

Workplace Violence Prevention Program

Medina Central School District

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WORKPLACE VIOLENCE PREVENTION PROGRAM COMMITTEE

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Matthew Albone, Buildings and Grounds
Joseph Byrne, Teacher, Junior-Senior High School
Kevin Czaja, Director of Facilities
Alexandra DiLaura, Director of Special Programs
Bridget Gearhart, Teacher, Oak Orchard Primary School
Marc Graff, Assistant Superintendent
Christopher Hughes, Principal, Wise Intermediate School
Morgan Jackson, Teacher, Oak Orchard Primary School
Cindy Kidney, Lead Day Cleaner, Wise Intermediate School
Mark Klotzbach, Director of Transportation
Mollie Mark, Teacher, Wise Intermediate School
Joette Oberther, Teacher Aide, Wise Intermediate School
Joel Reed, Assistant Principal, Junior-Senior High School
Jennifer Stearns, Principal, Oak Orchard Primary School

Introduction:

What is Workplace Violence?

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

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

What is the New York State Workplace Violence Prevention Law and Regulation?

On June 7, 2006, New York State enacted legislation creating a new Section 27-b of State Labor Law that requires every public employer to evaluate the risk of workplace assaults and homicides at its workplace(s) and to develop and implement programs to prevent and minimize the hazard of workplace violence to public employees. In 2009, the NYS Department of Labor (DOL) implemented regulations to accompany the Workplace Violence Prevention Law. These regulations can be found at 12 NYCRR 800.6 and are enforced by NYSDOL. Effective January 4, 2024, all public schools & BOCES previously exempted under Section 2801 of the Education Law must comply with 12 NYCRR Part 800.6.

Purpose of this program:

The purpose of this Workplace Violence Prevention Program is to provide information to managers, supervisors, employees, and authorized employee representatives about preventing and responding to incidents of workplace violence or threats of violence in accordance with the Workplace Violence Prevention Law and Regulation. Authorized Employee Representatives must be included in the physical evaluation of the workplace, the development of the WPV written program, and the annual review of WPV incident reports.

The goal of this program is to reduce the probability of threats or acts of violence in the workplace and to ensure that any incident, complaint, or report of violence is taken seriously and dealt with appropriately and as expeditiously as possible. This program outlines the major components of our effort to meet these goals. At the core of this Workplace Violence Prevention Program is the District commitment to work with employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

Policy Statement

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

Workplace Risk Assessment

The District has conducted a workplace risk assessment consisting of:

- Examination of records that concern workplace violence incidents,
 - Assessment of policies, practices, and procedures that may impact the risk of workplace violence, and
 - Evaluation of the physical work environment for the presence of factors which may place employees at risk of workplace violence, with the participation of the authorized employee representatives.
- Although workplace violence can occur in any work setting, some settings or factors may pose a greater degree of risk. Employment situations or factors that may pose a higher risk for the 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 healthcare, social service, public service or criminal justice settings)
 - Having duties that include the delivery of passengers, goods, or services

Risk factors identified during the examination, assessment and evaluation are listed in Appendix 2 or <https://dol.ny.gov/system/files/documents/2021/03/appendix-2-b-sample-evaluation-of-physical-environment.pdf>, along with the methods and means by which each risk is being addressed. The employer is responsible for addressing all risk factors that their employees are potentially exposed to.

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

Control methods that the District will use to prevent workplace violence incidents

Hierarchy of Controls

There are three main types of control measures that may be implemented as part of a safety program to protect employees from recognized hazards. The following types of controls are arranged in order of preference and effectiveness - this is referred to as the “hierarchy of control measures”.

Hierarchy of Controls

- Engineering controls
- Administrative controls
- Personal Protective Equipment (PPE)

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

Examples include:

- Increased lighting
- Designing secure building access
- Security Hardware
- Security Cameras
- Security Lighting
- Panic Buttons
- Improved Signage
- Eliminating isolated work areas
- Minimizing “cash on hand”
- Raptor System

Administrative controls eliminate or reduce the hazard through organizational policies, procedures and work practices (staff promulgated action). (Refer to District-Wide School Safety Plan, Code of Conduct, Sexual Harassment Policy, Employee Handbook, other Safety and Health plans, etc.).

Examples include:

- Increased staffing
- Additional Transportation Aides
- Employment of safety personnel/SRO, SSO
- Developing building access control procedures
- Cross-shift communication to share information regarding agitated visitors or students
- Reduction of visitor wait times
- Requirement of ID Badges for all Staff and Visitors, and consistent procedures
- Ensuring that doors are locked at all times
- Provision of life safety supplies (examples include: first aid kit, stop the bleed kit, etc.)
- Training (examples include: workplace violence, conflict resolution, de-escalation training, mental health first aid, restraint training (TCI, CPI))

Personal Protective Equipment (PPE)

PPE is generally considered the least desirable form of control but may be needed to enhance other controls and/or minimize potential injury severity when other controls fail. Reference to special education and student IEPs to determine and develop what types of materials are necessary to protect staff.

Examples include:

- Eye and face protection (examples include: goggles, face shield)
- Hand/Arm protection
- Leg/Foot protection
- Head protection

Prevention

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

Early warning signs of potential violence:

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

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

These behaviors should be reported to an employee’s supervisor and/or the administrator of this program. Some behaviors may require immediate law enforcement intervention where others may require disciplinary action or indicate a need for an Employee Assistance Program (EAP) referral or other employee assistance, if available.

