

South Orangetown Central School District

Workplace Violence Prevention Program
Updated October 2026

Workplace Violence Prevention Program Overview

SOCSD Workplace Violence Prevention Policy Statement

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

Workplace violence is defined as any physical assault or act of aggressive behavior occurring where employees perform any work-related duty in the course of their employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without their consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

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: Dr. Amy Moselhi
Title: Assistant Superintendent for Human Resources
Department: Human Resources
Phone: (845) 680-1030
E-mail: HR@socsd.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 and review.

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 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. However, such prior written notice and opportunity for correction 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 request that their name be withheld.

A district representative and 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.

The goals of the program are:

1. To reduce the probability of threats or acts of violence in the workplace, and
2. To ensure that any incident, complaint, or report of violence is taken seriously and dealt with promptly.

SOCSD will not tolerate violence in the workplace. All incidents, complaints, and or reports of violence and threats of violence will be taken seriously because SOCSD is committed to providing its employees with a safe and secure work environment. The SOCSD Policy Statement on Workplace Violence Prevention Program will be conspicuously posted in each location and on the district website to advise all employees where they may report violations.

Purpose of Program

The purpose of this program is to address the issue of potential workplace violence, prevent workplace violence from occurring to the fullest extent possible, and set forth procedures to be followed when such violence has occurred.

Scope of Program

All SOCSD employees are required to comply with this program. In addition, since visitors of SOCSD-owned property and facilities are required to conduct themselves in a non-violent manner in conformity with existing law, employees who observe or experience visitors of SOCSD property engaging in violent behavior should follow the procedures in our policy for the reporting of such behavior.

Application of Program

Violence and other physical disruptive behavior by or against an employee of SOCSD are unacceptable. Individuals who commit such acts may be removed from the premises and subject to appropriate disciplinary action, including, where legally appropriate, termination of employment and criminal penalties.

Training

All employees will be informed of the requirements of the law, the risk factors in their workplace, and the location of the written workplace violence prevention program. Employees also need training on the measures they can take to protect themselves from the risks identified in the assessment and the details of the written workplace violence prevention program. Employee workplace violence training is to be provided annually.

- Provide each employee with information and training on the risks of workplace violence in their workplace(s)

- Training must be provided during the employee's initial assignment and at least annually afterward. AND whenever significant changes are made to the workplace violence prevention program.
- At a minimum, training shall address the following:
 - The requirements of the workplace violence regulations, described here, and the risk factors identified in the risk evaluation and determination.
 - Measures that the employees can take to protect themselves from the identified risks, including specific procedures that the School District has implemented to protect employees, such as incident alert and notification procedures, appropriate work practices, emergency procedures, and the use of security alarms and other devices.

Reporting of Violence

An effective reporting system (1) protects the district's employees from harm in the workplace; (2) assists administration in its effort to maintain a safe and productive work environment; and (3) ensures administration the opportunity to investigate and determine the cause(s) and make recommendations to minimize recurrence. All workplace violence incident reports must be in writing.

Any employee who witnesses or encounters any act of violence should:

- Immediately notify his/her supervisor and/or Human Resources, as appropriate
- As appropriate, notify building security
- As appropriate, call 911
- Complete and submit the "Workplace Violence Incident Report" in Appendix 4. SOCSO will take necessary action. Any employee who believes an imminent danger exists should bring the matter to the district's attention immediately.

Administrators should approach such situations cautiously, balancing maintaining an orderly workplace with personal safety. Following notification, if the district has been given reasonable time to take corrective action and no such action has been taken, the employee or his or her representative may inform the Commissioner of Labor of the danger and request an inspection be conducted. Such request must be in writing and include the grounds of the notice with a reasonable level of specificity.

