



WESTBURY
UNION FREE SCHOOL DISTRICT

Dr. Tahira DuPree Chase
Superintendent of Schools

2 Hitchcock Lane, Westbury, NY 11568
P: (516) 876-1935
E: hr@westburyschools.org

Westbury Union Free School District

Workplace Violence Prevention Program



Workplace Violence Prevention Policy- Adopted January 23, 2024

Workplace Violence Prevention Program- Approved March 19, 2024



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Section 1 – INTRODUCTION

What is Workplace Violence?

Workplace violence is defined as any physical assault or act of aggressive behavior that occurs where a public employee performs any work-related duty in the course of their employment. This includes but is not limited to:

- 1) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- 2) Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- 3) Intentional and wrongful physical contact with a person without his or her consent that entails some injury; or
- 4) Stalking an employee to cause fear of harm to the employee's physical safety and health when such stalking has arisen through and in the course of employment.

A workplace as any permanent or temporary location outside an employee's home where an employee performs any work-related duty in the course of employment. Some examples include:

- Central office
- Field trip location
- Out-of-office meeting or conference
- Sporting events
- School bus

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 are enforced by NYSDOL and can be found¹ at: <https://dol.ny.gov/system/files/documents/2021/03/workplace-violence-prevention-regulations.pdf>. Effective January 4, 2024, all public school districts, New York City public schools, Boards of Cooperative Education Services (BOCES) and County Vocational Education & extension Boards are covered by this law.

¹ Regulations can also be found in Title 12 of the New York Codes, Rules, and Regulations, Section 800.6



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Purpose of this Program

The purpose of this Workplace Violence Prevention Program is to provide information to administrators, 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.

The goal of this program is to reduce the risk of workplace violence to employees 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's commitment to work with its employees to maintain a work environment free from violence and other threatening behavior to the greatest degree possible.

An incident may be committed without one person actually touching or striking or doing bodily harm to another person. Concerns about sexual or other unlawful harassment may also be covered by the District's Policy Against Workplace Sexual Harassment (0110) and its Policy Against Workplace Discrimination and Harassment (0100 and 0100-R).

Savings Clause

The District has made every effort to ensure that this Workplace Violence Prevention Program complies with NYS Department of Labor regulations. In the event any of the provisions, portions or applications of this program are found to be invalid or inconsistent with any superseding legal requirements by any tribunal of competent jurisdiction, then the provisions, portions or applications specified in such decision will be of no force and effect, but the remainder of this program will continue to be in full force and effect.



Section 2 – POLICY STATEMENT

The Westbury School District is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our District and our employees, parents, guardians 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 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.

Acts of violence against any of our employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients and visitors, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of New York State Labor Law Art. 2, §27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law includes a workplace evaluation that is designed to identify the risks of workplace violence to which our employees could be exposed. Authorized Employee Representative(s) will, at 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.



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Superintendent of Schools

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P: (516) 876-1935

E: hr@westburyschools.org

Designated Contact Person: Dr. Roger Bloom

Title: Assistant Superintendent for Personnel

Department: Personnel Office

Phone: (516) 874-1816

E-mail: HR@westburyschools.org

Ref: New York State Labor Law Art. 2, §27-b

Adoption date: January 23, 2024.

THREATS OR ASSAULTS THAT REQUIRE IMMEDIATE ATTENTION BY SECURITY OR POLICE SHOULD BE REPORTED TO THE POLICE AT 911.

Enforcement of this Policy will be accomplished through the implementation of a Workplace Violence Prevention Program, and by complying with the requirements of the NYS Workplace Violence Prevention Act as set forth in NYS Labor Law Section 27-b. A general review of the District's Workplace Violence Prevention Program will be conducted every year. Specific reviews will be conducted upon a workplace violence incident.

All employees will participate in the annual Workplace Violence Prevention Training Program.

This Policy will be posted in the following locations in the Main Office at each of the following locations:

- **Dryden Street School**
- **Drexel Avenue School**
- **Park Avenue School**
- **Powells Lane School**
- **Westbury Middle School**
- **Westbury High School**

This Policy will be posted in the following locations in the bulletin boards and copy rooms at each of the following locations:

- **District Office**
- **Facilities Building**

Individuals who violate this Policy may be subject to removal, criminal and/or civil charges, and/or disciplinary action up to and including termination of employment.

Any employee who, in good faith, makes a report of workplace violence, reports witnessing workplace violence, or is involved in reporting, investigating, or responding to workplace violence, will not be subject to retaliation of any kind. Any employee found to have engaged in retaliatory action will be subject to discipline, up to and including termination.