Workplace issues that may trigger violence:

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

1. Employee issues (some examples include:)

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

2. Workplace issues (any of the following may be an employee's perception of issues)

- No clearly defined rules of conduct
- Lack of training
- Inadequate hiring practices/screening of potential employees
- Insufficient supervision
- Lack of discipline or inconsistent discipline in the workplace
- Lack of or inadequate employee support systems
- Failure to address incidents as they occur
- Overly authoritarian management style

Taking this into account, there are three key elements that may help to prevent a violent situation from occurring:

- Recognizing the early warning signs (such as a change in a person's behavior preceding an episode of violence)
- Recognizing issues or events that may trigger violence
- Early intervention to prevent a violent incident from occurring

Please note:

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

Reporting an incident

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

Any 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 said incident to their supervisor and/or to the contact person identified in the Policy Statement (Appendix 1). In the event that employees observe or experience an incident of violence involving an employee or visitor to a District in which there is an immediate threat to their safety or the safety of others or where an injury has occurred, the employee will immediately obtain law enforcement and medical assistance by calling 911 and in addition notify their immediate supervisor. The supervisor will immediately conduct a preliminary inquiry into the facts and circumstances of the incident and make a prompt report to the Workplace Violence Prevention Coordinator using the Incident Report in Appendix 4.

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

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

Post-Incident Response

Any reported workplace violence incident will be thoroughly investigated. (Also see Program Review section below). The Workplace Violence Prevention Coordinator shall investigate each reported incident.

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

*In the event that critical incident management or crisis counseling is needed following a workplace violence incident in the workplace, arrangements will be made through management, employee unions, the Superintendent and/or the Workplace Violence Prevention Coordinator.

*Note** - This is not a requirement of the law or regulation.

Employee Information and Training Outline

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

Recordkeeping Requirements

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

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

Program Review

The Workplace Violence Prevention Coordinator, along with the Authorized Employee Representatives, shall evaluate the effectiveness of this Workplace Violence Prevention Program and reports submitted, at least annually or after any serious incident.

Review of Incident Reports

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

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

Program Review

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

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

For additional information on recordkeeping or workplace violence prevention or to request free and confidential consultation assistance, please use the contact information on the Consultation Fact Sheet available here:

<https://dol.ny.gov/system/files/documents/2023/10/p206-pesh-consultation-fact-sheet.pdf>

APPENDIX 1

Workplace Violence Prevention Policy Statement

The District is committed to the safety and security of its employees. Workplace violence presents a serious occupational safety hazard. The goal of this policy is to promote the safety and well-being of all people in the workplace.

Acts of violence against any employee 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 students, parents, and other visitors; following all applicable documents; and for assisting in maintaining a safe and secure work environment.

The policy will be developed in consultation with the authorized employee representative(s) and is designed to meet the requirements of New York State Labor Law.

Definitions

For purposes of this policy, the following definitions apply:

- a. "Authorized employee representative" means an employee authorized by the employees or the designated representative of an employee organization recognized or certified to represent the employees pursuant to Article 14 of the Civil Service Law, the Public Employees' Fair Employment Act.
- b. "Imminent danger" means any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of the danger can be eliminated through the enforcement procedures.
- c. "Retaliatory action" means the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.
- d. "Serious physical harm" means physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health, or protracted loss or impairment of the function of any bodily organ or a sexual offense as defined in Penal Law.
- e. "Serious violation" means a serious violation of the public employer workplace violence prevention program is the failure to:
 - i. Develop and implement a program;
 - ii. Address situations which could result in serious physical harm.
- f. "Supervisor" means any person within the District who has the authority to direct and control the work performance of an employee or who has the authority to take corrective action regarding the violation of a law, rule, or regulation to which an employee submits written notice.
- g. "Workplace" means any location away from an employee's domicile, permanent or temporary, where an employee performs any work-related duty in the course of their employment by the District.

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 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.

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.

Prohibited Conduct

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

Workplace Violence Prevention Advisory Committee

The District will establish a Workplace Violence Prevention Advisory Committee that will meet periodically throughout the year. The purpose of the Workplace Violence Prevention Advisory Committee is to assist the District in coordinating its efforts to comply with its responsibilities related to workplace violence prevention, including overseeing the development and maintenance of the District's Workplace Violence Prevention Program (WVPP).

The Workplace Violence Prevention Advisory Committee will include:

- a. The Workplace Violence Prevention Coordinator;
- b. All authorized employee representatives;
- c. The Chief Emergency Officer.

It may also include one or more representatives from the following groups:

- a. District-wide school safety team;
- b. The building level emergency response team(s);
- c. District/building administrators;
- d. Teachers, including at least one special education teacher; and
- e. Other District staff.

Workplace Violence Prevention Coordinator

Designated Workplace Violence Program Coordinator:

Primary Contact		Secondary Contact	
Name	Marc Graff	Name	Mark Kruzynski
Title	Assistant Superintendent	Title	Superintendent
Department	Medina CSD	Department	Medina CSD
Phone	585-798-2700	Phone	585-798-2700
Location	District Office	Location	District Office

The Workplace Violence Prevention Coordinator convenes and coordinates the activities and plans of the Workplace Violence Prevention Advisory Committee. The Workplace Violence Prevention Coordinator is also responsible for answering employee questions about this policy and related materials, as well as receiving workplace violence incident reports.