- Establish and implement reporting systems for incidents of workplace violence to ensure that all workplace violence incidents are reported in writing
- A workplace violence incident report can be in any format but, at a minimum, shall contain the following relating to the incident being reported:

- Workplace location where the incident occurred.
 - Time of day/shift when the incident occurred.
 - A detailed description of the incident, including events leading up to the incident and how the incident ended.
 - Names and job titles of involved employees.
 - Name or other identifier of other individual(s) involved.
 - Nature and extent of injuries arising from the incident; and
 - Names of witnesses
- Conduct a review of workplace violence incident reports at least annually, with the participation of the authorized employee representative(s) (unions), to identify trends in the types of incidents in the workplace and review the effectiveness of the mitigating actions taken.
 - If the case is a "privacy concern case," remove the name of the employee who was the victim of the workplace violence and enter "PRIVACY CONCERN CASE" in the space generally used for the employee's name. Privacy concern cases include cases involving:
 - Injury or illness to an intimate body part or the reproductive system.
 - Injury or illness resulting from a sexual assault.
 - Mental illness.
 - HIV infection.
 - 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

Other injuries or illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the report

SOCSD is prohibited by law from taking any retaliatory action against any employee who: (1) has made the district aware of what the employee deems to be an imminent danger; (2) has requested that the Commissioner of Labor conduct an inspection; or (3) accompanies the Commissioner during an inspection of the Agencies, pursuant to §27-b.6 of Article 2 of the State Labor Law.

12 NYCRR Part 800.6(g)(2)(viii) 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;
- Would deprive a person of a right to a fair trial or impartial adjudication;
- 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.

Workplace Risk Evaluation

Certain factors or situations may place employees at a greater risk of workplace violence. This workplace evaluation is based on surveys of all district facilities conducted by the district's: Assistant Superintendent for Human Resources; Assistant Superintendent for Pupil Personnel Services; Director of Safety, Security & Compliance, Unit Representatives, and School Resources Officers etc. as well as reviews of occupational injury and illness logs and incident reports for violence-related injuries.

Risk Evaluation and Determination

The District shall conduct a Risk Evaluation and Determination pursuant to the requirements of New York State Labor Law § 27-b and 12 NYCRR § 800.6. The Risk Evaluation and Determination shall consist of the following three phases:

Record Examination (see Appendix 1-A): The District shall examine any relevant records in its possession, including records compiled in the previous year under New York State Labor Law 27a, concerning workplace violence incidents to identify patterns in the type and cause of injuries.

The examination shall look to identify patterns of injuries in particular areas of the workplace or incidents which involve specific operations or specific individuals.

Administrative Risk Factors (see Appendix 1-A): The District shall assess relevant policies, workplace practices, and work procedures that may impact the risk of workplace violence.

Evaluation of Physical Environment (see Appendix 1-B): The District shall evaluate the workplace to determine the presence of factors that may place employees at risk of workplace violence.

Risk Factors Identified in the Workplace

In accordance with New York State Labor Law § 27-b and 12 NYCRR § 800.6 and pursuant to the Risk Evaluation and Determination conducted by the District, the following risks have been identified:

- (i) Working in public settings;
- (ii) Working late night or early morning hours;
- (iii) Exchanging money with the public
- (iv) Working in small numbers

Control Methods the District Uses to Offset and Prevent Workplace Violence Incidents

See Appendix 2 for a copy of the Risks and Mitigation Efforts Worksheet

There are three main types of control measures that will be implemented as part of the safety program to protect employees from recognized hazards, including workplace

violence. These measures are referred to as the “hierarchy of control measures” and consist of the following:

Engineering controls – eliminate or reduce hazards through substitution or design (e.g., increased lighting, designing secure building access, security hardware, eliminating isolated work areas, and eliminating excessive “cash on hand”).

Work Practice Controls – eliminate or reduce the hazards by changing organizational policies and procedures (e.g., employment of security personnel, developing building access control procedures, other safety provisions, training).

Personal Protective Equipment – eliminate or reduce environmental hazards.

The District has taken the following measures at the listed facilities to reduce the threat or likelihood of incidents of workplace violence

District Office – During tax collection season, the District does not collect taxes; this collection is conducted by the Orangetown Receiver of Taxes. Please see the following website for additional information:

<https://egov.basgov.com/orangetown/>

All school buildings – Lights installed on the exterior of all buildings. Cameras have been installed in the interior and exterior at each building.

Reporting Workplace Violence Incidents

Any employee or their authorized employee representative who believes that a serious violation of the employer's workplace violence protection program exists, or that a workplace violence imminent danger exists, shall report such matter to the **Assistant Superintendent for Human Resources** in the form of a written notice (attached hereto as Appendix 3) and shall afford the employer a reasonable opportunity to correct such activity, policy or practice.*

***Such 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 would not result in corrective action.**

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.

