Dobbs Ferry School District

Independent Thinkers Change Worlds

Workplace Violence Prevention Program

March 2024

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Introduction

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

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

What is the New York State Workplace Violence Prevention Law and Regulation?
On June 7, 2006, New York State enacted legislation creating a new Section 27-b of State Labor Law that requires every public employer to evaluate the risk of workplace assaults and homicides at its workplace(s) and to develop and implement programs to prevent and minimize the hazard of workplace violence to public employees. In 2009, NYS Department of Labor (DOL) implemented regulations to accompany the Workplace Violence Prevention Law. These regulations are enforced by NYSDOL and can be found[1] at: https://dol.ny.gov/system/files/documents/2021/03/workplace-violence-prevention-regulations.pdf. Effective January 4, 2024, all public school districts, New York City public schools, Boards of Cooperative Education Services (BOCES) and County Vocational Education & extension Boards are covered by this law.

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.

The goal of this program is to reduce the risk of workplace violence to employees and to ensure that any incident, complaint, or report of violence is taken seriously and dealt with appropriately and as expeditiously as possible. This program outlines the major components of our effort to meet these goals. At the core of this Workplace Violence Prevention Program is the Dobbs Ferry Union Free School District's commitment to work with its employees to maintain a work environment free from violence and other threatening behavior to the greatest degree possible.

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

Policy Statement

The Board of Education of the Dobbs Ferry Union Free School District has adopted a policy statement which describes the goals and objectives of our workplace violence prevention policy, the incident alert and notification policies employees should follow in the event of workplace violence and describes how employees are able to participate in the implementation of our workplace violence prevention program through an authorized employee representative.

Employer Policy 8130.2 was adopted on January 23, 2024.

The policy statement will be posted:

- On the website, under Board Policies
- On the website, under Workplace Violence Prevention Program
- In each school building

The policy statement is included as **Attachment A.**

Workplace Risk Evaluation

The Dobbs Ferry Union Free School District conducted a workplace risk evaluation consisting of:

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

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

An evaluation of the physical environment: Dobbs Ferry Union Free School District has evaluated the physical work environment for factors which may place employees at risk of workplace violence with the participation of authorized employee representatives. Although workplace violence can occur in any work setting, some settings or factors may pose a greater degree of risk. Employment situations or factors that may pose a higher risk for Dobbs Ferry Union Free School District employees include, but are not limited to, the following:

- Working in public settings
- Working late night or early morning hours
- Working alone or in small numbers
- Working with a population which might expose one to potentially violent persons

Risk factors identified during the examination, assessment and evaluation are listed in **Attachment B**, along with the methods and means by which each risk is being addressed by the Dobbs Ferry Union Free School District.

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.

Workplace Violence Prevention Program Members

- Denise Helgesen, CSEA Clerical, Teaching Assistant/Teacher Aide Association
- William K. Gelardi, CSEA Custodial and Security Personnel Association
- Frank Ferri, Dobbs Ferry United Teachers
- Jennifer Hickey, Dobbs Ferry United Teachers
- Patrick Mussolini, Dobbs Ferry Administrators Association
- Michael Nemeth, Safety and Security Coordinator
- Ron Clamser, Jr. Assistant Superintendent for Finance, Facilities & Operations
- Denis Brazil, Director of Facilities II

Workplace Violence Control Measures and Prevention

Hierarchy of Controls

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

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

Examples of engineering controls include:

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

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

Examples of work practice controls include:

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

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

Examples of personal protective equipment include:

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

Workplace Violence Prevention

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

Early warning signs of potential violence

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

Behavior or situations that may indicate an increased risk of violence include, but are not limited to the following:

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

These behaviors or situations should be reported to an employee's supervisor and/or the administrator of the workplace violence prevention program. Some behaviors may require immediate law enforcement intervention where others may require disciplinary action or indicate a need for an Employee Assistance Program (EAP) referral.

Workplace issues that may trigger violence

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

Employee issues include:

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

Workplace issues include:

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

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

Recognizing the signs and intervening early

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

Reporting an incident

At the core of this Workplace Violence Prevention Program is the Dobbs Ferry Union Free School District's commitment to work with its employees to maintain a work environment free from violence and violent behavior.