Authorized Employee Representatives

Authorized employee representatives will participate on the Workplace Violence Prevention Advisory Committee. Other responsibilities of the authorized employee representatives include, but are not limited to:

- a. Participating in the development and implementation of this policy.
- b. Evaluating the physical environment.
- c. Developing the WVPP.
- d. Reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any.
- e. Reviewing the effectiveness of the mitigating actions taken.
- f. Reporting violations of the District's WVPP.

Reporting Workplace Violence

The District has established and implemented a reporting system for incidents of workplace violence. If there is a developing pattern of workplace violence incidents which may involve criminal conduct or a 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. The District will provide information on these protocols and contact information to employees who wish to file a criminal complaint after a workplace violence incident.

All employees and authorized employee representatives are responsible for providing written notice to a supervisor or Workplace Violence Prevention Coordinator of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received. Reports of workplace violence must be made in writing. All reports must be immediately forwarded to the Workplace Violence Prevention Coordinator.

Written notice is not required where imminent danger exists to the safety of a specific employee and the employee reasonably believes in good faith that reporting to a supervisor or the Workplace Violence Prevention Coordinator would not result in corrective action.

After the District receives notice, the District will be afforded a reasonable opportunity to correct the activity, policy, or practice. The District will immediately respond to all reported incidents of violence or threatening behavior upon notification.

In addition to complying with the reporting requirements in this policy, District employees must comply with all other applicable reporting requirements contained in any District policy, regulation, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*.

Inspections by the Commissioner of Labor

At the Request of an Employee or Authorized Employee Representative

If the District has been given notice and opportunity to resolve the activity, policy, or practice and the employee or authorized employee representative still believes that a serious violation of the WVPP remains, or that an imminent danger exists, the employee or authorized employee representative may request an inspection by notifying the Commissioner of Labor of the alleged violation or danger. The notice and request will be in writing, describing with reasonable particularity the grounds for the notice, and be signed by the employee or authorized employee representative. A copy of the written notice will be provided by the Commissioner of Labor to the District or the person in charge no later than the time of inspection, except that on the request of the person giving the notice, the person's name and the names of individual employees or authorized employee representative will be withheld.

A District representative and an authorized employee representative will be given the opportunity to accompany the Commissioner of Labor during an inspection for the purpose of aiding the inspection. Where there is no authorized employee representative, the Commissioner of Labor will consult with a reasonable number of employees concerning matters of safety in the workplace.

The authority of the Commissioner of Labor to inspect a premises pursuant to an employee complaint will not be limited to the alleged violation contained in the complaint. The Commissioner of Labor may inspect any other area of the premises in which they have reason to believe that a serious violation of the workplace violence prevention law exists.

Initiated by the Commissioner of Labor

The Commissioner of Labor may inspect any premises occupied by the District if they have reason to believe that a violation of the workplace violence prevention law has occurred. The current Public Employee Safety and Health (PESH) administrative plan will be used for the enforcement of the workplace violence prevention law, including a general schedule of inspection, which provides a rational administrative basis for the inspection.

Workplace Risk Evaluation and Developing a Workplace Violence Prevention Program (WVPP)

The District will engage in a process of workplace evaluation designed to identify the risks of workplace violence to which employees could be exposed.

The District will then develop and implement a written WVPP to prevent, minimize, and respond to any workplace violence. The Workplace Violence Advisory Committee, which includes all authorized employee representatives, will oversee and participate in the development of the WVPP. During the development process, the authorized employee representative(s) will provide input on those situations in the workplace that pose a threat of workplace violence.

The WVPP will include the following:

- a. A list of the risk factors identified in the workplace evaluation.
- b. The methods the District will use to prevent incidents of workplace violence. Examples include, but are not limited to:
 - i. Making high-risk areas more visible to more people;
 - ii. Installing good external lighting;
 - iii. Using drop safes or other methods to minimize cash on hand;
 - iv. Posting signs stating that limited cash is on hand;
 - v. Providing training in conflict resolution and nonviolent self-defense responses; and
 - vi. Establishing and implementing reporting systems for incidents of aggressive behavior.
- c. A hierarchy of controls to which the program will adhere as follows: engineering controls, work practice controls, and personal protective equipment (PPE).
- d. The methods and means by which the District will address each specific hazard identified in the workplace evaluation.
- e. A system designed and implemented by the District to report any workplace violence incidents that occur in the workplace. The reports must be in writing and maintained for the annual program review.
- f. A written outline or lesson plan for employee program training.
- g. A plan for program review and update on at least an annual basis. This review and update will detail any mitigating steps taken in response to any incident of workplace violence.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

The District will not take retaliatory action against any employee because the employee exercises any right accorded to them under this policy.

Training

At the time of hire and annually thereafter, all employees will participate in the District's workplace violence prevention training program.

Notification

This policy will be posted where notices to employees are typically posted. The District will make its WVPP available to employees, authorizes employee representatives, and the Commissioner of Labor upon request and in the work area.

Whenever significant changes are made to the WVPP, the District will provide relevant information to affected employees.