Post-Incident Response

The District's post-incident response for incidents of workplace violence shall include:

- (i) Assuring that injured employees receive prompt and appropriate medical care, if needed (this includes, but is not limited to, providing transportation of the injured to medical care. Prompt first aid and emergency transportation can minimize the harmful consequences of a violent incident.);
- (ii) Reporting the incident to the appropriate authorities as required by applicable laws and regulations;
- (iii) Securing the premises to safeguard evidence and reduce distractions during the post incident response process;
- (iv) Preparing an accident report immediately after the incident, noting details that might be forgotten over time;
- (v) Addressing 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); and
- (vii) Prepare an incident report after the incident and submit it to the building administration or direct supervisor.

In the event that critical incident management or crisis counseling following a workplace violence incident in the South Orangetown Central School District is needed, arrangements will be made through administration.

Recordkeeping Requirements

The recordkeeping requirements outlined in 12 NYCRR Part 801, Recording and Reporting Public Employees' Occupational Injuries and Illnesses, must be used to document recordable injuries sustained during violent workplace 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 district administrators. These reports will provide written notification when a violence incident occurs so that the district can develop an appropriate response. The Incident Report will also create a historical record that can be used in the annual risk assessment and program evaluation.

For more information on recordkeeping requirements, the New York State Department of Labor Public Employee Safety and Health (PESH) bureau may be contacted as follows:

120 Bloomingdale Road, Room 250, White Plains, NY 10605
Tel: 914-997-9514
FAX: 914-997-9528

If the case is a "privacy concern case" (as defined below), the District will still develop a Workplace Violence Incident report. However, before sharing a copy of that report with any party other than the Commissioner of Labor, the District will remove the name of the employee who was the victim of the workplace violence and shall instead enter "Privacy Concern Case" in the space normally used for the employee's name.

A "Privacy Concern Case" includes cases involving:

- (i) Injury or illness to an intimate body part or the reproductive system;
- (ii) Injury to illness resulting from a sexual assault;
- (iii) Mental illness;
- (iv) HIV infection;
- (v) 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
- (vi) Other injuries and illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the report.

Employee Training

The District shall provide training to each employee on the risks of workplace violence in their workplace or workplaces at the time of the employee's initial assignment and at least annually thereafter.

Such training shall, at a minimum, include the following information:

- (i) Overview of Requirements of the Workplace Violence Regulations;
- (ii) Other policies in place that may be relevant;
- (iii) Risk factors specified to the workplace that were identified in the risk evaluation; and
- (iv) Privacy Concerns.

Please refer to Appendix 4 for additional information on these training topics.

Annual Review of Workplace Violence Prevention Program

The District shall conduct an evaluation of the effectiveness of the Workplace Violence Prevention Program on an annual basis. The evaluation shall consider, among other things, the effectiveness of control measures, record keeping, and reporting of workplace violence.

Access to this Program

The most current version of this plan will be made available to employees, their authorized representatives, and representatives of the NYS Department of Labor, by contacting the Assistant Superintendent for Human Resources.

APPENDIX 1-A

Date: _____

Records Examination

Instructions: Examine records below from the previous year to identify patterns, if any, of injuries in particular areas of the workplace or incidents which involve specific operations or specific individuals. Record the results in the column to the right.

Record Examination	Results of the examination
Summary of Work-Related Injuries and Illnesses	<i>See Work-Related Injuries (C-2F) Fall 2022 to Fall 2023 Summary Sheet</i>
School Safety and the Educational Climate (SSEC) <i>* formerly Violent and Disruptive Incident Reports</i>	<i>See SSEC Fall 2022 to Fall 2023 Summary Sheet</i>
Personnel Disciplinary Reports	<i>See Personnel Investigations Fall 2022 to Fall 2023 Summary Sheet</i>
Workers' Compensation Reports	<i>See Workers' Compensation Report Fall 2022 to Fall 2023 Summary Sheet</i>

Instructions: Conduct an assessment of policies, work practices, and procedures that may impact the risk of workplace violence

