



# PLAINVIEW-OLD BETHPAGE CENTRAL SCHOOL DISTRICT

106 Washington Avenue, Plainview, New York 11803

[www.pobschools.org](http://www.pobschools.org)

## Workplace Violence Prevention Policy Statement

The District is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients.

Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of 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.

Acts of violence against any of our employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients and visitors, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of New York State Labor Law Art. 2, §27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law includes a workplace evaluation that is designed to identify the risks of workplace violence to which our employees could be exposed. Authorized Employee Representative(s) will, at a minimum, be involved in:

- evaluating the physical environment;
- developing the Workplace Violence Prevention Program; and
- 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.

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 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.

**Designated Contact Person: Mr. Christopher Donarummo**  
**Title: Assistant Superintendent for Human Resources & Safety**  
**Department: Human Resources & Safety**  
**Phone: 516-434-3040**  
**E-mail: [cdonarummo@pobschools.org](mailto:cdonarummo@pobschools.org)**



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## 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
a. Log of Work-related Injuries and Illnesses (Form SH900) b. Summary of Work-related Injuries and Illnesses (Form SH900.1) c. Injury and Illness Incident Report (Form SH900.2)	
<b>Workplace Violence Incident Reports</b>	
<b>Personnel Disciplinary Reports</b>	
<b>Workers' Compensation Reports</b>	

## Assessment of Relevant Policies, Practices and Procedures

<p>Instructions: Conduct an assessment of policies, work practices and procedures that may impact the risk of workplace violence.</p>	
	<p><b>Record the Results of the assessment and any associated risks below.</b></p>
<p><b>Examples of relevant policies:</b>          Domestic Violence          Sexual Harassment          Visitation Policies          Policies relevant to the care and treatment of students and staff          Policies for staff in field travel assignments (check-in procedures, itineraries, cell phones provided)</p>	
<p><b>Examples of work practices and procedures:</b>          Visitor/client sign in/out          Escorting visitors/clients          One visitor/client 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 information          Periodic check-in procedures          Procedure on how to control/defuse potentially violent situations          Supplied with personal alarm/phone/radio          Limit visible clues of carrying money/valuables          Partnering arrangements if necessary</p>	



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## Evaluation of the Physical Environment

<b>Location:</b>				
<b>Person(s) conducting the evaluation:</b>				
<b>Date of assessment:</b>				
<p><b>This section requires the participation of the authorized employee representative(s).</b>          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.</p>				
<b>Items</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Notes/Comments</b>
<b>1. Security Features</b>				
Reception Area Available				
Barriers to Separate Clients/Visitors from Work Area				
Separate Interview Area(s)				
Emergency Numbers Posted by Phones				
Multiple Exits				
Unobstructed Office Exits				
Door Controls i.e., locks, remote buzzer, panic bars				
Door Detectors/Door Alarm				
Adequate Lighting in and around the Workplace				
Parking Lot Well Lighted				
Panic Buttons				
Video Monitors				
Landscaping to Provide Unobstructed View of the Workplace				
Limiting the Posting of Signs on Windows				
Other:				
<b>2. Factors That Might Place Employees at Risk</b>				
Work in Public Settings				
Work Late Nights or Early Morning Hours				
Exchange Money with Public				
Work Alone or in Small Numbers				

Work in a Location with Uncontrolled Public Access				
Areas of Previous Security Concerns				
Any Other Factors that Might Place Employees at Risk				
<b>3. Security guards</b>				
Are Security Guards Present at the Location				
Are Guards Posted at Entrances				
Do they Patrol the Building				
Are they Provided with Communication? If yes, indicate what type				
Any Other Relevant Information				
<p><b>4. Description of the Building:</b> Using the information from Sections 1-3 and your working knowledge of the building, describe in Section 4 the building (i.e., number of entrances and exits, number of employees, access to the building, security features, areas of concern related to security).</p>				



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## List of Risks and Mitigation Efforts

<b>Risks Identified through Record Review and/or Risk Evaluation</b>	<b>Methods and Means by which the Risk is Being Addressed</b>
Identified Risk # _____	
Identified Risk # _____	
Identified Risk # _____	
Identified Risk # _____	
Identified Risk # _____	



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## Workplace Violence Prevention Training Outline

- 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
  - a. **[INSERT FINDINGS]**
  - 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
  - c. Procedures to report incidents of workplace violence
  - d. Location of the written workplace violence prevention program and how to obtain a copy.
- IV. 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 procedure except routine techniques and procedures, or would endanger the life or safety of any person.



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### Workplace Violence Incident Report

**1. Date of Incident:**

**2. Time of day/shift when the incident occurred:**

**3. workplace location where incident occurred:**

**4. Provide a detailed description of the incident below.**

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 potentially infectious material; and
- Other injuries or illnesses, if the employee independently and voluntarily requests that the employee’s name not be entered on the report.

**Description (include the following):**

Name of employee reporting the incident (unless a “privacy concern case”);

Names and job titles of involved employees;

Name or other identified of other individuals involved;

Nature and extent of injuries arising from the incident;

Names of witnesses; and

Events leading up to the incident and how the incident ended.



## **RESOLUTION**

WHEREAS, Labor Law § 27-b was recently amended, effective January 4, 2024, to require school districts to adopt a Workplace Violence Prevention Policy and accompanying forms released by the Department of Labor including: Record and Policy Review; Evaluation of the Physical Environment; List of Risks and Mitigation Efforts; Workplace Violence Training Outline; and Workplace Violence Incident Report; and

WHEREAS, it is necessary to implement the policy and accompanying forms to comply with applicable law.

BE IT RESOLVED, the Board of Education hereby temporarily suspends all policies requiring a first and/or second reading prior to the adoption of the policy; and it is further

RESOLVED, the Board of Education hereby authorizes the adoption of the enclosed Workplace Violence Prevention Policy and accompanying forms.