APPENDIX 2

MEDINA CENTRAL SCHOOL DISTRICT

Risk Assessment of the Work Place

Facility Name: _____ Date of Survey: _____

Facility Address: _____

Names/Titles/Organization for those conducting assessment:

Employer Rep's: _____

Employee Rep's: _____

Area Assessed	Yes	No	Comment
General:			
Employees work in public setting			
Employee work late at night or early morning hours			
Employees work alone or in small numbers			
Employees exchange money as part of job			
Employees work in location with uncontrolled public access			
Employees work in area of previous security concerns			
Employees work with public			
Employees work in high crime area			
Employees work with volatile persons			
Does facility have posted evacuation plan/map			

Area Assessed	Yes	No	Comment
Does facility conduct routine evacuation/fire drills			
Are electric panels locked to prevent unauthorized access			
Is shrubbery, trees and landscaping maintained to minimize obstructions to entrances and exits			
Security:			
Does facility use Resource Officers? If yes, # R.O. per facility			
Is security or law enforcement present at this location? If yes list # present per shift:			
Is security/law enforcement posted at entrances If yes, list entrances			
Do security/law enforcement personnel patrol facility			
Are I.D. badges required to be worn by all personnel			
Are students required to use school issued I.D. badges when on premises			
Is card reader or equivalent required for entry to facility			
Is facility equipped with metal detectors			
Is facility equipped with security cameras			
Is facility equipped with panic buttons			
Are visitors permitted to enter facility			

Area Assessed	Yes	No	Comment
Are visitors required to wear Visitor I.D. badges			
Are emergency contact names and phone numbers posted in each occupied room			
Is each room equipped with a telephone or radio to call for help when needed			
Parking Lots:			
Are parking areas protected with security/law enforcement personnel			
Are parking areas patrolled by security/law enforcement personnel			
Are parking areas equipped with security cameras			
Are parking areas equipped with lights			
Offices:			
Do office areas have controlled access			
Is office area separated from entrance with privacy glass			
Is office area equipped with panic alarm			
Are offices equipped with telephones to call 911			
Are telephones or radios used to communicate with facility personnel			
Are office doors equipped with door locks to prevent unauthorized access			
Do employees receive De-escalation training			

Area Assessed	Yes	No	Comment
Classrooms:			
Are evacuation maps posted in each classroom			
Are classroom doors equipped with locks to restrict access			
Are classrooms equipped with telephones			
Are classroom personnel equipped with radios			
Is personal protective equipment provided to all classroom personnel as needed			
Are classroom personnel exposed to violent behavior from students			
Do classroom personnel receive De-escalation training			
Are classroom personnel informed of students with behavioral issues prior to student placement in classroom			
Have classroom personnel been provided with training on working with students with behavioral issues			
Are windows locked to prevent uncontrolled access			
Is availability to items that can be used as weapons by students minimized			
Are classrooms equipped with security cameras			
Cafeteria:			
Is access restricted to authorized personnel only			

Area Assessed	Yes	No	Comment
Does cafeteria personnel exchange money with students and staff			
Are cafeteria personnel provided with necessary personal protective equipment			
Is cafeteria equipped with security cameras			
Is cafeteria locked when not in use			
Is cafeteria staff provided with telephones and/or radios			
Are evacuation maps posted at all exits			
Auditorium:			
Are all entrances kept locked when not in use			
Is auditorium, stage, back stage equipped with security cameras			
Is auditorium, stage, back stage equipped with security lighting			
Is backstage entrance restricted to authorized personnel only during events			
Are catwalks, light towers, etc. restricted to authorized personnel only			
Is auditorium patrolled by security/law enforcement during events			
Gymnasium:			
Does gymnasium have exterior lighting around all entrances and exits			
Are locker rooms locked or monitored to prevent unauthorized entry			

Area Assessed	Yes	No	Comment
Is the area patrolled by security/law enforcement during events			
Is gymnasium equipped with security cameras			
Athletic fields			
Is security/law enforcement present for all sporting events home & away			
Are athletic fields protected from unauthorized entry with fences			
Are athletic fields equipped with security/event lighting			
Are I.D.s required to be worn by school personnel at sporting events			
Bus Garage & busses			
Are all busses equipped with radios			
Are all busses equipped with security cameras			
Is somebody available to respond to all radio calls from drivers that are on road			
Are I.D.s required by individuals getting on busses			
Do all bus runs have two employees on board for each run			
Are busses secured or locked when not in use			
Is bus garage equipped with security cameras			
Is bus garage locked when vacant			

Area Assessed	Yes	No	Comment
Field trips:			
Do school personnel have a copy of emergency contact names and numbers for administration			
Does school personnel verify I.D. of each student at beginning and end of trip			
Do chaperones receive security briefings prior to trip			
Building & Grounds:			
Are buildings equipped with security cameras			
Are buildings equipped with security lighting Are buildings/rooms locked when not in use			
Are employees provided with radios			
Is equipment locked up when not in use			
Staff Meetings & Conferences:			
Do security/law enforcement personnel patrol facility during these events			
Do school personnel receive de-escalation training			
Are metal detectors utilized for after hour activities such as conferences & meetings			

Name/Title and Signature of person completing assessment:

Identified Risks and Control Methods (Sample Form)

