



GENERAL ORDERS		NO: 14-22
		<i>Violence</i>
VILLAGE OF MALONE WORKPLACE PREVENTION POLICY		
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EFFECTIVE DATE: 10/16/2014	AMMENDMENT DATE:	CHIEF CHRISTOPHER J. PREMO

Violence

Village Of Malone Workplace Prevention Policy:

The Village of Malone is committed to the safety and security of our employees. Workplace violence presents a serious occupation safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against any Village of Malone employees where any work related duty is performed will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all polies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Authorized Employee Representative(s) will, at a minimum, be involved in:

- a. The evaluation of the physical environment.
- b. The development of the Workplace Violence Prevention Program.
- c. The review of workplace violence incident reports at least annually to identify trends in the types of incidents in the workplace and review of the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program.

VILLAGE OF MALONE

Workplace Violence Prevention Program (WVPP)

New York State requires certain public employers, including the Village of Malone, to implement a Public Employer Workplace Violence Prevention Program and to perform a workplace evaluation of each worksite. The evaluation is intended to identify factors which may place the workforce at risk of workplace violence.

Definitions of Workplace Violence

Workplace violence is physical assault, threatening behavior or verbal abuse occurring in the work setting including, but not limited to:

- ❖ Nonspecific threats of violence by an employee.
- ❖ Specific threats of violence by an employee.
- ❖ Threats of violence directed against an employee by a non-employee.
- ❖ Violent confrontation by a spouse or significant other with an employee over a personal/domestic dispute.
- ❖ Threats or threatening conduct by disgruntled or ex-employees.
- ❖ Violent altercations between two employees or employee and supervisor.
- ❖ Multiple assaults by an intruder.

Identifying risk factors

- ❖ Record examination. Records will be examined that pertain to workplace violence incident reports, worker's compensation reports, disciplinary reports, and injury and illness documentation.
- ❖ Administrative Risk Factors. Policies and procedures and work practices will be reviewed to determine the risk of workplace violence. Such policies to be reviewed would be sexual harassment and firearms policies. Work practices/procedures to be reviewed include working in public settings, exchanging money with the public, working alone or in small numbers, and working with potentially violent clients.
- ❖ Evaluation of Physical Environment. Evaluation of the presence of factors which may place the employees at risk such as:
 - a. Desk clear of objects
 - b. Unobstructed office exits
 - c. Counter to separate customers from work area
 - d. Parking lot well lighted

- e. Door unlocked from inside for easy egress in the event of an emergency

Prevention of Workplace Violence Incidents and Hierarchy of Controls

Any preventive measure must be based on a thorough understanding of risk factors associated with the various types of workplace violence and, even though our understanding of the factors which lead to workplace violence is not perfect, sufficient information is available which, if utilized effectively, can reduce the risk of workplace violence. However, strong management commitment, and the day-to-day involvement of department heads, supervisors, employees and labor unions (if any), is required to reduce the risk of workplace violence. If a Village facility is known to be a risk for workplace violence, the Village will work to address reducing workplace security hazards. The control measures are engineering controls which reduce the hazard through substitution or design, such as panic buttons at each work station; then work practice controls reduce the hazard by changing organizational policies and procedures and the third method is a last resort using personal protective equipment such as body armor for law enforcement personnel.

Reporting System

The Village provides procedures for reporting complaints of Workplace Violence. Any such procedures will be followed, and employees should feel confident that concerns will be addressed promptly and confidentially. Complaints should be provided in writing to the Village Mayor on the appropriate Workplace Violence Incident Report Form. Each incident will then be investigated immediately to protect the employees from danger, unnecessary anxiety, and the loss of productivity. In certain circumstances the Village of Malone will inform the individual of the results of the investigation, maintaining confidentially, but may need to disclose results in order to protect the individual's safety. All workplace violence incident reports filed will be reviewed annually with the Workplace Violence Authorized Employee Representative and Union Representatives.

Responsibility for administration.

The program administrator for workplace security is the Village Mayor, who has the authority and responsibility for implementing the provisions of this program for the Village. All department heads and supervisors are responsible for

implementing and maintaining this program in their respective work areas and for answering employee questions about the program.

Communication of policy; enforcement; employee responsibilities.

The Village Mayor is responsible for ensuring that all safety and health policies and procedures involving workplace violence are clearly communicated and understood by all employees. Department heads and supervisory personnel are expected to enforce the rules fairly and uniformly. All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment. Pursuant to the Village policy, all Village employees, including supervisors and department heads, are to comply with work practices that are designed to make the workplace more secure and are not to engage in verbal threats or physical actions which create a security hazard for others in the workplace, including:

- ❖ Informing employees, supervisors and department heads of the provisions of this program for workplace security.
- ❖ Evaluating the performance of all employees in complying with the Village's security measures.
- ❖ Recognizing employees who perform work practices which promote security in the workplace.
- ❖ Providing training and/or counseling to employees whose performance in complying with work practices designed to ensure workplace security is deficient.
- ❖ Disciplining workers for failure to comply with workplace security practices. The following practices ensure employee compliance with workplace security directives, policies and procedures.

Sexual Harassment

The Village of Malone prohibits harassment and discrimination based on sex and will not tolerate any form of unlawful discrimination or harassment. The Village of Malone will take all steps necessary to prevent and stop the occurrence of unlawful discrimination and/or harassment in the workplace. It is Village of Malone's policy to provide an employment environment free from harassment and discrimination based on sex.

Policy statement

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- ❖ the evaluation of the physical environment;
- ❖ the development of the Workplace Violence Prevention Program and;
- ❖ the review of workplace violence incident reports at least annually to identify trends in the types of incidents in the workplace and review of the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification.

All Village of Malone personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

9/19/2013Contacts

Designated contact person:

Name: Mayor Todd LePine

Title: Village Mayor

Phone: 518-483-2414

Location: Village Hall, 14 Elm Street, Malone, New York.

Alternate contact person:

In case of emergency, call 911 or the Malone Village Police Department at 483-2424.

Workplace Violence Prevention Employee Training Program

Annually the Village of Malone will conduct Workplace Violence Training and require training records to be kept. Training will be provided upon an employee's initial assignment and annually thereafter. Training shall address the requirements of the 12 NYCRR Part 800.6 regulation and the risk factors that were identified in the risk evaluation and determination; measures that the employee can take to protect themselves from the identified risks including specific procedures that the Village of Malone 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; and the location of a written workplace violence prevention program and how to obtain a copy.

Program Review

The Workplace Violence Prevention Program will be reviewed annually at the organizational meeting held in December of each year.

Dated: September 24, 2013

Workplace Violence Incident Report

Today's Date _____
Date of Incident _____
Time of Incident _____
Employee Name _____
Title _____
Workplace Location _____

What was the employee doing just prior to the incident?

Incident Description (Minimally include names of involved employees, extent of injuries and names of witnesses):

Provide information on preventative actions that the public employer has taken or is considering as a result of the incident to prevent against further like occurrences:

After the occurrence of a workplace violence incident, the public employer shall consider global (all public employer worksites) prevention enhancements, which may be necessary to properly protect employees.

The employer is responsible for maintaining copies of reports which shall be used when the program is reviewed and updated.