

Frewsburg Central School District



Workplace Violence Prevention Program

Section 1: Policy Statement (Effective Date of Program: January 1, 2024)

The Frewsburg Central School District is committed to our employees' safety and health. We refuse to tolerate any form of violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP).

The Frewsburg Central School District Workplace Violence Prevention Program was drafted and implemented in collaboration with representatives from the FUSE and FFA Unions.

All administrators, supervisors, and employees are responsible for implementing and maintaining our WVPP Program. We encourage employee participation in designing and implementing our program. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

A copy of this policy statement and WVPP Plan is readily available to all employees.

Our plan ensures that all employees, including administrators and supervisors, adhere to work practices that are designed to make the workplace more secure and do not engage in verbal threats or physical actions that create a security hazard for others in the workplace.

All employees, including administrators and supervisors, are responsible and accountable for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe and secure work environment.

Safety and health policies and procedures involving workplace security will be communicated and understood by all employees. Administrators and supervisors are expected to enforce the rules fairly and uniformly.

The WVPP Plan will be reviewed and updated annually. This plan will also be approved by the Board of Education on a yearly basis.

What is Workplace Violence:

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.

Workplace violence may be committed by:

- a) Other employees;
- b) Former employees;
- c) Students;
- d) Parents;
- e) Visitors;
- f) Individuals who have no connection to the workplace, but enter to commit a robbery or other crime;
or
- g) An individual who has a personal relationship with an employee.

Section II: Responsibility and Accountability

The Workplace Violence Prevention Coordinator is the Frewsburg Superintendent who has the responsibility for implementing the provisions of this program for the Frewsburg Central School District. All administrators, supervisors, and employees are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the program.

Superintendent Shelly O'Boyle
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In addition, a WVPP Planning Group (Frewsburg Admin Supervisors group - along with FUSE/FFA Presidents) assessed the vulnerability to workplace violence in our district and reached an agreement, along with the Frewsburg District-wide Safety Committee, on preventive actions to be taken.

The Director of Curriculum and Student Support Services will be responsible for obtaining employee training programs in violence prevention and plans for responding to acts of violence. They will also audit our overall Workplace Violence Prevention Program on a yearly basis.

The Workplace Violence Prevention Group will consist of:

Janet Bennett, Cafeteria Supervisor
DJ Johnson/John McLaughlin, Building and Grounds Supervisor
John Spacht, Director of Transportation
Zach Berlund, Working Supervisor
Jolynn Rasmussen, Working Supervisor
Jerome Lee Yaw, Business Manager
Heidi Reale, IT Director
Terry Gray, Athletic Director
Shaun Lasks, FFA President
Patty Ekstrom, FUSE President
Sarah Olson, HS Principal
Joshua Gilevski, Coordinator of Student Affairs
Tami McKotch, ES Principal/Director of Special Education
Tiffany Frederes, Director of Curriculum and Student Affairs
Shelly O'Boyle, Superintendent

Section III: Workplace Risk Assessment

The Workplace Violence Prevention Group, comprised of supervisors/administrators from all areas throughout the district, conducted a risk assessment. Although workplace violence can occur in any work setting, this group identified some settings and job assignments that may pose a greater risk. Employment situations or factors posing a higher risk in the Frewsburg District include:

Transportation

- Bus drivers/ attendants
 - Parent interactions at bus stops
 - Student contact on the bus
 - Late nights at bus garage - coming back from a trip or office staff working late
- Garage staff
 - Door is kept unlocked - Easy access

Custodial/Maintenance

- Cleaners (specifically night)
 - Mornings/Nights
 - Summers
- Maintenance crew
 - Around athletics
 - Trips to town park
 - Mornings/Nights
 - Summers

Cafeteria

- Staff- with students/ money
- Cafeteria Supervisor~ early mornings
- Deliveries- early mornings

Business Office

- Entire office - tax collecting - money on premises, insurance disputes

Athletics/Specials

- Coaches
- Advisors
- Referees
- Supervisors

Teachers/Aides

- Teachers/ Aides
 - Mental health issues
 - Special education issues
- ISS monitor
- Parent Teacher Conferences - late, in classrooms
- CSE meetings (in person)

Admin

- Leaving Board meetings
- Leaving evening meetings
- Early morning entries

Secretarial

- Office staff - deal with disgruntled adults/children, both staff and parents

Miscellaneous

- Pool
- Summer Driver Ed
- Summer Coaching
- Summer everything - many times no other adult may be on campus

Control measures that can realistically be implemented in our school district include:

1) Manipulating the Environment

- Increased lighting
- Secure building access/egress
- Security hardware
- Reducing isolated work areas
- Eliminating excessive “cash on hand”
- Adding signs indicating “low cash on hand”

2) Improving Practices

- Increasing staffing
- Employment of School Resource Officer (SRO)
- Developing building access control procedures
- Provision of Crisis Line
- Increase radios in all areas
- Empower staff to call 911
- Empower staff to make an “all call” throughout the building
- Provide Training to increase awareness

Section IV Compliance

The Frewsburg Central School District has taken the following measures to reduce the threat or likelihood of incidents of workplace violence:

- Security Cameras - The District has been outfitted with multiple security cameras to record most areas frequented by employees and accessible to the public. The cameras are monitored by office staff who have access to contact the SRO/Law Enforcement in the event of an emergency. In addition, signage indicating the use of surveillance cameras is posted.
- Individuals are provided with radios to call for assistance and report emergencies.
- Employees are instructed that when confronted with an irate student/adult, they are to contact the office for the crisis team to assist. All phones have been equipped with a “Crisis Line” to get help quickly to an individual.
- Employees are provided with Workplace Violence Prevention training as required by this program.
- Lighting has been added to parking lots to make the grounds more visible.
- An SRO has been secured. The SRO attends many events including after-school programs, athletic contests, and Board meetings
- Signage will be added to the Business Office indicating that limited amounts of cash are on-premises
- All exterior and classroom doors are locked

Section V Reporting an Incident of Workplace Violence

Any Frewsburg Central School District Employee, upon becoming aware of an instance of physical assault, threatening behavior, or verbal abuse occurring in the work setting must immediately report the facts and circumstances of the incident to their supervisor/principal.

If employees observe or experience an incident of violence involving an employee or visitor, in which there is an immediate threat to their safety or the safety of others or where an injury has occurred, the employee will immediately obtain law enforcement and medical assistance by calling 911. In addition, they will notify their immediate supervisor/principal.

Following the incident and as soon as practicably possible:

- Complete an Incident Reporting form
- Complete an accident report if an injury has occurred

Retaliation against an employee who makes a good-faith report of violence or other disruptive behavior is strictly prohibited.

Forms should be given directly to your supervisor/principal who, in turn, will sign and submit directly to the superintendent. All forms will be reviewed and kept in the Business Office.

Section VI Workplace Security Inspections

Periodic inspections for security hazards consist of the identification and evaluation of workplace security hazards and changes in employee work practices. Our district will perform inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

Type 1 Inspections for violence by strangers:

- The exterior and interior of the buildings for their attractiveness to intruders
- The need for security surveillance measures, such as additional cameras
- Posting signs notifying the public that limited cash is kept on the premises
- Procedures for employee response during an intrusion or other criminal act
- Procedures for reporting suspicious persons or activities
- Posting emergency telephone numbers for law enforcement, fire, and medical services where employees have access to a telephone with an outside line.
- Limiting the amount of cash on hand
- Staffing levels during evening hours of operation and at other high-risk times.
- The use of work practices such as "buddy" systems, as appropriate, for identified risks
- Adequacy of lighting and security for designated parking lots or areas.
- Access to, and freedom of movement within, the workplace.
- Adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.
- Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g. all call systems and radios and phones
- The availability of employee escape routes.

Type 2 Assessment of District Safety Plans

- How well has our district's anti-violence policy been communicated to employees, supervisors, and administrators?
- How well do we communicate this plan as a district?
- How well do our employees, supervisors, and administrators know the warning signs of potential workplace violence?
- Access to, and freedom of movement within, the buildings by non-employees, specifically recently discharged employees.
- Frequency and severity of employee-reported threats of physical or verbal abuse by administrators, supervisors, or other employees.

Appendix A

Incident Reporting Form

**FREWSBURG SCHOOL DISTRICT
WORKPLACE VIOLENCE INCIDENT REPORT FORM**

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

Workplace violence is any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of their employment including, but not limited to:

- a) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- b) Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- c) Intentional and wrongful physical contact with an employee without their consent that entails some injury;
- d) Stalking an employee with the intent of causing fear of material harm to the physical safety and health of the employee when the stalking has arisen through and in the course of employment.

Instructions

This report will be completed by the Workplace Violence Prevention Coordinator following a report of workplace violence. It will be maintained for use in the annual Workplace Violence Prevention Program review and update.

Information about the Alleged Victim

(The person alleged to have been injured by the workplace violence.)

Name: _____

If this is a privacy concern case, "Privacy Concern Case" should be entered above in the Name section. The District treats incidents involving the following injuries or illnesses as privacy concern cases: (1) an injury or illness to an intimate body part or the reproductive system; (2) an injury or illness resulting from a sexual assault; (3) mental illness; (4) HIV infection; (5) needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood or other potentially infectious material; and (6) other injuries or illnesses, if the employee independently and voluntarily requests that their name not be entered on the Report.

Job title: _____

Work address: _____

Home phone: _____

Cell phone: _____ Work phone: _____

Email: _____

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**FREWSBURG SCHOOL DISTRICT
WORKPLACE VIOLENCE INCIDENT REPORT FORM (Cont'd.)**

Information about the Alleged Perpetrator

(The person alleged to have committed the workplace violence.)

Name: .

Alleged perpetrator's relationship to the District:

- Student Employee Job applicant
 Parent/legal guardian Volunteer
Contractor/subcontractor/vendor/consultant
 Student teacher Intern Other ____

Primary building or location: _

Further details including, if applicable, grade or title: .

Alleged perpetrator's contact information:

Address: _____

Home phone: __ Cell phone: _ Work phone: _____

Email: _

Information about the Alleged Incident

Date: _ Time: _____

Location: ____

Provide a detailed description of the alleged incident, including events leading up to the incident and how the incident ended:

(Continued)

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**FREWSBURG SCHOOL DISTRICT
WORKPLACE VIOLENCE INCIDENT REPORT FORM (Cont'd.)**

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)