Section 3 – EMPLOYEE AND SUPERVISORY ROLES AND RESPONSIBILITIES

Employee Responsibility

It is the responsibility of every District employee to assist and cooperate in making our workplace as safe as possible. In order to accomplish this task, all employees need to fully understand and adhere to the provisions of this Workplace Violence Prevention Program. All employees are required to wear district-issued identification badges and upon entering the building, if the employee does not have their identification badge on their person, they will be issued a visitor pass sticker.

Any employee who witnesses or is the victim of any form of workplace violence, or who notices or perceives any physical condition, procedure, or any other factor which may contribute to the potential risk of workplace violence, should report same to his/her supervisor. If the supervisor is a party to the incident or concern, or if for any reason the employee is not comfortable reporting the same to the supervisor, the report should be made to a member of the Safety and Security Committee. A list of the Safety and Security Committee members is available on the District's website under the Board of Education tab. All reports should be documented using the attached *Workplace Violence Incident Report Form*, and the supervisor must submit all reports to the Assistant Superintendent for Personnel and if the incident involves the Assistant Superintendent for Personnel, to the Superintendent of Schools.

If an employee properly refers a matter of concern as set forth above, and the District is given reasonable opportunity to correct the matter but it has not been resolved or the employee or representative of the employees still believes a violation remains, or if the employee believes that an imminent danger exists, the employee or representative of employees has the right to contact the New York State Department of Labor, in writing, to request inspection by the Department of the situation.

An employee who applies for, obtains or is covered by a protective or restraining order, which lists specific workplace locations as being protected areas, must provide his/her/their supervisor with a copy of the petition and declaration used to seek the order as well as a copy of any temporary or permanent protective or restraining order that was granted. The District will endeavor to maintain confidentiality of same and respect the privacy of the reporting employee to the maximum extent possible consistent with the District's obligations pursuant to this Program.

If applicable, an authorized employee representative, meaning, a union official, will be given the opportunity to contribute information, assist with analyzing statistics and conducting the workplace risk evaluation and determination, to participate in incident reviews, and to provide input about the Workplace Violence Prevention Program.



Supervisor Responsibility

Supervisors have the responsibility for ensuring that these policies and procedures are clearly communicated and understood by all employees, as well as enforcing them in a fair and consistent manner. Supervisors are accountable for ensuring that all aspects of this program under their area of responsibility are properly met.

Supervisors must carefully review and assess information provided by employees or other sources. If a problem situation or location is identified, appropriate precautions should be taken based on the specific situation. Information about the problem should be communicated to the Assistant Superintendent for Personnel and the Safety and Security Committee for possible notification of other employees who may work in a similar/identical situation and for updates to the Workplace Violence Prevention Program.

Safety and Security Committee

A Safety and Security Committee ("the Committee") has been established to assess the District's vulnerability to workplace violence and to make recommendations on preventive actions to be taken. The committee will consist of at least one representative designated by the District, who initially will be the Assistant Superintendent for Personnel and the Assistant Business Administrator for Operations. The Committee will contribute toward maintaining the District's Workplace Violence Prevention Program ("Program"). A copy of the Program is available upon request in the District workplaces listed in the District's Workplace Violence Prevention Policy Statement.

The Committee will conduct a risk assessment. Once the level of risk is determined, the Committee will participate in the development of risk reduction strategies, which will then be implemented during employee training.

The Committee may participate in the oversight of employee training programs in violence prevention and the development of a plan for responding to acts of violence. It may also participate in communicating this plan internally to all employees. The Committee may participate in reviewing previous incidents of violence at our workplace. It may analyze and review existing records to identify patterns that may indicate causes and severity of assault incidents and identify changes necessary to correct these hazards. These records include, but are not limited to, past incident reports, insurance records, Workers' Compensation records, accident investigations, training records, and grievances.

Additionally, the Committee may participate in the inspection of the workplace and evaluate the work tasks of employees to determine the presence of hazards, conditions, operations and other situations which might place workers at risk of occupational assault incidents. Employees may be surveyed to identify the potential for violent incidents and to identify or confirm the need for improved security measures. These surveys will be reviewed, updated and distributed as needed. The Team will also, on at least an annual basis, review and update the Program. The review and update will set forth any mitigating steps taken in response to any incident of workplace violence.



Section 4 – WORKPLACE RISK EVALUATION

The District has conducted a workplace risk evaluation consisting of:

A record examination: The District has examined all records of workplace violence incidents in the past year to identify patterns in the type and cause of incidents; areas of the workplace where incidents occur; incidents that involve specific workplace operations; or incidents which involve specific individuals.