Any Dobbs Ferry Union Free School District employee who becomes aware of a physical assault, threatening behavior, or verbal abuse at the workplace must immediately report the facts and circumstances of the violent incident to their supervisor and/or the contact person identified in the Policy Statement (**Attachment A**). If an employee witnesses or is involved in an incident of violence in which there is an immediate threat to the employee's safety or the safety of others or where a serious injury has occurred, the employee will immediately call 911 to obtain law enforcement and/or medical assistance and notify their immediate supervisor. The supervisor will immediately conduct a preliminary inquiry into the facts and circumstances of the incident and make a prompt report to the contact person identified in the Policy Statement (**Attachment A**) using the Incident Report in **Attachment C**.

If a pattern of workplace violence incidents develops that involves criminal conduct or serious injury, the Dobbs Ferry Union Free School District will develop a protocol with the District Attorney or Police to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted.

Retaliation against an employee who makes a report of violence or other violent behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures.

Post-Incident Response

Dobbs Ferry Union Free School District has developed procedures to respond to incidents of workplace violence. These include the following as appropriate:

- Assure that injured employees receive prompt and appropriate medical care. (This includes, but is not limited to, providing transportation of any injured persons to medical care. Prompt first aid and emergency medical treatment can minimize the harmful consequences of a violent incident.)
- Report the incident to the appropriate authorities as required by applicable laws and regulations.
- Secure the premises to safeguard evidence and reduce distractions during the post incident response process.
- Assure that an incident report is completed immediately after an incident occurs, noting details that might be forgotten over time. **Attachment C** contains the incident report form.
- Address the need for appropriate treatment for employees who were victims of workplace violence. In addition to physical injuries, victims and witnesses may suffer psychological trauma, fear of returning to work, feelings of incompetence, guilt, powerlessness, and fear of criticism by supervisors or managers.
- Management will investigate any reported workplace violence incident thoroughly.

All employees will be trained to inform management about any incidents that occur and how prepare an incident report.

Employee Information and Training

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

Recordkeeping Requirements

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

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

Program Review

District Administration, with the Authorized Employee Representatives, will evaluate the effectiveness of this Workplace Violence Prevention Program, at least annually or after any serious workplace violence incident. The review will focus on the following: determining trends in workplace violence incidents; addressing the root cause of incidents; evaluating the effectiveness of the control measures in place; and determining if any changes need to be made to control measures. The review will also assess whether the reporting and record keeping systems have been effective in collecting all relevant information. The cover sheet of this program will be updated with the names and titles of those who perform the review and the date of completion.

If an employee or authorized representative submits a written notice of concern regarding a violation of the employer's workplace violence prevention program or imminent danger in the workplace, the employer must be afforded a reasonable opportunity to address the reported issue. If the employee or authorized employee representative believes that the reported concern has not been resolved and a serious violation of the Dobbs Ferry Union Free School District workplace violence prevention program still exists, the employee or authorized employee representative may request an inspection by filing a complaint with the Public Employee Safety and Health (PESH) bureau at the Department of Labor's Division of Safety and Health using the complaint form linked here: https://dol.ny.gov/system/files/documents/2023/09/pesh7.pdf or by calling 1-844-SAFE-NYS. The completed and signed complaint form can be emailed to ask.shnypesh@labor.ny.gov, or faxed or mailed to the nearest Division of Safety and Health (DOSH) District Office listed in the complaint form.

Employees can also contact the PESH bureau to ask questions about health and safety standards by calling: 1-844-SAFE-NYS or emailing ask.shnypeshlabor.ny.gov. An employee is NOT required to provide written notice to an employer if the employee believes themselves, another employee, or patient is in imminent danger of workplace violence and reasonably believes, in good faith, that reporting to a supervisor would not result in corrective action. In such an instance, an employee can reach out directly to PESH.

For additional information on recordkeeping or workplace violence prevention, or to request free and confidential consultation assistance, please use the contact information on the PESH Consultation Fact Sheet available here: https://dol.ny.gov/system/files/documents/2023/11/p206_12-10-20.pdf

ATTACHMENT A
Board Policy

8130.2 WORKPLACE VIOLENCE PREVENTION

The district is committed to establishing and maintaining a safe and secure workplace for employees. Workplace violence will not be tolerated. All employees are expected to work together to create and maintain a safe and respectful work environment.

