

# **Workplace Violence Prevention Program**

**Andes Central School District**

**Date: April 11<sup>th</sup>, 2024**

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## Introduction

### What is Workplace Violence?

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

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

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

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

### Purpose of this program:

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

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

## Policy Statement

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

## Workplace Risk Assessment

The District has conducted a workplace risk assessment consisting of:

- Examination of records that concern workplace violence incidents
  - Assessment of policies, practices, and procedures that may impact the risk of workplace violence
  - Evaluation of the physical work environment for the presence of factors which may place employees at risk of workplace violence, with the participation of the authorized employee representatives.
- Although workplace violence can occur in any work setting, some settings or factors may pose a greater degree of risk. Employment situations or factors that may pose a higher risk for the District employees include, but are not limited to, the following:
- Working in public settings
  - Working late night or early morning hours
  - Exchanging money with the public
  - Working alone or in small numbers
  - Working in a setting with uncontrolled access to the workplace
  - Working in a setting where previous security problems have occurred:
    - Having a mobile workplace assignment
    - Working with a population which might expose one to potentially violent persons (e.g., in healthcare, social service, public service or criminal justice settings)
    - Having duties that include the delivery of passengers, goods, or services

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

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

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

### Hierarchy of Controls

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

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

#### Examples include:

- Increased lighting
- Designing secure building access
- Security hardware
- Eliminating isolated work areas
- Minimizing cash on hand

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

**Examples include:**

- Increased staffing
- Employment of safety personnel/SRO, SPO, SSO
- Developing building access control procedures
- Cross-shift communication to share information regarding agitated visitors or students
- Reduction of visitor wait times
- Provision of personal alarms (examples include portable/fixed panic alarms)
- Provision of cell phones/radios
- Provision of life safety supplies (examples include: first aid kit, stop the bleed kit, etc.)
- Training (examples include workplace violence, conflict resolution, de-escalation training, mental health first aid, restraint training (TCI, CPI))

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

**Examples include:**

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

## **Prevention**

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

### **Early warning signs of potential violence:**

There is no single profile that can identify a potentially dangerous individual. However, certain patterns of behavior and events frequently precede episodes of violence. A list of indicators of increased risk of violent behavior include, but are not limited to the following:

- Direct or veiled threats of harm
- Intimidation, belligerence, bullying or other inappropriate behavior directed at others
- Numerous conflicts with supervisors and employees; verbal comments indicating expressions of hostility directed at coworkers, supervisors, or others
- Bringing an unauthorized weapon to work, brandishing a weapon in the workplace, making inappropriate reference to guns or fascination with weapons
- Fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides

- Statements indicating an increased tone of desperation from the person, feeling that normal interventions to solve the problem will not work, feeling hopeless about a situation at work, with family, financial, and other personal problems
- Signs of drug/alcohol abuse on or off the job
- Extreme or uncharacteristic changes in behavior or displays of emotion
- Employees with ongoing domestic difficulties
- Employees with a temporary order of protection against any staff

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

### **Workplace issues that may trigger violence:**

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

#### **1. Employee issues (some examples include:**

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

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

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

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

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

#### **Please note:**

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

## Reporting an incident

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

Any District employee, upon becoming aware of an instance of physical assault, threatening behavior, or verbal abuse occurring in the work setting must immediately report the facts and circumstances of said incident to their supervisor and/or to the contact person identified in the Policy Statement (Appendix 1). If employees observe or experience an incident of violence involving an employee or visitor to a District in which there is an immediate threat to their safety or the safety of others or where an injury has occurred, the employee will immediately obtain law enforcement and medical assistance by calling 911 and in addition notify their immediate supervisor. The supervisor will immediately conduct a preliminary inquiry into the facts and circumstances of the incident and make a prompt report to the Building Principal using the Incident Report in **Appendix 4**.