An assessment of administrative risk factors: The District has assessed all relevant policies, practices, and procedures that may impact the risk of workplace violence.

An evaluation of the physical environment: The District has evaluated the physical work environment for factors which may place employees at risk of workplace violence with the participation of 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 District 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 health care, 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 Attachment 1, along with the methods and means by which each risk is being addressed by District. As the employer, the District is responsible for addressing all risk factors that our 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.



Section 5 – WORKPLACE VIOLENCE CONTROL MEASURES AND PREVENTION

Hierarchy of Controls

A hierarchy of controls is a safety professional term referring to a ranking of the safeguards that an employer can use to protect employees from harm in order of preference and effectiveness. There are three main types of safeguards, or control measures, that an employer can implement to protect employees from recognized workplace violence risk factors. Engineering controls are considered the most effective, followed by work practice controls, and then personal protective equipment.

Engineering controls eliminate or reduce the risk of workplace violence through physical changes to the workplace.

Examples of engineering controls include:

- Increasing lighting in remote areas
- Designing secure building access
- Installing security hardware
- Eliminating isolated work areas
- Installing drop safes

Work practice controls eliminate or reduce the risk of workplace violence through changes to organizational policies, procedures, and work practices.

Examples of work practice controls include:

- Increased staffing
- Employment of security personnel
- Implementing building access control procedures, for example, requiring badges to enter
- Instituting communication procedures across shifts or classes to share information regarding agitated clients or students
- Providing information to employees on the criminal history or violence of clients, inmates, or customers
- Reducing customer wait times
- Providing employees with personal alarms
- Providing cell phones to employees in the field
- Training employees on de-escalation and how to recognize precursors to violence

Personal Protective Equipment (PPE) is generally considered the least effective control measure but may be needed to enhance other control measure or minimize potential injury severity when other control measures fail.

Examples of personal protective equipment include:



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- Ballistic or stab resistant body armor
- Riot gear including protective helmets and shields
- Eye and face protection

Workplace Violence Prevention

Prevention of violence in the workplace is the responsibility of the District and everyone has a role to play in keeping the workplace safe from violence. The following section focuses on early warning signs of violent behavior and workplace issues that have the potential to trigger violent behavior. Administrators, supervisors, employees, and authorized representatives should be familiar with the signs and issues described below to intervene early and reduce the likelihood of workplace violence.

Early warning signs of potential violence

There is no single “profile” that can identify a potentially dangerous individual. It is important to be careful when drawing assumptions about a person’s potential for violence based on any specific behavior or action. However, certain patterns of behavior and events frequently precede episodes of violence.

Behavior or situations that may indicate an increased risk of violence 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 and/or verbal comments expressing 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 expressing fascination with weapons
- Fascination with incidents of workplace violence, statements in person or online indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides
- Statements in person or online indicating an increased tone of desperation, feeling that normal interventions to solve a problem will not work, feeling hopeless about a situation at work, with family, with finances, and other personal problems
- Signs of abuse of drugs or 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 someone

These behaviors or situations should be reported to an employee’s supervisor and/or the administrator of the workplace violence prevention 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.



Workplace issues that may trigger violence

Common situations that may trigger workplace violence can be categorized under employee issues or workplace issues.

Employee issues include:

- A negative performance review
- An unwelcome change in role due to performance or reorganization in the workplace
- An unwelcome change in work schedule
- Criticism of an employee's performance
- A conflict with coworker or supervisor
- Personal stress outside the workplace
- Increased workload or pressure

Workplace issues include:

- No clearly defined rules of conduct
- A lack of employee training
- Inadequate hiring practices or screening of potential employees
- Insufficient supervision of employees
- A lack of discipline or inconsistent discipline in the workplace
- A lack of employee support systems or support systems that are inadequate
- Employer failure to address incidents as they occur
- An overly authoritarian management style in the workplace

Note, a workplace issue that only an employee perceives can still be a trigger for workplace violence.

Recognizing the signs and intervening early

To help prevent a violent situation from occurring, administrators, supervisors, employees, and authorized representatives should be trained to recognize the early warning signs (such as a change in a person's behavior before an episode of violence) and the issues or events that may trigger violence. With this knowledge an employer can intervene early to prevent a violent incident from occurring.

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, and ambulance) to obtain immediate on-site assistance.
- In an emergency situation, dial 911.



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- Notify coworkers as soon as practical to enable them to also reach safety if danger is imminent and applicable to them.

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

Dos and Don'ts for Dealing with Potentially Violent Individuals

Do's

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/she/they is/are saying.
4. Do maintain a relaxed yet attentive posture.
5. Do acknowledge the person's feelings and indicate that you can see he/she/they is/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 reassuring 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



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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.