Workplace Violence is defined as any physical assault or acts 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:

(i) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;

(ii) Any intentional display of force which would give an employee reason to fear or expect bodily harm;

(iii) Intentional and wrongful physical contact with a person without his or her consent that entails some injury;

(iv) 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.

All employees are responsible for notifying their supervisor or other designated contact person of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received. All acts of workplace violence will be promptly and thoroughly investigated, and appropriate action will be taken, including contacting law enforcement where necessary.

Designated Contact Person: Ken Slentz (or Acting Superintendent designee)
Title: Superintendent
Department: District Office
Phone: (914) 693-1500
E-mail: slentzk@dfsd.org

As required by Labor Law §27-b, the district will develop and implement a Workplace Violence Prevention Program to comply with the law and its implementing regulations. The Program will include elements required by law and regulation, including:

a. the risk factors present in the workplace;
b. the methods the district will use to prevent incidents of violence in the workplace;
c. the methods and means by which the district will address specific identified hazards;
d. a system to report workplace violence incidents in writing;
e. a written outline for employee training; and
f. a plan for annual program review and update.

In developing the Workplace Violence Prevention Program, the district will conduct an evaluation to identify likely potential risks of violence in the workplace. Authorized employee representative(s) will be involved in:

a. evaluating the physical environment;
b. developing the Workplace Violence Prevention Program; and
c. reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

Employee Notice and Training

As required by law, all employees will participate in the Workplace Violence Prevention Training Program at the time of initial assignment and annually thereafter. Employees must be trained on:

a. the details of the workplace violence prevention program;
b. the measures they can take to protect themselves from risks of violence; and
c. the specific procedures the district has implemented to protect employees (such as appropriate work practices, emergency procedures, and the use of security alarms).

Additionally, at the time of initial assignment and at least annually, employees will be informed of the requirements of Labor Law §27-b, the risk factors identified in the workplace, and the location of the district's Workplace Violence Prevention Program.

This policy must be posted where notices to employees are normally posted.

Allegations of Violations and Non-Retaliation

The process for employees to allege violations of the workplace violence prevention program to the state Commissioner of Labor, and the employment protections for doing so, is set forth in Labor Law §27-b and 12 NYCRR §800.6 and includes the following:

> A "serious violation" of the workplace violence prevention program is the failure to develop and implement a program or address situations which could result in serious physical harm. "Imminent danger" is any condition or practice in the workplace where 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 these complaint procedures.

Employees or their representatives who believe that a serious violation of the workplace violence prevention program exists or that an imminent danger exists (as defined above), must bring the matter to their supervisor's attention in writing, and must give the district a reasonable opportunity to correct the activity, policy or practice, before notifying the Commissioner of Labor. Such prior written notice and opportunity for correction, however, is not required if there is an imminent danger or threat to the safety of a specific employee and the employee reasonably believes in good faith that reporting to a supervisor would not result in corrective action.

If, after the matter has been brought to a supervisor's attention and a reasonable opportunity to correct the issue has passed, the issue has not been resolved and the employee still believes that a violation of the workplace violence prevention program remains or that an imminent danger exists, employees or their representatives may request an inspection from the Commissioner of Labor in writing. The Commissioner will provide a copy of the request to the district, but the employee may ask to remain anonymous.

A district representative and an authorized employee representative may accompany the Commissioner of Labor during the inspection to assist in the inspection. If there is no authorized employee representative, the Commissioner will consult with district employees concerning workplace safety.

The district will not take retaliatory action (terminate, suspend, demote, penalize, discriminate, or other adverse employment action in the terms and conditions of employment) against any employee because they have alleged a serious violation of the workplace violence prevention program, or imminent danger exists, requested an inspection by the Commissioner of Labor, or accompanied the Commissioner on the inspection, as prescribed by state law and regulation.