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

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

## Post-Incident Response

Any reported workplace violence incident will be thoroughly investigated. (Also see Program Review section below). The LEA and Building Principal shall investigate each reported incident.

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

\*If critical incident management or crisis counseling is needed following a workplace violence incident, arrangements will be made through management, employee unions, and/or the Building Principal

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

## Employee Information and Training Outline

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

## Recordkeeping Requirements

The record keeping requirements outlined in 12 NYCRR Part 801, Recording and reporting Public Employees' Occupational Injuries and Illnesses (DOSH 900 or OSHA 300), must be used to document recordable injuries sustained during workplace violence incidents.

In addition to Part 801, all incidents will be investigated and documented to ensure that all threats and workplace violence incidents are reported to management. These reports will provide written notification when a violence incident occurs so that management can develop an appropriate response. The Incident Report will also create a historical record that can be used in the annual review and program update.

## Program Review

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

### *Review of Incident Reports*

Each incident report must be investigated by the employer (or the employer's designated WPV team) when the incident occurs. An annual review of the incident reports collected shall be reviewed by the District, Building Principal and Authorized Employee Representative(s). A report that provides only a summary or statistics is not acceptable per the regulation.

### *Program Review*

The program shall be reviewed at least annually. The review will focus on trends, addressing root cause, and the effectiveness of the control measures in place or the need to make changes. The review will also assess whether the reporting and record keeping systems have been effective in collecting all relevant information. **Appendix 5** will be updated with titles of those who perform the review.

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

For additional information on recordkeeping or workplace violence prevention, or to request free and confidential consultation assistance, please use the contact information on the Consultation Fact Sheet available at <https://dol.ny.gov/system/files/documents/2023/10/p206-pesh-consultation-fact-sheet.pdf>



# APPENDIX 1 Policy Statement

## 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 Workplace Violence Administrator/Officer Contact:***

Primary Contact		Secondary Contact	
Name	Chris Aguirre	Name	
Title	Building Principal	Title	
Department		Department	
Phone	845-676-3166	Phone	
Location	Main Building	Location	

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
- 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

- 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 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
- 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 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.

Cross-ref:

5300, Code of Conduct

8130, School Safety Plans and Teams

Ref:

Labor Law §27-b

12 NYCRR §800.6

Adoption date:

## APPENDIX 2 Risk Assessment

### Site Risk Assessment

**Date of Survey:** April 11<sup>th</sup>, 2024  
**Facility Name:** Andes Central School District  
**Facility Address:** 85 Delaware Avenue, Andes, NY 13731

**Names/Titles/Organization for those conducting assessment:**

Employer Representatives: Dr. Brigid Collins, Superintendent – Chris Aguirre, Principal

Employee Representatives: Fredrick Reed, Teamster’s Rep. – Tony Coiro, Teacher’s Rep.

Area Assessed	Yes	No	Comment (if not applicable indicate with an N/A)
<b>General:</b>			
Employees work in public setting	X		
Employees work with public	X		
Employees work late at night or early morning hours	X		
Employees work alone or in small numbers	X		
Employees exchange money as part of job	X		Cash boxes, Cafeteria
Employees work in area of previous security concerns		X	
Does facility have posted evacuation plan/map		X	
Does facility conduct routine evacuation/fire drills	X		
Is shrubbery, trees and landscaping maintained to minimize obstructions to entrances and exits	X		
Employees work in high crime area		X	
Employees work with volatile persons		X	
Do employees receive De-escalation training	X		P.S.W./ 2 hour bus driver refreshers
<b>Security:</b>			
Is SRO, security or law enforcement present at this location? If yes list # present per shift:		X	
Is security/law enforcement posted at entrances If yes, list entrances		X	
Do security/law enforcement personnel patrol facility	X		
Are I.D. badges required to be worn by all personnel		X	Procedure not enforced