	Record the results of the assessment and any associated risks below
Examples of relevant policies and trainings: Sexual Harassment Visitation Policies Policies relevant to the care and treatment of clients, patients, and inmates Policies for staff in field travel assignments (daily check-in procedures, itineraries, cell phones provided, etc.)	• <i>BOE Policy-0100</i> Nondiscrimination & Equal Opportunity • <i>BOE Policy-0110</i> Prevention of Workplace Sexual Harassment • <i>BOE Policy-1240</i> Visitors to Schools (all visitors must report to front office upon entry to any of our campuses; District Code of Conduct applies) • <i>BOE Policy-5300</i> <i>*SOCSD Code of Conduct</i> https://boardpolicyonline.com/?b=south_orangetown&s=39911 • <i>BOE Policy- 5710</i> Violent and Disruptive Incident Reporting • <i>BOE Policy- 8130</i> School Safety Plans and Teams • <i>BOE Policy-9265</i> Fingerprinting of Prospective School Employees • <i>Forms for Comprehensive School Threat Assessment Guidelines</i> • <i>Code of Conduct- GCN Tutorial</i> • <i>Emergency Plan SOCSD- GCN Tutorial</i> (addresses how to recognize signs of

Examples of work practices and procedures: Visitor sign in/out Escorting Visitor(s) one visitor entrance used Desks clear of objects which may become weapons (might be relevant in situations where dealing with the public) I.D. Badges used Itineraries with employee contact info. Periodic check-in procedures After-hours contact procedures Procedure on how to control/defuse potentially violent situations. Supplied with personal alarm/cellular phone/radio Limit visible clues of carrying money/valuables Partnering arrangements if necessary	<i>potential workplace violence and how to report)</i> • <i>General Harassment- GCN Tutorial</i> • <i>Sexual Harassment NY- GCN Tutorial</i> • <i>All Visitors must be checked in/out of Raptor upon entering/exiting campuses during school hours.</i> • <i>Silent Panic Buttons strategically located in all schools for contact to 911</i> • <i>Lockdown Capability/training for all staff district wide</i> • <i>All staff required to wear photo identification badges while on any campus</i> • <i>After hours contact 911 for potential violence; School Administrators should always be notified</i>
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APPENDIX 1-B

Location: South Orangetown Central School District				
Person(s) conducting the evaluation: Workplace Violence Prevention Program AD HOC Committee				
Date of assessment: 12.11.2023				
This section requires the participation of the authorized employee representative(s). Instructions: All sections below refer to present conditions. Check "NA" for any items you do not consider applicable to the worksite/facility being evaluated. Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building i.e., number of stories, number of entrances and exits, number of employees, access to the building, security features, areas of concern related to security. Using the information from Sections 1-4 list the specific hazards related to this evaluation in Section 5.				
Items	Yes	No	N/A	Notes/Comments
1. Security Features				
Reception Area Available	X			
Barriers to Separate Clients from Work Area	X			
Separate Interview Area(s)	X			
Emergency Numbers Posted by Phones	X			OPD Button on every phone in the district.
Multiple Exits	X			
Unobstructed Office Exits	X			
Door Control(s) i.e., locks, remote buzzer, panic bars	X			
Door Detector(s) door alarm	X			
Adequate lighting in and around the workplace	X			
Parking lot well lighted	X			
Panic Button(s)	X			
Video Monitor(s)	X			

Landscaping to provide unobstructed view of the workplace	X			
Limiting the posting of signs on windows	X			
Other:				
Evaluation of the Physical Environment				
2. Factors that Might Place Employees at Risk				
Work in public settings - e.g., Health Care, Police Officers, Firefighters, Social Workers	X			
Work late night or early morning hours	X			
Exchange money with the Public			X	
Work alone or in small numbers	X			
Work in a location with uncontrolled public access		X		
Areas of previous security concerns		X		
3. Security Guards				
Are security guards present at the location	X			
Are guards posted at entrance(s)	X			
Do they patrol the building	X			
Are they provided with communication? If yes, indicate what type in notes.	X			Two-Way portable radios; access to Public Address System to make lockdown announcement; access to panic buttons
Any other relevant information		X		

4. Description of the Building:

Using the information from Sections 1-3 and your working knowledge of the building describe in Section 4 the building (number of entrances and exits, number of employees, access to the building, security features, areas of concern related to security).