Cross-ref:

5300, Code of Conduct

8130, School Safety Plans and Teams

Labor Law §27-b

12 NYCRR §800.6

Adoption date: January 23, 2024

ATTACHMENT B

Identified Hazards & Mitigation Efforts 2023-24 Calendar Year

Risks Identified Through Evaluation of Physical Environment	Method and Means by Which the Risk is Being Addressed
Identified Risk #1: Adequate Lighting in MS/HS Parking Lot. Lights are present but intensity unknown. Stairs by the Aqueduct Path. Dark by the football field with no light unless it is rented for big events. Access road near fields has no lighting.	Team will do a night-time walk through and assess.
Identified Risk #2: Staff Working Late and/or Early Morning Hours; Staff Working Alone	Instruct staff who work late to park in lighted areas and to notify security to walk to car after hours/in dark. Suggestion: Security Personnel onsite until all employees are out
Identified Risk #3 Inadequate building security when students are gone. Contractors and other non-familiar persons coming and going leave doors propped open. Related: After school events. Do we have adequate security and protocols for such events?	Limit entrance points for construction workers; temporary badges; Staff should “check-in” with colleagues
Identified Risk #4 Middle School: Security Risks in Counselor Suite – this is a site where staff meet with parents.	Suggestion: Panic Button
Identified Risk #5 All Buildings: Data Security where copies are located. We noticed documents both inside and outside the building that could identify staff and students.	Suggestion: Shredders
Identified Risk #6 Springhurst: Turf field and far end of upper playground not monitored.	Suggested: installation of cameras
Identified Risk #7 Springhurst – Students can leave the building without adults knowing; Door that leads to the roof near 5th grade has a push bar to go out and will lock behind the student/faculty. Door that leads to the roof from library has the same issue.	Suggestion: Door alarms
Identified Risk #8 Middle School /High School– Security Desks Out in Open	Suggestion: Add Vestibule
Identified Risk #9 Middle School Door #10 – Access	Suggestion: add bars or barrier to ground level window next to door

Records Examination 2023-24 Calendar Year

Record Examination	Results of the Examination
Log of Work-Related Injuries & Illnesses **(NYS DOL Form SH900)**	Of the total injuries reported, most occurred in the special class setting, and of those, during the 2023 summer school program. Injuries were reported by Teaching Assistant(s) and Substitute Teacher(s) resulting from student behavior (biting, scratching). One case that occurred during the regular school year resulted in dislocation of employee's shoulder. There were two "slip and falls" on school property resulting in a sprained wrist and scraped knee, respectively. One injury was related to maintenance repair, and the employee missed six days of work. One injury was related to office equipment.
Summary of Work-Related Injuries & Illness (NYS DOL Form SH900.1)	Approximately 342 employees worked approximately 372,336 hours during the 2023 calendar year. There were 19 injuries reported, causing two employees to miss a total of 136 days of work (130 days and six days, respectively).
Injury & Illness Incident Report (Internal Form)	A review of the Staff Incident reports showed that the forms were completed as soon as practicable to the time of the incident; the forms were complete; that they were returned to the Business office within 3 business days; they were signed by the school nurse and/or administrator taking in the report. The type of information collected on the Staff Incident Report Form is comparable to NYS DOL Form SH 900.2 "Injury & Illness Incident Report Form."
Workplace Violence Incident Reports	A letter was sent to a DFSD parent regarding conduct in possible violation of District Visitor Policy 5300.70
Personnel Disciplinary Reports	An employee received a Letter of Critical Evaluation in connection with inappropriate communication (coarse language) with a student. An employee received a Letter of Critical Evaluation in connection with inappropriate physical contact (pulling) with a student. Two employees received notices of Intent to Discontinue Employment in connection with theft (property and time).

Worker's Compensation Reports	All work-related Injury & Illness Reports are Reported to the Worker's Compensation Board. However, no review of claims and/or WCB findings (awards, determinations) was conducted.

Methods and Means by Which the Risk is being assessed:

In cases of student-to-staff physical aggression: see the nurse, complete incident documentation, and follow crisis-plan. If special education student, contact Director of Special Education. De-escalation training for staff; work with behavioral specialist.

Other injuries: Schedule a consultation with Occupational Health and Safety Administration (OHSA) in 2024-2025 school year. OSHA provides information on employers' training requirements and offers resources and assistance to help employers protect workers against injuries and illnesses.