Is card reader or equivalent required for entry to facility	X		main entrance only
Is facility equipped with metal detectors		X	
Is facility equipped with security cameras		X	Security cameras lacking both interior and exterior of the building
Is facility equipped with panic buttons	X		Connected to Security company
Are visitors permitted to enter facility	X		
Are visitors required to wear visitor I.D. badges		X	
Are emergency contact names and phone numbers posted in each occupied room	X		
Is each room equipped with a telephone or radio to call for help when needed	X		EXCEPTION: Wood Shop room
<b>Parking Lots:</b>			
Are parking areas patrolled by security/law enforcement personnel	X		
Are parking areas equipped with security cameras		X	Security cameras lacking both interior and exterior of the building
Are parking areas equipped with lights	X		
<b>Offices:</b>			
Do central office areas have controlled access	X		
Are office doors equipped with door locks to prevent unauthorized access	X		
Is office area separated from entrance with privacy glass		X	Main office has tempered glass in door
Is office area equipped with panic alarm	X		
Are offices equipped with telephones to call 911	X		
Are telephones or radios used to communicate with facility personnel	X		
<b>Classrooms:</b>			
Are evacuation maps posted in each classroom	X		
Are classroom doors equipped with locks to restrict access	X		
Are classrooms equipped with telephones or radios	X		
Are classroom personnel exposed to violent behavior from students		X	

Is personal protective equipment relative to violence prevention provided to behavioral classroom personnel as needed			N/A
Are classroom personnel informed of students with behavioral issues prior to student placement in classroom	X		
Have classroom personnel been provided with training on working with students with behavioral issues	X		
Are windows locked to prevent uncontrolled access	X		
Is availability to items that can be used as weapons by students minimized	X		Kitchen has exposed knives in the prep area. Should be stored in a more secure location.
<b>Cafeteria:</b>			
Is cafeteria equipped with security cameras		X	
Is cafeteria locked when not in use	X		
Are cafeteria staff provided with telephones and/or radios	X		
Are evacuation maps posted at all exits	X		
<b>Auditorium:</b>			
Are all entrances kept locked when not in use	X		
Is auditorium, stage, backstage equipped with security cameras		X	
Is auditorium, stage, backstage equipped with security lighting	X		
Is backstage entrance restricted to authorized personnel only during events	X		
Are catwalks, light towers, etc. restricted to authorized personnel only	X		Attic Catwalk is secured by locked door.
Is auditorium patrolled by security/law enforcement during events		X	
<b>Gymnasium:</b>			
Does gymnasium have exterior lighting around all entrances and exits	X		
Are locker rooms locked or monitored to prevent unauthorized entry	X		
Is the area patrolled by security/law enforcement during events	X		Law Enforcement liaison visits frequently and upon request
Is gymnasium equipped with security cameras		X	

<b>Athletic fields</b>			
Is security/law enforcement present for all sporting events home & away			N/A
Are athletic fields protected from unauthorized entry with fences			N/A
Are athletic fields equipped with security/event lighting			N/A
Are I.D.s required to be worn by school personnel at sporting events			N/A
<b>Bus Garage &amp; busses</b>			
Are all busses equipped with radios	X		
Are all busses equipped with security cameras	X		
Is somebody available to respond to all radio calls from drivers that are on road	X		
Are I.D.s required by individuals getting on busses		X	Boarding Done By Bus Driver Recognition Only
Are two employees on board for each bus run		X	
Are busses secured or locked when not in use	X		
Is bus garage equipped with security cameras		X	
Is bus garage locked when vacant	X		
<b>Field trips:</b>			
Do school personnel have a copy of emergency contact names and numbers for administration	X		
Does school personnel verify I.D. of each student at beginning and end of trip	X		
Do chaperones receive security briefings prior to trip	X		
Is more than one chaperone present			
	X		
<b>Building &amp; Grounds:</b>			
Are buildings equipped with security cameras		X	
Are buildings equipped with security lighting	X		
Are buildings/rooms locked when not in use	X		
Are employees provided with radios	X		
Is equipment locked up when not in use	X		

