

WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT
Workplace Violence Prevention Plan – Employee Survey

Facility: _____
Address/Work Location: _____
Name (optional): _____
Contact Number (optional): _____
Date Survey Completed: _____

The West Irondequoit Central School District is committed to taking reasonable steps to provide a safe workplace for all employees. This survey is part of our ongoing efforts to assess and improve safety in the workplace. Please assist us by checking the appropriate box for each statement below, as follows: "T" for "TRUE;" "F" for "FALSE;" or, "?" for "DON'T KNOW." Thank you for your honest assessment.

A. Management Commitment and Employee Involvement

1. Managers, supervisors, and/or employees do not accept violence/threats as "part of the job." T __ F __
2. Employees communicate information about potential violence to appropriate staff. T __ F __
3. Management communicates information to employees about workplace violence incidents T __ F __
4. Employees feel they are treated with dignity and respect by other employees and management. T __ F __
5. Employees are basically satisfied with their jobs. T __ F __
6. Employees are basically satisfied with management. T __ F __
7. Employees are basically satisfied with the District (e.g., mission, vision, goals). T __ F __
8. Employees generally feel "safe" when they are at work. T __ F __
9. Employees are familiar with the District's Workplace Violence Prevention Policy and Plan. T __ F __

B. Potential Risk Factors

10. Employees do not work in high-crime areas. T __ F __
11. Employee do not work with drugs. T __ F __
12. Employees do not work with cash. T __ F __

13. Employees do not work with other persons (e.g., students, other employees, etc.) who have a history of violent behavior or behavior disorders. T __ F __

14. Employees do not work alone or in isolated areas. T __ F __

C. Hazard Prevention and Control

15. The facility has adequate lighting to, from, and within the worksite. T __ F __

16. The employee parking area is safe and secure when arriving, leaving, and during shift changes. T __ F __

17. Access and freedom of movement in the workplace are restricted to those persons who have a legitimate reason for being there. T __ F __

18. Alarm systems, such as panic alarm buttons, silent alarms, or personal electronic alarm systems, are being used for prompt security assistance. T __ F __

19. There is a security escort service after hours. T __ F __

20. After hours, the building is locked down, with only one access point. T __ F __

21. Visitors are signed in and out. T __ F __

22. Exits are accessible, clear of obstructions, and clearly marked. T __ F __

23. Employees are able to locate emergency equipment, such as fire alarm boxes, first aid kits, or emergency generator outlets. T __ F __

24. Emergency equipment is accessible and free from obstruction. T __ F __

25. Employees are able to locate cellular phones, power-failure phones, and/or radios, for emergency communication. T __ F __

26. Employees know the proper procedures for bomb threats. T __ F __

27. The Employee Emergency Callback List is up-to-date and available. T __ F __

28. Employees respect the privacy of students and their families. T __ F __

29. Employees use the "buddy system" to work together if problems arise. T __ F __

30. Employees have cellular phones or other communication devices to enable them request aid regardless of location. T __ F __

31. Staffing levels are appropriate for departmental functions. T __ F __

32. Reference manuals are up-to-date and available to employees. T __ F __

33. There is a grievance policy available to employees. T __ F __

34. There is a District Safety Committee available as a resource to staff for any safety or hazard concerns. T __ F __

D. Training

35. Employees have received training on the District’s workplace violence prevention program. T __ F __

36. Employees know how to ask for assistance by phone, or by alerting other staff. T __ F __

37. Employees have been trained to recognize and handle threatening, aggressive, or violent behavior. T __ F __

38. Employees have been trained in verbal de-escalation techniques. T __ F __

39. Employees have been trained in self-defense/restraint procedures.

E. Incidents and Reporting

40. This unit/workplace site has not experience violent behavior, assaults, threats from strangers. T __ F __

41. This unit/workplace site has not experience violent behavior, assaults, threats from students. T __ F __

42. This unit/workplace site has not experience violent behavior, assaults, threats from other employees. T __ F __

43. This unit/workplace has not experienced domestic violence issues. T __ F __

44. Employees are required to report incidents or threats of violence, regardless of injury or severity. T __ F __

45. Medical and psychological counseling services were offered to employees who have been assaulted or threatened. T __ F __

46. I have the following workplace violence concern:

47. I want to be contacted to discuss a workplace violence concern. YES __ NO __

***Note: Name and contact number required if "YES."**