Don'ts

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 make physical contact, jab your finger at the other person, or use long periods of eye contact.
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 invade the individual's personal space.



Section 6 – REPORTING AN INCIDENT

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

Any District employee who becomes aware of a physical assault, threatening behavior, or verbal abuse at the workplace must immediately report the facts and circumstances of the violent incident to their supervisor and/or the contact person identified in the Policy Statement (Section 2). In the event that an employee witnesses or is involved in an incident of violence in which there is an immediate threat to the employee's safety or the safety of others or where a serious injury has occurred, the employee will immediately call 911 to obtain law enforcement and/or medical assistance and 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 Assistant Superintendent for Personnel using the Incident Report in Attachment 3.

If a pattern of workplace violence incidents develops that involve criminal conduct or serious injury, the District will attempt to develop a protocol with the District Attorney or Police 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 violent behavior is strictly prohibited and will be subject to appropriate corrective or disciplinary measures.



Section 7 – POST-INCIDENT RESPONSE

The District has developed procedures to respond to incidents of workplace violence. These include the following as appropriate:

- Assure that injured employees receive prompt and appropriate medical care. (This includes, but is not limited to, providing transportation of any injured persons 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.
- Secure the premises to safeguard evidence and reduce distractions during the post incident response process.
- Assure that an incident report is completed immediately after an incident occurs, noting details that might be forgotten over time. Attachment 3 contains a sample incident report form.
- Address the need for appropriate treatment for employees who were victims of workplace violence. 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 administrators.
- The District will investigate any reported workplace violence incident thoroughly.

All employees should be trained to inform management about any incidents that occur and how prepare an incident report. Employees will be trained as set forth in Section 7 below.

Section 8 – EMPLOYEE INFORMATION AND TRAINING

Training of every employee will be performed upon initial assignment and annually thereafter. Retraining is required any time there is a significant change to the District's workplace violence prevention program, a newly identified risk factor, or a control measure addition. Required training topics are listed in the Training Outline in Attachment 2.



Section 8 –RECORDKEEPING REQUIREMENTS

All workplace violence incidents and threats will be documented in a Workplace Violence Incident Report. Workplace violence incidents that cause a work-related death or an injury that meets the recording criteria of the Public Employee Safety and Health Bureau (PESH) log of injuries and illnesses should be recorded on both the PESH log and the Workplace Violence Incident Report. For more on the PESH log of injuries and illness, the PESH website linked here: <https://dol.ny.gov/public-employee-safety-health>.

A Workplace Violence Incident Report will provide a written description when an incident occurs so that management can evaluate why the incident occurred and implement an appropriate safeguard or control measure to reduce the risk of such incidents from happening again. The Workplace Violence Incident Report also creates a historical record. The Workplace Violence Incident Report(s) will be reviewed at least once a year to determine if and how the workplace violence prevention program should be updated. (The Workplace Violence Incidents Report is attached as Attachment 3 of this document.)

The District will follow all federal, State and local laws and procedures in the reporting of workplace violence incidents. Any workplace violence incident that may be of a criminal or domestic violence nature will be immediately reported to the appropriate police authorities or be handled in accordance with accepted operating procedures.

It is the responsibility of all employees to promptly report any incident that the employee in good faith believes to constitute workplace violence. All incidents are to be reported to an immediate supervisor or building principal within 24 hours of when the incident occurred. If the incident involves an immediate supervisor, the incident should be reported to the building principal or the Assistant Superintendent for Personnel. This includes threats by employees, as well as threats by students, parents, contractors, visitors, or other members of the public. The Workplace Violence Incident Report (attachment 3) must be completed for each incident. A copy of the form may be forwarded to the members of the Safety and Security Committee for their review and investigation.

If the report involves a privacy concern case, the Report will be kept confidential and the District will replace the name of the employee who was the victim of the workplace violence with "PRIVACY CONCERN CASE" before sharing the Report (this requirement does not apply to disclosures to the Commissioner of Labor). The following will be treated as privacy concern cases:

- a. an injury or illness to an intimate body part or the reproductive system;
- b. an injury or illness resulting from a sexual assault;
- c. mental illness;
- d. HIV infection;
- e. Needle stick injuries and cuts from sharp objects that are or may be



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contaminated with another person's blood or other potentially infectious materials; and

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

The Assistant Superintendent for Personnel or designee, is required to report any workplace violence related fatalities and multiple hospitalizations to the DOSH District Office within eight hours of the incident.

