

Syosset Central School District Workplace Violence Prevention Training

Agenda

- Learn the requirements of the NYS Workplace Violence Prevention Act and Regulations
- What is Workplace Violence?
- Identified Risk Factors and Mitigating Measures
- Workplace Violence Prevention Policy and Incident Form
- Workplace Violence Prevention Program

A woman with blonde hair and glasses, wearing a patterned blouse, stands in front of a large window, gesturing with her hands as if presenting. In the foreground, three people (two men and one woman) are seated, looking towards her. The background shows a modern office interior with large windows and a concrete wall.

New York State Workplace Violence Prevention Act and Regulations

On September 6, 2023, New York State passed legislation amending Workplace Violence Prevention Law (12 NYCRR Part 800.6) to include public schools. The Act and NYS Department of Labor regulations require public employers to develop and implement a Workplace Violence Prevention Program.

The Syosset Central School District:

- Develop a workplace violence policy statement
- Perform a risk evaluation and determine workplace violence risk factors
- Provide employees with information and training on workplace violence
- Perform an annual review of the workplace violence incident reports
- Develop a written workplace violence prevention program that:
 - Establishes and implements a workplace violence incident reporting and recording system
 - Implements safeguards and control measures to protect employees from workplace violence

What is Workplace Violence?

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

Any attempt or threat, whether verbal or physical, to inflict physical injury upon an employee

Any intentional display of force giving an employee reason to fear or expect bodily harm

Intentional and wrongful physical contact with a person without the person's consent and that entails some injury

Stalking an employee with the intent of causing fear of material harm to their physical safety and health (when the stalking has arisen through, and in, the course of employment).
Labor, Public Employee Safety & Health Bureau (PESH).

Reporting of Incidents

- 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 when the incident occurred. The supervisor will fill out the required forms.
- If the incident involves an immediate supervisor, the incident should be reported to the building principal or the Executive Director of Human Resources and/or the Executive Director of Facilities.
- After a supervisor is notified, the District must be given a reasonable amount of time to investigate/correct the activity, policy or practice causing the violation or danger.

The school district cannot retaliate against an employee who makes a report.

Workplace Violence Prevention Act: Anti-Retaliation Protections?

The Syosset Central School District cannot take retaliatory action against any employee who exercises their rights under this law

Retaliatory action is a 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



Identified Risk Factors and Mitigating Measures

Risk & Mitigation Efforts

Identified Risk	Mitigation Plan
1. Screen visitors while in vestibule.	Ensure visitors are properly signed in/out and recorded in our technology systems
2. Visitation rules	Clear instructions are reviewed with security
3. Visitor Badges	Ensure all visitors are wearing their ID badge upon entrance into any school building
4. Door Systems	Ensure all doors are closed and secured
5. Check landscaping around building to eliminate hiding areas	Facility periodically walk through and maintain grounds
6. Working before and after work hours	Ensure adequate security is available. Security camera coverage in common spaces
7. Outdoor activities	Work with building administrators to make sure they are ample assistance
8. Radios	Update and ensure radios are in working condition and staff are trained on how to use
9. Safety Plan	Training on district wide safety plan
10. Lighting	Maintenance of school lighting systems throughout all school campuses



Policy and Incident Form

Workplace Violence Prevention Policy

9120 :

The Board of Education is committed to the safety and security of the School District's employees, students, visitors, contractors, and members of the surrounding communities. All School District employees are responsible for fostering an environment of mutual respect for each other as well as students, visitors, contractors, and members of the community, following all policies, procedures, and practices, and for assisting in maintaining a safe and secure work environment. To proactively address the potential for workplace violence, the School District has developed a Workplace Violence Prevention Program ("WVPP") and will not tolerate any act of, or threats of, workplace violence.