WOS- 96 employees; 2 entrances are used (this includes one for the public during school hours)
CLE- 84 employees; 3 entrances are used (this includes one for the public during school hours).
SOMS- 93 employees (6 entrances are used; this includes one for the public during school hours).
TZHS-118 employees (5 entrances are used; this includes one for the public during school hours).
District Offices- 66 employees (2 entrances are used).
Greenbush Building- 6 employees (1 entrance is used; this includes one for the public during school hours).

All schools have high resolution surveillance cameras; propped door alarms on key doors; and staff access to the Public Address system.

5. Specific Hazards:

Using the information from Sections 1-4 list the specific hazards related to this evaluation in Section 5.

- Work in public settings - e.g., Health Care, Police Officers, Firefighters, Social Workers*
- Work late night or early morning hours*
- Work alone or in small numbers*
- After-school events can include uncontrolled public access*

APPENDIX 2

List of Risks and Mitigation Efforts

Risks Identified through Record Review and/or Risk Evaluation	Methods and means by which the risk is being addressed
Identified Risk #1 -Physical contact via student(s)	-Utilization of district's threat assessment protocol
Identified Risk #2 -Bomb threat(s)	-Proactive character education (e.g. D.A.R.E. Program) -Bomb Threat Checklist
Identified Risk #3 -Threatening behavior, insinuation, messaging from staff member(s)	-Staff members are directed to contact School/District Administration -Implementation of Workplace Violence Prevention Incident Report

APPENDIX 3

SOCSD Workplace Violence Incident Report

Please forward this completed form to the Asst. Supt. for Human Resources

ACCIDENT/INCIDENT REPORT FORM

Reporting Employee: _____

To be used to document all accidents/incidents resulting in injury or property damage as well as incidents of workplace violence. Use one form for each affected person.

Today's Date: _____ Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

AFFECTED PERSON OR OWNER OF PROPERTY DAMAGED	
Name:	Telephone #:
Address:	Date of Birth:
City/State/Zip:	
Extent of Accident/Incident/Damage:	
Observer(s) of Accident/Incident/Damage: ☐ Check here if not observed:	
DESCRIPTION OF ACCIDENT/INCIDENT/DAMAGE	
(Include what the person was doing or attempting to do just prior to the accident/incident, and their actions after the accident/incident.)	
CONDITIONS	
Describe the conditions in the vicinity of the accident/incident/damage with special attention to changeable conditions, including weather, wet surfaces, etc.:	
Describe condition of affected person (or property):	
☐ Check here if the affected person was a child. If checked, describe supervision:	
☐ Check here if slip/fall injury. If checked, describe the shoes worn by the injured party:	
☐ Check here photographs were taken to document conditions listed above.	

CONTINUED ON NEXT PAGE

ACCIDENT/INCIDENT REPORT FORM

Reporting Employee: _____

To be used to document all accidents/incidents resulting in injury or property damage as well as incidents of workplace violence. Use one form for each affected person.

ACTIONS
Describe immediate actions taken:
Additional comments:

Certification (by reporting employee): I hereby certify that I completed this Accident/Incident Report Form and any attachments thereto, and that the statements contained therein are a true statement of the facts as is involved in this matter.

Name (print): _____ Signature: _____

Title: _____ Phone: _____ Date: _____

If incident occurred during interscholastic athletics:

Athletic Director (print): _____ Signature: _____ Date: _____

**** Reporting employees are to submit this form to the school nurse within one (1) business day of the incident. ****

School nurses shall sign and date below upon receipt and keep one (1) copy on file in the nurse's office.

School Nurse (print): _____ Signature: _____ Date: _____

**** School nurses are to submit this signed form to the building principal within one (1) business day of receipt. ****

Building principals shall determine whether the above incident meets the classification of workplace violence.

Workplace Violence: Workplace violence is defined as any physical assault or act of aggressive behavior that occurs when 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 that would give an employee reason to fear or expect bodily harm.
3. Intentional and wrongful physical contact with a person without their 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 during employment.