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

Oak Orchard Primary School - Identified Risk	Strategies	Comments
Employees work in public setting	<ul style="list-style-type: none"> - Ensure all employees are aware of safety protocols - System for monitoring visitors - Visitors identified with badging 	
Employees work late at night or early morning	<ul style="list-style-type: none"> - Use the buddy system when possible - Have someone to check in/out with 	
Employees work alone or in small numbers	<ul style="list-style-type: none"> - Have someone to check in/out with - Cameras where possible 	
Employees exchange money as part of job	<ul style="list-style-type: none"> - Secure area for keeping money - Double count cash - Never count alone 	
Employees work with public	<ul style="list-style-type: none"> - Posted expectations for appropriate conduct 	
Employees work with volatile persons	<ul style="list-style-type: none"> - Posted expectations for appropriate conduct - Ensure all employees are aware of safety protocols - Have a plan for response with volatile persons - Have contact information for admin and SROs/SSOs readily available for staff who may encounter these situations 	
Does facility have posted evacuation plan/map	<ul style="list-style-type: none"> - Annual checks for updated information at the start of each school year 	
Are electric panels locked to prevent unauthorized access	<ul style="list-style-type: none"> - Update locks/secure access 	
Is security/law enforcement posted at all entrances	<ul style="list-style-type: none"> - Continue to enforce doors staying locked at all times and never propped - Frequent checks to ensure doors are secure 	
Are ID badges required to be worn by all personnel	<ul style="list-style-type: none"> - Continue to enforce expectation that all staff wear ID at all times - Random checks for compliance - Daily substitute list emailed to building 	

Oak Orchard Primary School - Identified Risk	Strategies	Comments
Are emergency contact names and phone numbers posted in each occupied room	<ul style="list-style-type: none"> - Annual checks for updated information at the start of each school year 	
Are parking areas protected with security/law enforcement personnel	<ul style="list-style-type: none"> - Visible through cameras - Cameras monitored by main office 	
Do office areas have controlled access	<ul style="list-style-type: none"> - Doors are all able to be locked - Main door to the public has controlled access - Update locks to be activated without a key 	
Are office doors equipped with door locks to prevent unauthorized access	<ul style="list-style-type: none"> - Update locks to be activated without a key 	
Do employees receive De-escalation training	<ul style="list-style-type: none"> - Provide multiple and continuous opportunities for all staff and substitutes 	
Are evacuation maps posted in each classroom	<ul style="list-style-type: none"> - Annual checks for updated information at the start of each school year 	
Are classrooms personnel equipped with radios	<ul style="list-style-type: none"> - Ensure at least one radio in each hallway 	
Is personal protective equipment provided to all classroom personnel as needed	<ul style="list-style-type: none"> - Provide a list of all available options to all staff - Provide access in a common location for staff to get as needed 	
Are classroom personnel exposed to violent behavior from students	<ul style="list-style-type: none"> - Outline policy for handling behavior at that level - Ensure a safety plan for other students and staff in the room 	
Do classroom personnel receive De-escalation training	<ul style="list-style-type: none"> - Provide multiple and continuous opportunities for all staff and substitutes 	
Is access restricted to authorized personnel only	<ul style="list-style-type: none"> - Enforce keeping doors closed at all times 	
Does cafeteria personnel exchange money with students and staff	<ul style="list-style-type: none"> - Secure area for keeping money - Double count cash - Never count alone - Add cameras to monitor 	
Is cafeteria personnel personal protective equipment provided	<ul style="list-style-type: none"> - Provide a list of all available options to all staff - Provide access in a common location for staff to get as needed 	

Oak Orchard Primary School - Identified Risk	Strategies	Comments
Is the cafeteria locked when not in use	<ul style="list-style-type: none"> - Enforce keeping doors closed and locked at all times - Random checks by admin/ SROs and SSOs 	
Are evacuation maps posted at all exits	<ul style="list-style-type: none"> - Annual checks for updated information at the start of each school year 	
Is the auditorium, stage, and backstage equipped with security cameras	<ul style="list-style-type: none"> - Not appropriate in this setting - Safety checks as needed by admin and SRO/SSOs 	
Is the auditorium, stage, and backstage equipped with security lighting	<ul style="list-style-type: none"> - Add security "always on" lighting off stage 	
Is the auditorium patrolled by security/law enforcement during events	<ul style="list-style-type: none"> - Plan to advise SROs/SSOs of when mass gatherings will take place in the aud 	
Are locker rooms locked or monitored to prevent unauthorized access	<ul style="list-style-type: none"> - Enforce keeping doors closed and locked at all times - Random checks by admin/ SROs and SSOs 	
Is the area patrolled by security/law enforcement during events	<ul style="list-style-type: none"> - Plan to advise SROs/SSOs of when mass gatherings will take place in the gym 	
Does school personnel verify the ID of each student at the beginning and end of trip	<ul style="list-style-type: none"> - Have each teacher take a list of student photos and/or names 	
Do chaperones receive security briefings prior to trip	<ul style="list-style-type: none"> - Develop a plan to provide security information to chaperones prior to each trip - Re-evaluate each year 	
Do school personnel receive de-escalation training	<ul style="list-style-type: none"> - Provide multiple and continuous opportunities for all staff and substitutes 	
Are metal detectors utilized for after-hour activities such as conferences and meetings	<ul style="list-style-type: none"> - Not appropriate in this setting - Safety checks as needed by admin and SRO/SSOs - Plan to advise SROs/SSOs of when mass gatherings will take place after hours 	