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 his or her 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 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 the School District's employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving notifying law enforcement authorities when warranted.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on School District property will be removed from the School District's premises, as quickly as possible. Any School District employee found to be in violation of this policy will receive appropriate disciplinary action up to and including termination. Any disciplinary action will be in accordance with applicable laws, rules, regulations, and collective bargaining agreements. Any employee of an outside contractor found to be in violation of this policy may result in the suspension and/or termination of any business relationship (including existing contracts) and criminal prosecution of those involved.

The School District recognizes that its employees play an important role in identifying and reporting acts, or threats of workplace violence. Therefore, information pertaining to the identification and reporting of workplace violence will be disseminated to the School District's employees.

To address the potential for workplace violence and to comply with the requirements of the New York State Workplace Violence Prevention Law, the School District's WVPP will include, but not be limited to:

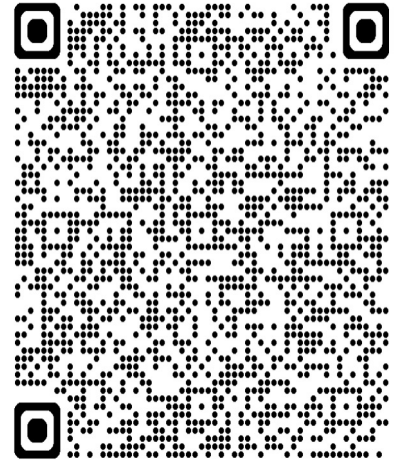
Risk Evaluation: The School District will perform a risk evaluation of its facilities to determine the presence of factors or situations that might place employees at risk from occupational assaults and/or other forms of workplace violence. The results of this evaluation will be incorporated into the School District's written WVPP and reviewed annually by the School District's administrative staff.

Written Workplace Violence Prevention Program (WVPP): The School District has developed a written WVPP. The WVPP will be distributed to all employees. In addition, a copy of the WVPP will be maintained in the office of the Superintendent of Schools.

Training and Information: The School District will provide training and information to employees, at the time of initial hiring and annually thereafter, of the New York State Workplace Violence Prevention Law, the workplace risk factors identified in the School District's Risk Evaluation, and the location and availability of the School District's WVPP.

Review: The Superintendent of Schools or designee will review workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and review the effectiveness of the mitigating actions taken.

Ref. New York Labor Law §27-b 12 NYCRR Part 800.6



Workplace Violence Incident Form:

https://syoschools-my.sharepoint.com/:b:/g/personal/imorgenstern_syosetschools_org/EYb9x6LQemZJvllwx0SMQmoBlxn7rLY1DvjRXB5eqHow9Q?e=H1caKt

Workplace Violence Prevention Plan:

https://syoschools-my.sharepoint.com/:b:/g/personal/imorgenstern_syosetschools_org/ERXRLITRycBDmisJ8VN_4FMB1_UOQQwsHzFo7FvI1fyTEA?e=8hGORf

EMPLOYEE WORKPLACE VIOLENCE INCIDENT REPORT	
Name of Employee: _____	
Date of Incident: ____/____/____	Time of Incident: _____ A.M. or P.M.
Location of Incident (i.e. Building, Intersection): _____	
Where did the Incident Occur: _____	
Did the incident occur on premises? Yes or No	
Date Reported to Supervisor: ____/____/____	
Name of individuals involved in incident:	
<div></div> <div></div> <div></div> <div></div>	
Witness: Yes or No, If Yes please provide name(s):	
<div></div> <div></div> <div></div> <div></div>	
How did the incident occur and what were you doing at the time of the incident?	
<div></div> <div></div> <div></div> <div></div>	
How did the incident end (if applicable)?	
<div></div> <div></div>	
Did you sustain any personal injury? Was medical treatment provided at the time of Incident? Be specific:	
<div></div> <div></div>	
If yes, provide medical provider information: _____	
Employee Signature: _____ Date: ____/____/____	
Supervisor or Nurse: _____ Date: ____/____/____	
Please return this form to Central Office/Human Resources/Personnel Department	

Questions



Thank you
