factors That Might Place Employees at Risk:				

Item	Check	Notes
Work in public settings-e.g. Health Care, Police Officers, Firefighters, Social Workers, Highway Workers		
Work late night or early morning hours	X	
Exchange money with the Public	X	
Work alone or in small numbers	X	
Work in a location with uncontrolled public access	X	Pre-K Student Entrance & Exit
In areas of previous security concerns	X	
Any other factors that my place employees at risk	X	playgrounds
Work on public roadways	X	
Respond to emergency scenes	X	

3. Security Guards

Item	Check	Notes
Are Security Guards present at the location?	X	
Are they posted at Entrance(s)	X	
Do they patrol the Building	x	
Are they provided with communication?-If yes, indicate what type in Notes.	x	
Any other relevant information	x	

4. Description of the Building

Instruction: Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories,# of entrances and exits, #of employees, access to the building, security features, areas of concern related to security.

Number of floors - 1

Number of entrances/exits - 6

Access to building - granted by either security badge at locations with Access Control Management card access; or with external building key: limited to custodial and building administration

Security Features - Fire, Burglary and Lockdown features in place as well as security monitoring by NCC & Rapid Response

5. Specific Hazards

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

Hazard	Resolution
1. Athletics 2. Playground 3. Sidewalks 4. Pre-K Student Entrance & Exit 5. Emergency Numbers Posted by Phones	1. Meet with the district-wide safety committee to review protocols for evening events 2. Task custodians with scheduled walkthroughs before, during and after the school day 3. Scheduled to be replaced 4. Pre-k students are dropped off by the parent to the teacher at the main entrance of the school 5. Emergency phone number card placed next to each phone

Appendix 3 800.6(f)(3)

Evaluation of the Physical Environment 800.6(f)(3)

Location: Watertown High School

Names of persons conducting the evaluation: Dr. Schmiegel, Patricia Davis, Mary Kirby, Shannon Whitney, Mike Bourquin, Kevin Todd, Brian Morrison, Tina Lane

Date of Assessment: 12/14/2023

Please note: This section requires the participation of the Authorized Employee Representative(s)

Instructions: All sections below refer to present conditions. Check "NA" for any items you do not consider applicable to the worksite/facility being evaluated. Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories,# of entrances and exits, #of employees, access to the building, security features, areas of concern related to security. Using the information from Section 1-4 list the specific hazards related to this evaluation in Section 5.

Items	Yes	No	NA	Notes/Comments
1. Security Features				
Reception Area Available	x			
Barriers to Separate Clients from Work Area	x			
Separate Interview Area(s)	x			
Emergency Numbers Posted by Phones		x		
Multiple Exits	x			
Unobstructed Office Exits	x			
Door Control(s) i.e. locks, remote buzzer, panic bars	x			
Door Detector(s) door alarm	x			
Adequate lighting in and around the workplace	x			
Parking lot well lighted	x			
Panic Button(s)	x			
Video Monitor(s)	x			
Landscaping to provide unobstructed view of the workplace	x			
Limiting the posting of signs on windows	x			
Other:			x	
2. Factors That Might Place Employees at Risk:				

Work in public settings-e.g. Health Care, Police Officers, Firefighters, Social Workers, Highway Workers		Notes
Work late night or early morning hours	X	athletic complex-consession stand
Exchange money with the Public	X	building is open for WHS Athletic events
Work alone or in small numbers	X	
Work in a location with uncontrolled public access	X	
In areas of previous security concerns	X	
Any other factors that my place employees at risk	X	bridge to the high school/pool/sports fields
Work on public roadways	X	
Respond to emergency scenes	X	

3. Security Guards

		Notes
Are Security Guards present at the location?	X	
Are they posted at Entrance(s)	X	
Do they patrol the Building	x	
Are they provided with communication?-If yes, indicate what type in Notes.	X	
Any other relevant information	X	

4. Description of the Building

Instruction: Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories,# of entrances and exits, #of employees, access to the building, security features, areas of concern related to security.