Assessment of Relevant Policies, Practices, and Procedures

5300 VI Prohibited Student Conduct
5300 VII Reporting Violations
5300 VIII Disciplinary Procedures, Penalties & Referrals
5300 X Discipline of Students with Disabilities
5300 XII; 5300.65 Visitors to the School
5300 XIII; 5300.70 Public Conduct on School Property
5450.1 Notification of Sex Offenders
5710 School Safety & Educational Climate (SSEC)
8110 School Building Safety
8112 Health & Safety Committee
8130 School Safety Plans & Teams
8130.1 Extreme Risk Protection Orders (The Red Flag Law)
8210.1 Use of Surveillance Cameras on School Property
9140.1 Staff Complaints & Grievances 9140.1 – R (Regulations)
9320 Drug-Free Workplace 9320-R (Regulation)
9620 Child Abuse in an Educational Setting
9645 Disclosure of Wrongful Conduct (Whistleblower Policy)

ATTACHMENT C

DOBBS FERRY UNION FREE SCHOOL DISTRICT

WORKPLACE VIOLENCE INCIDENT REPORTING FORM

*In the event of immediate danger or emergency, contact local law enforcement by dialing 911.

Please complete this form promptly following any incident involving workplace violence. Providing accurate and detailed information is crucial for the proper investigation and resolution of the matter.

This form is to be used by DFSD staff only.

SECTION 1: EMPLOYEE INFORMATION

EMPLOYEE NAME: _____ SSN #_____
Last Name/ First Name/ Middle Initial

ADDRESS:
_____

DAY PHONE: _____ MOBILE PHONE: _____ DOB: _____

POSITION: _____LOCATION: _____

SECTION 2: INCIDENT INFORMATION

DATE OF INCIDENT: _____ TIME: ___ AM/PM HOUR YOU STARTED WORK: _____

LOCATION OF INCIDENT: -
_____

WAS THIS THE LOCATION YOU NORMALLY WORK? ____ YES ____ NO

IF NO, EXPLAIN WHY:
_____

DID THIS INCIDENT RESULT IN AN INJURY* _____ YES _____ NO

IF **YES**, PLEASE COMPLETE THE STAFF INCIDENT/ ACCIDENT REPORT WITHIN 3 DAYS.

HAS A STAFF INCIDENT/ACCIDENT REPORT BEEN SUBMITTED IN RELATION TO THIS INCIDENT?

____ YES ____ NO

DETAILED DESCRIPTION OF INCIDENT:
Please provide a thorough and detailed account of the incident, including any relevant context: events leading up to the incident and how the incident ended; names and job title of involved employee(s); name or other identifier of other individuals involved; nature and extent of injuries arising from the incident, action taken, and any communication that occurred.

SECTION 3: WITNESS STATEMENTS

Please provide the names, contact information and statements of any witnesses, if applicable.

WITNESS #1 STATEMENT:

WITNESS #2 STATEMENT:

SECTION 4: ACTION TAKEN

Please describe any immediate action taken by the employee, supervisor, or others in response to the incident.

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_____

ADDITIONAL INFORMATION:

Attach any relevant documents, emails, or other evidence related to the incident. Attach additional sheets if necessary.

Confidentiality Notice:

All information provided on this form will be treated with the utmost confidentiality. The purpose of this form is to ensure a prompt and thorough investigation of the reported workplace violence.

Note: Nothing in this part shall require the disclosure of information otherwise kept confidential for security reasons.
Such information may include information, which, if disclosed would:

- Interfere with law enforcement investigations or judicial proceedings.
- Deprive a person of a right to a fair trial or impartial adjudication.
- Identify a confidential source or disclose confidential information relating to a criminal investigation.
- Reveal criminal investigative techniques or procedures, except routine techniques and procedures; or
- Endanger the life or safety of any person.

See 12 NYCRR Part 800.6 Section (i)(3)(ii).

2024-03-19

ATTACHMENT D

TRAINING OUTLINE FOR STAFF
WORKPLACE VIOLENCE PREVENTION PROGRAM

- Learn the **requirements** of the Workplace Violence Prevention Act and Department of Labor regulations.
- Define **workplace violence** and understand the different types.
- Learn the key elements of the DFSD workplace violence prevention **policy and program**.
- Learn where our **policy statement** is posted and to how to obtain a copy of our workplace violence program.
- Learn workplace violence **risk factors** and **prevention efforts.**
- Learn how to **report incidents** of workplace violence.
    - With the DFSD and the DOL