Nearest DOSH District Office:
400 Oak Street, Suite 101 Garden City,
N.Y. 11530-6551
Phone: (516) 228-3970
Fax: (516) 794-7714



Attachment 1 – LIST OF RISK FACTORS AND CONTROL MEASURES

Risk Factors

Mitigation Efforts/Control Measures

<u>Violations Against Persons</u> (Assault, Harassment, Hazing, Weapons Possession, Incitement of Violence, Altercations, Reckless Endangerment)	Work Practice Controls: The District has created, and enforces, a detailed Code of Conduct to describe the expected behavior of students, staff and visitors to school buildings and the disciplinary actions resulting for violations of the code.
<u>Bomb Threats</u>	Work Practice Controls: The District has created a District Wide School Safety Plan that addresses bomb threats. All District administrators have familiarized themselves with the Bomb Threat Standards outlined in the Building-Level Emergency Response Plan so that appropriate decisions may be made depending on the exact nature of the situation.
<u>Intrusions</u>	<p>Work Practice Controls: The District has created a District Wide School Safety Plan that addresses intrusions. The Building-Level Emergency Response Plan hazard specific procedures will be followed in the event of an intrusion. Protective actions: The District has Protective Action Options for Lockdowns and Lockouts in its Districtwide Safety Plan.</p> <p>Engineering Controls: The District has Building Access Control Systems and Emergency Notification Systems. In addition, administrators in each building have the RAVE App on their phones to report emergencies to the NCPD.</p>
<u>Hostage Taking</u>	Work Practice Controls: The District has created a District Wide School Safety Plan that addresses hostage taking. All District administrators have familiarized themselves with the procedures that will be followed in the event of a hostage situation.
<u>Building Access (Students)</u>	<p>Work Practice Controls: Students are required to enter through the front entrance where trained and certified security personnel are present.</p> <p>Engineering Controls: Students are required to wear and present ID Cards with pictures at the Middle School and High School.</p>
<u>Building Access (Staff)</u>	<p>Work Practice Controls: Staff are required to enter through the front entrance where security personnel are present.</p> <p>Engineering Controls: Staff are required to wear and scan in with ID Cards with pictures at the Middle School and High School. Staff at the elementary schools must sign and wear ID cards with pictures.</p>



WESTBURY

UNION FREE SCHOOL DISTRICT

Dr. Tahira DuPree Chase
Superintendent of Schools

2 Hitchcock Lane, Westbury, NY 11568

P: (516) 876-1935

E: hr@westburyschools.org

<u>Building Access (Visitors)</u>	Work Practice Controls: Visitors are required to sign in at the security desk where security personnel are present. Visitors are required to wear visitor passes. Engineering Controls: The District uses visitor screening software.
<u>Harassment</u>	Work Place Controls: If harassment rises to the level of workplace violence, the procedures in the District Policy Against Workplace Discrimination and Harassment (0100 & 0100R) will be followed.
<u>Sexual Harassment</u>	Work Place Controls: If sexual harassment rises to the level of workplace violence, the procedures in the District Policy Against Workplace Sexual Harassment (0110) will be followed. Staff receive sexual harassment training annually at the beginning of each year.
<u>Altercations</u> (Staff injured when intervening in student altercations)	Work Place Controls: The District has in place, and enforces, a Policy for School Conduct and Discipline (451) which addresses students fighting or engaging in violent behavior.
<u>Violent Behavior</u>	Work Practice Controls: The District has created a District Wide School Safety Plan that addresses the Early Detection of Potentially Violent Behavior. The Districtwide School Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention and mental health.



Attachment 2 – WORKPLACE VIOLENCE PREVENTION TRAINING OUTLINE

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.

The District's 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 NYCRR Part 800.6
- Description and details of the District's Workplace Violence Prevention Program
- Workplace location of the District's Workplace Violence Prevention Program manual and the procedures for obtaining a copy
- Standard response action plan for violent situations
- Procedures for reporting a workplace violence incident or imminent danger
- How and when incidents will be investigated by the District
- The risk factors identified in the Safety and Security Committee's risk evaluation
- Measures employees can take to protect themselves from identified risks
- Procedures, policies, safety devices, and/or work environment accommodations that 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 as well as to those employees who are at higher risk of workplace violence based on their job duties and/or work site location.

Upon completion of the training, employees may be asked to provide feedback on the quality and content of the training.



Attachment 3 – WORKPLACE VIOLENCE REPORTING FORM

WESTBURY 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 that 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.



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WESTBURY UNION FREE SCHOOL DISTRICT WORKPLACE VIOLENCE INCIDENT REPORT FORM

Job title: _____

Work address: _____

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

Email: _____

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: _____



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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)