Clifford H. Wise Intermediate School - Identified Risk	Strategies	Comments
Employees work in public setting	<ul style="list-style-type: none"> - Ensure all employees are aware of safety protocols - System for monitoring visitors - Visitors identified with badging 	
Employees work late at night or early morning	<ul style="list-style-type: none"> - Use the buddy system when possible - Have someone to check in/out with 	
Employees work alone or in small numbers	<ul style="list-style-type: none"> - Have someone to check in/out with - Cameras where possible 	
Employees exchange money as part of job	<ul style="list-style-type: none"> - Secure area for keeping money - Double count cash - Never count alone 	
Employees work with public	<ul style="list-style-type: none"> - Posted expectations for appropriate conduct 	
Employees work with volatile persons	<ul style="list-style-type: none"> - Posted expectations for appropriate conduct - Ensure all employees are aware of safety protocols - Have a plan for response with volatile persons - Have contact information for admin and SROs/SSOs readily available for staff who may encounter these situations 	
Does facility have posted evacuation plan/map	<ul style="list-style-type: none"> - Annual checks for updated information at the start of each school year 	
Are electric panels locked to prevent unauthorized access	<ul style="list-style-type: none"> - Update locks/secure access 	
Is security/law enforcement posted at all entrances	<ul style="list-style-type: none"> - Continue to enforce doors staying locked at all times and never propped - Frequent checks to ensure doors are secure 	
Are ID badges required to be worn by all personnel	<ul style="list-style-type: none"> - Continue to enforce expectation that all staff wear ID at all times - Random checks for compliance 	
Are emergency contact names and phone numbers posted in each occupied room	<ul style="list-style-type: none"> - Annual checks for updated information at the start of each school year 	
Are parking areas protected with security/law enforcement personnel	<ul style="list-style-type: none"> - Visible through cameras - Cameras monitored by main office 	

Clifford H. Wise Intermediate School - Identified Risk	Strategies	Comments
Do office areas have controlled access	<ul style="list-style-type: none"> - Doors are all able to be locked - Main door to the public has controlled access - Update locks to be activated without a key 	
Are office doors equipped with door locks to prevent unauthorized access	<ul style="list-style-type: none"> - Update locks to be activated without a key 	
Violent Student Behavior	<ul style="list-style-type: none"> - Training for all staff working with student 	
De-escalation training	<ul style="list-style-type: none"> - ALL staff to be trained in de-escalation methods 	
Informing personnel of behavior issues	<ul style="list-style-type: none"> - Make accessible to people who do not have access to eschool 	
Evacuation plan / map	<ul style="list-style-type: none"> - Post in all classrooms and hallways 	
Staff-to-staff threats and conflict	<ul style="list-style-type: none"> - Immediately report to building administration 	
Home visits	<ul style="list-style-type: none"> - Always take an administrator, Dean, counselor, social worker, SRO/SSO, etc. Never go alone 	
Combative / threatening caregivers	<ul style="list-style-type: none"> - De-escalate, validate, build positive working relationships 	
Student-to-student fighting and aggression	<ul style="list-style-type: none"> - Separate students, de-escalate, involve SRO/SSO, call parents 	
Student mental health issues	<ul style="list-style-type: none"> - Social workers, counselors and psychologists support and call parents. - Involve mental health agencies 	
Student-to-staff physical aggression	<ul style="list-style-type: none"> - Nurse documentation - Ensure all school discipline procedures are followed - Behavior Improvement Plans - Parental notification 	
Does cafeteria personnel exchange money with students and staff	<ul style="list-style-type: none"> - Secure area for keeping money - Double count cash - Never count alone - Add cameras to monitor 	
Is cafeteria personnel personal protective equipment provided	<ul style="list-style-type: none"> - Provide a list of all available options to all staff - Provide access in a common location for staff to get as needed 	

Clifford H. Wise Intermediate School - Identified Risk	Strategies	Comments
Is the cafeteria locked when not in use	<ul style="list-style-type: none"> - Enforce keeping doors closed and locked at all times - Random checks by admin/ SROs and SSOs 	
Are evacuation maps posted at all exits	<ul style="list-style-type: none"> - Annual checks for updated information at the start of each school year 	
Is the auditorium, stage, and backstage equipped with security cameras	<ul style="list-style-type: none"> - Not appropriate in this setting - Safety checks as needed by admin and SRO/SSOs 	
Is the auditorium, stage, and backstage equipped with security lighting	<ul style="list-style-type: none"> - Add security "always on" lighting off stage 	
Is the auditorium patrolled by security/law enforcement during events	<ul style="list-style-type: none"> - Plan to advise SROs/SSOs of when mass gatherings will take place in the aud 	
Are locker rooms locked or monitored to prevent unauthorized access	<ul style="list-style-type: none"> - Enforce keeping doors closed and locked at all times - Random checks by admin/ SROs and SSOs 	
Is the area patrolled by security/law enforcement during events	<ul style="list-style-type: none"> - Plan to advise SROs/SSOs of when mass gatherings will take place in the gym 	
Does school personnel verify the ID of each student at the beginning and end of trip	<ul style="list-style-type: none"> - Have each teacher take a list of student photos and/or names 	
Do chaperones receive security briefings prior to trip	<ul style="list-style-type: none"> - Develop a plan to provide security information to chaperones prior to each trip - Re-evaluate each year 	
Do school personnel receive de-escalation training	<ul style="list-style-type: none"> - Provide multiple and continuous opportunities for all staff and substitutes 	
Are metal detectors utilized for after-hour activities such as conferences and meetings	<ul style="list-style-type: none"> - Not appropriate in this setting - Safety checks as needed by admin and SRO/SSOs - Plan to advise SROs/SSOs of when mass gatherings will take place after hours 	