Number of floors - 3

Number of entrances/exits - 36

Access to building - granted by either security badge at locations with Access Control Management card access; or with external building key: limited to custodial and building administration

Security Features - Fire, Burglary and Lockdown features in place as well as security monitoring by NCC & Rapid Response

5. Specific Hazards

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

Hazzard	Resolution
1. Athletic complex-concession stand 2. Building is open for WHS Athletic events 3. Bridge to the high school 4. Pool 5. Sports fields	1. Add a locking mechanism to the interior of the concession stand 2. Meet with the district-wide safety committee to review protocols for evening events 3. Director of Facilities will review alternative options that do not cause a fire hazard 4. Pool doors are secured at all times and maintain a separate key 5. The space has cameras that are reviewed by our SRO's; however, further clarification on public access must/will be considered during school hours

Appendix 3 800.6(f)(3)

Evaluation of the Physical Environment 800.6(f)(3)

Location: Wiley Intermediate School

Names of persons conducting the evaluation: Dr. Schmiegel, Patricia Davis, Mary Kirby, Shannon Whitney, Mike Bourquin, Kevin Todd, Brian Morrison, Tina Lane

Date of Assessment: 12/14/2023

Please note: This section requires the participation of the Authorized Employee Representative(s)

Instructions: All sections below refer to present conditions. Check "NA" for any items you do not consider applicable to the worksite/facility being evaluated. Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories,# of entrances and exits, #of employees, access to the building, security features, areas of concern related to security. Using the information from Section 1-4 list the specific hazards related to this evaluation in Section 5.

Items	Yes	No	NA	Notes/Comments
1. Security Features				
Reception Area Available	x			
Barriers to Separate Clients from Work Area	x			
Separate Interview Area(s)	x			
Emergency Numbers Posted by Phones		x		
Multiple Exits	x			
Unobstructed Office Exits	x			
Door Control(s) i.e. locks, remote buzzer, panic bars	x			
Door Detector(s) door alarm	x			
Adequate lighting in and around the workplace	x			
Parking lot well lighted	x			
Panic Button(s)	x			
Video Monitor(s)	x			
Landscaping to provide unobstructed view of the workplace	x			
Limiting the posting of signs on windows	x			
Other:			x	
2. Factors That Might Place Employees at Risk:				

Work in public settings-e.g. Health Care, Police Officers, Firefighters, Social Workers, Highway Workers			
Work late night or early morning hours		x	
Exchange money with the Public		x	
Work alone or in small numbers		x	
Work in a location with uncontrolled public access		x	
In areas of previous security concerns		x	
Any other factors that my place employees at risk	x		pool/trailways,sports fields and playgrounds
Work on public roadways		x	
Respond to emergency scenes		x	
3. Security Guards			
Are Security Guards present at the location?		x	
Are they posted at Entrance(s)		x	
Do they patrol the Building		x	
Are they provided with communication?-If yes, indicate what type in Notes.		x	
Any other relevant information			x

4. Description of the Building

Instruction: Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e. #of stories,# of entrances and exits, #of employees, access to the building, security features, areas of concern related to security.

Number of floors - 2

Number of entrances/exits - 16

Access to building - granted by either security badge at locations with Access Control Management card access; or with external building key: limited to custodial and building administration

Security Features - Fire, Burglary and Lockdown features in place as well as security monitoring by NCC & Rapid Response

5. Specific Hazards

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

Hazzard	Resolution
1. Pool 2. Trailways 3. Sports fields 4. Playgrounds 5. Emergency Numbers Posted by Phones	1. Pool doors are secured at all times and maintain a separate key 2. Athletics Custodian does frequent checks of these spaces and to determine what, if any, tree trimming must be completed 3. Athletics Custodian does frequent checks of these spaces 4. Task custodians with scheduled walkthroughs before, during and after the school day 5. Emergency phone number card placed next to each phone

Appendix D - Records Examination

Appendix D: Records Examination
Part 800.6(f)(1),(f)(2)

Records Examination 800.6(f)(1)

Location: Watertown City School District

Date of Assessment: December 15, 2023

Instructions: Examine records below from the previous year. Examine to identify patterns 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.