Does the accident meet the classification of workplace violence as defined above? ☐ Yes ☐ No **If yes, complete the following:**

PREVENTATIVE ACTIONS
Describe preventative actions the department/school has taken to maintain safety and security of the worksite as a result of the incident to prevent further like occurrences. Please include any referrals or contacts made.

Building Principal (print): _____ Signature: _____ Date: _____

**** Building principals are to submit this signed form to the superintendent within two (2) business days of receipt. ****

Superintendent (print): _____ Signature: _____ Date: _____

For incidents resulting in workplace violence, one (1) completed copy of this report shall be forwarded to the Director of Human Resources.

Full Version (LAST 2 PAGES)

APPENDIX 4

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 hazards 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 that 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. Other policies in place that may be relevant
 - a. Domestic Violence
 - b. Firearms
- III. Risk factors specific to the workplace that were identified in the risk evaluation
 - Physical contact via student(s)
 - Bomb threat(s)
 - Threatening behavior, insinuation, messaging from staff member(s)
 - a. 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

- b. Procedures to report incidents of workplace violence
- c. Location of the written workplace violence prevention program and how to obtain a copy (only employers with 20 or more full-time permanent employees are required to maintain a program in writing.)

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.

ACCIDENT/INCIDENT REPORT FORM

Reporting Employee: _____

To be used to document all accidents/incidents resulting in injury or property damage as well as incidents of workplace violence. Use one form for each affected person.

Today's Date: _____ Date of Incident: _____ Time of Incident: _____

Location of Incident: _____

AFFECTED PERSON OR OWNER OF PROPERTY DAMAGED	
Name:	Telephone #:
Address:	Date of Birth:
City/State/Zip:	
Extent of Accident/Incident/Damage:	
Observer(s) of Accident/Incident/Damage:	☐ Check here if not observed:
DESCRIPTION OF ACCIDENT/INCIDENT/DAMAGE	
(Include what the person was doing or attempting to do just prior to the accident/incident, and their actions after the accident/incident.)	
CONDITIONS	
Describe the conditions in the vicinity of the accident/incident/damage with special attention to changeable conditions, including weather, wet surfaces, etc.:	
Describe condition of affected person (or property):	
☐ Check here if the affected person was a child. If checked, describe supervision:	
☐ Check here if slip/fall injury. If checked, describe the shoes worn by the injured party:	
☐ Check here photographs were taken to document conditions listed above.	

CONTINUED ON NEXT PAGE

ACCIDENT/INCIDENT REPORT FORM

Reporting Employee: _____

To be used to document all accidents/incidents resulting in injury or property damage as well as incidents of workplace violence. Use one form for each affected person.

ACTIONS

Describe immediate actions taken:

Additional comments:

Certification (by reporting employee): I hereby certify that I completed this Accident/Incident Report Form and any attachments thereto, and that the statements contained therein are a true statement of the facts as is involved in this matter.

Name (print): _____ Signature: _____

Title: _____ Phone: _____ Date: _____

If incident occurred during interscholastic athletics:

Athletic Director (print): _____ Signature: _____ Date: _____

**** **Reporting employees are to submit this form to the school nurse within one (1) business day of the incident.** ****

School nurses shall sign and date below upon receipt and keep one (1) copy on file in the nurse's office.

School Nurse (print): _____ Signature: _____ Date: _____

**** **School nurses are to submit this signed form to the building principal within one (1) business day of receipt.** ****

Building principals shall determine whether the above incident meets the classification of workplace violence.

Workplace Violence: Workplace violence is defined as any physical assault or act of aggressive behavior that occurs when 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 that would give an employee reason to fear or expect bodily harm.
3. Intentional and wrongful physical contact with a person without their 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 during employment.

Does the accident meet the classification of workplace violence as defined above?

☐ Yes ☐ No

If yes, complete the following:

PREVENTATIVE ACTIONS

Describe preventative actions the department/school has taken to maintain safety and security of the worksite as a result of the incident to prevent further like occurrences. Please include any referrals or contacts made.

Building Principal (print): _____ Signature: _____ Date: _____

**** **Building principals are to submit this signed form to the superintendent within two (2) business days of receipt.** ****

Superintendent (print): _____ Signature: _____ Date: _____

For incidents resulting in workplace violence, one (1) completed copy of this report shall be forwarded to the Director of Human Resources.