Medina Junior/Senior High School - Identified Risk	Strategies	Comments
Employees work in public setting	<ul style="list-style-type: none"> - Ensure all employees are aware of safety protocols - System for monitoring visitors - Visitors identified with badging 	
Employees work late at night or early morning	<ul style="list-style-type: none"> - Use the buddy system when possible - Have someone to check in/out with 	
Employees work alone or in small numbers	<ul style="list-style-type: none"> - Have someone to check in/out with - Cameras where possible 	
Employees exchange money as part of job	<ul style="list-style-type: none"> - Secure area for keeping money - Double count cash - Never count alone 	
Employees work with public	<ul style="list-style-type: none"> - Posted expectations for appropriate conduct 	
Employees work with volatile persons	<ul style="list-style-type: none"> - Posted expectations for appropriate conduct - Ensure all employees are aware of safety protocols - Have a plan for response with volatile persons - Have contact information for admin and SROs/SSOs readily available for staff who may encounter these situations 	
Does facility have posted evacuation plan/map	<ul style="list-style-type: none"> - Annual checks for updated information at the start of each school year 	
Are electric panels locked to prevent unauthorized access	<ul style="list-style-type: none"> - Update locks/secure access 	
Is security/law enforcement posted at all entrances	<ul style="list-style-type: none"> - Continue to enforce doors staying locked at all times and never propped - Frequent checks to ensure doors are secure 	
Are ID badges required to be worn by all personnel	<ul style="list-style-type: none"> - Continue to enforce expectation that all staff wear ID at all times - Random checks for compliance - Daily substitute list emailed to building 	
Are emergency contact names and phone numbers posted in each occupied room	<ul style="list-style-type: none"> - Annual checks for updated information at the start of each school year 	
Are parking areas protected with security/law enforcement personnel	<ul style="list-style-type: none"> - Visible through cameras - Cameras monitored by main office 	

Medina Junior/Senior High School - Identified Risk	Strategies	Comments
Do office areas have controlled access	<ul style="list-style-type: none"> - Doors are all able to be locked - Main door to the public has controlled access - Update locks to be activated without a key 	
Are office doors equipped with door locks to prevent unauthorized access	<ul style="list-style-type: none"> - Update locks to be activated without a key 	
Classrooms and personnel equipped with radios	<ul style="list-style-type: none"> - Communicate to staff by email and/or signage indicating location of radios and authorized staff equipped with them 	
PPE Provided to all classroom personnel as needed	<ul style="list-style-type: none"> - First aid kits for every staff member and every classroom. (Band-aids, ice packs, gloves, etc.) 	
Classrooms equipped with security cameras	<ul style="list-style-type: none"> - All surrounding areas in and around classrooms have security cameras in hallways - Placement of cameras is periodically reviewed to make sure they are angled correctly 	
Auditorium, back, and backstage equipped with security cameras	<ul style="list-style-type: none"> - All surrounding areas in and around classrooms have security cameras in hallways - Placement of cameras is periodically reviewed to make sure they are angled correctly 	
Gym equipped with security cameras	<ul style="list-style-type: none"> - All surrounding areas in and around classrooms have security cameras in hallways - Placement of cameras is periodically reviewed to make sure they are angled correctly 	
De-escalation of tense situations	<ul style="list-style-type: none"> - De-escalation training for all staff 	
Does cafeteria personnel exchange money with students and staff	<ul style="list-style-type: none"> - Secure area for keeping money - Double count cash - Never count alone - Add cameras to monitor 	
Is cafeteria personnel personal protective equipment provided	<ul style="list-style-type: none"> - Provide a list of all available options to all staff - Provide access in a common location for staff to get as needed 	

Medina Junior/Senior High School - Identified Risk	Strategies	Comments
Is the cafeteria locked when not in use	<ul style="list-style-type: none"> - Enforce keeping doors closed and locked at all times - Random checks by admin/ SROs and SSOs 	
Are evacuation maps posted at all exits	<ul style="list-style-type: none"> - Annual checks for updated information at the start of each school year 	
Is the auditorium, stage, and backstage equipped with security cameras	<ul style="list-style-type: none"> - Not appropriate in this setting - Safety checks as needed by admin and SRO/SSOs 	
Is the auditorium, stage, and backstage equipped with security lighting	<ul style="list-style-type: none"> - Add security "always on" lighting off stage 	
Is the auditorium patrolled by security/law enforcement during events	<ul style="list-style-type: none"> - Plan to advise SROs/SSOs of when mass gatherings will take place in the aud 	
Are locker rooms locked or monitored to prevent unauthorized access	<ul style="list-style-type: none"> - Enforce keeping doors closed and locked at all times - Random checks by admin/ SROs and SSOs 	
Is the area patrolled by security/law enforcement during events	<ul style="list-style-type: none"> - Plan to advise SROs/SSOs of when mass gatherings will take place in the gym 	
Does school personnel verify the ID of each student at the beginning and end of trip	<ul style="list-style-type: none"> - Have each teacher take a list of student photos and/or names 	
Do chaperones receive security briefings prior to trip	<ul style="list-style-type: none"> - Develop a plan to provide security information to chaperones prior to each trip - Re-evaluate each year 	
Do school personnel receive de-escalation training	<ul style="list-style-type: none"> - Provide multiple and continuous opportunities for all staff and substitutes 	
Are metal detectors utilized for after-hour activities such as conferences and meetings	<ul style="list-style-type: none"> - Not appropriate in this setting - Safety checks as needed by admin and SRO/SSOs - Plan to advise SROs/SSOs of when mass gatherings will take place after hours 	