1. Record Examination	*Results of the examination*
• **Log of Work Related Injuries and Illnesses (Form SH900)** • **Summary of Work Related Injuries and Illnesses (Form 900.1)** • **Injury and Illness Incident Report (SH900.2)**	Watertown High School - reports of slipping on ice in the parking lot, falls in the hallways due to due being on floor, slips on steps, injury as a result of pool equipment, Wiley - falls on ice in parking lots/walkways, injury on playground, trips on stairs, North - falls in hallway/on stairs Ohio - pickup up student District Office - falls in parking lot on ice, falls on sidewalk Case - falls on stairs in parking lot Sherman - trips in hallways Starbuck - slips in hallway on water
Workplace Violence Incident Reports	None
Personnel Disciplinary Reports	None
Workers Compensation Reports	These are tied to the Employee Accident Forms in the first cell of this table.

Any Other Internal Reports Related to Workplace Violence

None

Assessment of Relevant Policies Work Practices and Procedures 800.6(f)(2)

Instructions: Conduct an assessment of policies, work practices and work procedures that may impact the risk of workplace violence. Examples of relevant policies include:

- Domestic Violence
- Sexual Harassment
- Visitation Policies
- Policies relevant to the care and treatment of client, patients and inmates may be part of this assessment
- Policies for staff in field travel assignments (daily check-in procedures, itineraries, cell phones provided for check in)

Examples of work practices and procedures:

- Visitor/Client Sign In/Out
- Visitor(s)/Client(s) Escorted
- One Client Entrance Used
- Desks Clear of Objects which may become weapons(might be relevant in situations where dealing with the public)
- I.D Badges Used
- Left an itinerary with contact information
- Have periodic check-in procedures
- After hours contact procedures
- Know procedures if involved in incident (see also Training Section)
- Know how to control/defuse potentially violent situations
- Supplied with personal alarm/cellular phone/radio
- Limit visible clues of carrying money/valuables
- Partnering arrangements if deemed necessary

Record the results of the assessment and any associated risks below.

2. Results of the Assessment

Instructions: Conduct an assessment of policies, work practices and work procedures that may impact the risk of workplace violence. Examples of relevant policies include:

- Visitation Policies - BOE Policy 1006 - X
- Codes of Conduct - BOE Policy 1102 - X
- Equal Opportunity and Prohibition of Discrimination and Harassment (Including Sexual Harassment) - BOE Policy 0012.1 - X

Examples of work practices and procedures:

- Visitor/Client Sign In/Out - *Raptor* System Used - X
- Visitor(s)/Client(s) Escorted - X
- One Client Entrance Used - X
- I.D Badges Used - X
- After hours contact procedures - X
- Know procedures if involved in incident (see also Training Section) - X
- Know how to control/defuse potentially violent situations - Training - X
- Limit visible clues of carrying money/valuables - Policy 4603.1 - X

Appendix E - Workplace Violence Prevention Program Committee

Watertown City School District
Workplace Violence Prevention Program Committee
December 14, 2023

Print Name	Signature
Mary Kirby	Mary Kirby CSEA president foodService
Shannon Whiting	Sh__ WAEA
Patricia Davis	Patricia Davis Wat. Non instruction 12 month clerical and Support ASS.
Mike Bourquin	_____ CSEA Custodial
Kevin Todd	_____ WEA
Brian Morrison	Brian Morrison WITAA
Larry Schmiegel	_____ Superintendent
Tina M. Lane	_____ Asst. Sup. for Student Personnel and Student Services