<b>Staff Meetings &amp; Conferences:</b>			
Do security/law enforcement personnel patrol facility during these events		X	Upon request only
Are metal detectors utilized for after hour activities such as conferences & meetings		X	

**Assessment completed by:**

Name(s):	<b>Dr. Brigid Collins Chris Aquirre Fredrick Reed Tony Coiro Richard Shaw</b>
Title(s):	<b>Superintendent Building Principal Teamster Rep. Teachers Rep. Assist. Risk/Safety Officer, ONC BOCES</b>
Signature(s):	





## APPENDIX 3 Training Outline

### Workplace Violence Prevention Training Outline

Information and training for all employees:

1. Overview of Requirements of the Workplace Violence Regulations
  - a. Develop a written policy statement - employers must develop a written policy statement about the employer's workplace violence prevention program goals and objectives and provide for full employee participation through an authorized employee representative. The policy statement must be posted where notices to employees are normally posted.
  - b. Conduct a risk evaluation - employers must examine their workplace to determine if existing or potential risk factors exist that might place employees at risk of occupational assaults or homicides.
  - c. Develop a workplace violence prevention program- employers must develop a program, with input from employees or an authorized employee representative, that, among other things, includes the following: risk factors identified through the risk evaluation; how the identified risks will be addressed; the methods that will be used to try to prevent workplace violence incidents; a system to report and record any workplace violence incidents may occur in the workplace; a written outline or lesson plan for employee program trainings; and a plan to review and update the program at least once a year.
  - d. Provide training and information for employees- employers must provide each employee with information and training on the risks of workplace violence in their workplace(s) at least once a year and any time significant changes are made to the workplace violence prevention program.
2. Risk factors and measures that were identified in the risk evaluation
  - a. See Appendix 2
  - b. Measures that employees can take to protect themselves from the identified risks including specific procedures that the employer has implemented such as:
    - i. Incident alert and notification procedures
    - ii. Appropriate work practices
    - iii. Emergency procedures
    - iv. Use of security alarms and other devices
    - v. Other existing policies, procedures and work practices relevant to WPV
    - vi. Procedures to report incidents of workplace violence
3. 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).
4. Privacy Concerns
  - a. How will sensitive information be handled?
  - b. **Note:** Information otherwise kept confidential for security reasons does not have to be disclosed to all employees. Examples of confidential information include but are not limited to information that would interfere with law enforcement investigations or judicial proceedings, would deprive a person of a right to a fair trial, would identify a confidential source or disclose confidential information relating to a criminal investigation, would reveal criminal investigative techniques or procedures except routine techniques and procedures, or would endanger the life or safety of any person.

## APPENDIX 4 Incident Report

### Workplace Violence Incident Report

**Date of Incident:**

**Workplace location where incident occurred:**

**Time of day/shift when incident occurred:**

#### **DESCRIPTION:**

Names and job titles of involved employees:

Detailed description of the incident, including events leading up to the incident and how the incident ended:

Name or other identifier and job titles of involved individuals:

Nature and extent of injuries arising from the incident:

Names of witnesses:

*Note:* 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 normally 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.

## APPENDIX 5 Program Review

### Workplace Violence Program Maintenance and Review

Program review (annual) completed on: \_\_\_\_\_ (date)

Stakeholders and authorized employee representatives (where applicable)

#### Plan and Contact information:

The most current version of this plan will be made available to employees, their authorized representatives, and to representatives of the NYS Department of Labor by contacting or visiting the District website ([Forms & Files \(andescentralschool.org\)](#))

#### ***Designated Workplace Violence Administrator/Officer Contact:***

Primary Contact		Secondary Contact	
Name	Chris Aguirre	Name	
Title	Building Principal	Title	
Department		Department	
Phone	845-676-3166	Phone	
Location	Main Building	Location	