Buildings, Grounds and Transportation - Identified Risk	Strategies	Comments
Employees work in public setting	<ul style="list-style-type: none"> - Ensure all employees are aware of safety protocols - System for monitoring visitors - Visitors identified with badging 	
Employees work late at night or early morning	<ul style="list-style-type: none"> - Use the buddy system when possible - Have someone to check in/out with 	
Employees work alone or in small numbers	<ul style="list-style-type: none"> - Have someone to check in/out with - Cameras where possible 	
Employees exchange money as part of job	<ul style="list-style-type: none"> - Secure area for keeping money - Double count cash - Never count alone 	
Employees work with public	<ul style="list-style-type: none"> - Posted expectations for appropriate conduct 	
Employees work with volatile persons	<ul style="list-style-type: none"> - Posted expectations for appropriate conduct - Ensure all employees are aware of safety protocols - Have a plan for response with volatile persons - Have contact information for admin and SROs/SSOs readily available for staff who may encounter these situations 	
Are ID badges required to be worn by all personnel	<ul style="list-style-type: none"> - Continue to enforce expectation that all staff wear ID at all times - Random checks for compliance - Daily substitute list emailed to building 	
Are visitors required to wear ID badges?	<ul style="list-style-type: none"> - Ensure contractors without MCSD ID be issued visitor IDs 	
Are all athletic field lit properly?	<ul style="list-style-type: none"> - Consider more lighting in a future capital project. 	

APPENDIX 3

Workplace Violence Prevention Training Outline

Information and training for all employees:

I. Overview of Requirements of the Workplace Violence Regulations

- A. Develop a written policy statement - employers must develop a written policy statement about the employer's workplace violence prevention program goals and objectives and provide for full employee participation through an authorized employee representative. The policy statement must be posted where notices to employees are normally posted.
- B. Conduct a risk evaluation - employers must examine their workplace to determine if existing or potential risk factors exist that might place employees at risk of occupational assaults or homicides.
- C. Develop a workplace violence prevention program- employers must develop a program, with input from employees or an authorized employee representative, that, among other things, includes the following: risk factors identified through the risk evaluation; how the identified risks will be addressed; the methods that will be used to try to prevent workplace violence incidents; a system to report and record any workplace violence incidents may occur in the workplace; a written outline or lesson plan for employee program trainings; and a plan to review and update the program at least once a year.
- D. Provide training and information for employees- employers must provide each employee with information and training on the risks of workplace violence in their workplace(s) at least once a year and any time significant changes are made to the workplace violence prevention program.

II. Risk factors and measures that were identified in the risk evaluation

- A. Risk Factors
- B. Measures that employees can take to protect themselves from the identified risks including specific procedures that the employer has implemented such as:
 - i. Incident alert and notification procedures
 - ii. Appropriate work practices
 - iii. Emergency procedures
 - iv. Use of security alarms and other devices
 - v. Other existing policies, procedures and work practices relevant to WPV
 - vi. Procedures to report incidents of workplace violence

III. Location of the written workplace violence prevention program and how to obtain a copy

IV. Privacy Concerns

- A. How will sensitive information be handled?
Note: Information otherwise kept confidential for security reasons does not have to be disclosed to all employees. Examples of confidential information include but are not limited to information that would interfere with law enforcement investigations or judicial proceedings, would deprive a person of a right to a fair trial, would identify a confidential source or disclose confidential information relating to a criminal investigation, would reveal criminal investigative techniques or procedures except routine techniques and procedures, or would endanger the life or safety of any person.

APPENDIX 4

Medina Central School District Workplace Violence Incident Report

The Medina Central School 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: _____

*"Privacy Concern Case" should be entered above in the Name section if this is a privacy concern case. 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. **Names will always be redacted from any and all reports and committee discussion, unless specifically requested by the New York State Department of Labor Division of Public Employee Safety and Health (PESH).***

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: _____

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: _____

Title: _____

Date: _____

APPENDIX 5

Workplace Violence Program Maintenance and Review

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

Stakeholders and authorized employee representatives (where applicable)

Plan and Contact information:

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

Workplace Violence Coordinator:

Primary Contact		Secondary Contact	
Name	Marc Graff	Name	Mark Kruzynski
Title	Assistant Superintendent	Title	Superintendent
Phone	(585) 798-2700	Phone	(585) 798-2700
Location	District Office	Location	District Office