

TOWN OF NEW LISBON

VIOLENCE PREVENTION PROGRAM POLICY STATEMENT

Our municipality, the Town of New Lisbon, is concerned and committed to our employees' safety and health. We refuse to tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WPVP). We will provide adequate authority and budgetary resources to responsible parties so that our goals and responsibilities can be met.

All administrators, managers and supervisors are responsible for implementing and maintaining our WPVP Program. We encourage employee participation in designing and implementing our program. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

A copy of this Policy Statement and our WPVP Program is readily available to all employees from each manager and supervisor.

Our program ensures that all employees, including administrators, supervisors and managers, adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions, which create a security hazard for others in the workplace.

All employees, including administrators, managers and supervisors, 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.

The management of our municipality is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All threats and workplace violence incidents are to be reported using the Workplace Violence Incident Report Form. Highway Employees should file the form with the Highway Superintendent who will in turn file it with the Town Supervisor. All other employees will file the incident report form directly with the Town Supervisor. The New Lisbon Town Board will be responsible for reviewing, evaluating and responding to any reported workplace violence. The Town Clerk will retain all original documents concerning reported workplace violence.

Our Program will be reviewed and updated annually.

WORKPLACE VIOLENCE PREVENTION FOR PUBLIC EMPLOYERS/EMPLOYEES

WHAT IS WORKPLACE VIOLENCE?

Workplace violence is any physical assault, threatening behavior, or verbal abuse occurring in the work setting. Workplace violence includes beatings, stabbings, shootings, suicides, rapes, psychological traumas, threats or obscene phone calls, intimidation, harassment of any nature or being followed, sworn or shouted at. A workplace may be any location either permanent or temporary where an employee performs any work-related duty.

TYPES OF WORKPLACE VIOLENCE

Types of workplace may include violence by strangers, violence by customers or clients, violence by coworkers or violence by personal relations.

NEW YORK STATE WORKPLACE VIOLENCE PREVENTION ACT

On June 7, 2006 NY State passed legislation, Article 27-b of the Labor Law, that requires public employers to perform a workplace evaluation or risk assessment at each worksite and to develop and implement programs to prevent and minimize workplace violence.

RISK ASSESSMENT

A risk assessment is an inspection or examination of the workplace to find existing or potential hazards. This can include looking at the history of past incidents, reviewing occupational injury reports and surveying workers.

RISKS

Risk factors include: contact with the public, working late night or early morning, exchanging money with the public, working alone or in small numbers, uncontrolled access to the workplace, having a mobile workplace, prevalence of handguns and other weapons, solo work, often in remote locations with no back-up or means of obtaining assistance, lack of training in recognizing and managing hostile and aggressive behavior, poorly lit parking areas, etc.

METHODS USED FOR HAZARD PREVENTION AND CONTROL

Could include: Make high risk areas more visible, install more lighting, use drop safes, decrease cash on hand, post signs-stating limited cash, train employees on conflict resolution, establish a response system, video surveillance, door detectors and buzzers, alarms, bullet resistant barriers, locking doors when not open, procedures for opening and closing, limit access, adopt safety procedures for off-site work, establish rules for workers leaving facility, state clearly that violence will not be tolerated or

permitted, establish liaison with local police, require that all employees must report threats and assaults, evaluate staffing needs for high risk locations/times, etc.

MANAGEMENT COMMITMENT AND EMPLOYEE INVOLVEMENT

Management commitment provides the motivating force to deal effectively with workplace violence. Employee involvement and feedback will enable workers to develop and express their commitment to safety and health. All employees should understand and comply with the workplace violence prevention program and other safety and security measures. Management should promptly handle employee complaints or suggestions covering safety and security concerns. All violent incidents should be reported promptly and accurately.

POST-INCIDENT RESPONSE

This will include trauma-crisis counseling, critical incident stress debriefing and other employee assistance programs to assist victims.

TRAINING AND EDUCATION

All employees will be advised of the Workplace Violence Prevention Program upon their being hired or appointed. The program will be reviewed annually and updated as needed. Employees should understand that violence should be expected but can be avoided or mitigated through preparation. Employees should be instructed to limit physical interventions in workplace altercations. Training should include all employees, supervisors and managers. Education should include the workplace violence prevention policy, risk factors that cause or contribute to assaults, early recognition of escalating behavior or warning signs, ways to prevent volatile situations, standard response action plan for violent situations and location and operation of safety devices.

RECORDKEEPING AND EVALUATION

Recordkeeping and evaluation of the violence prevention program are necessary to determine overall effectiveness and identify deficiencies or changes that should be made. The Town Clerk will keep all copies of reported incidents, minutes of safety meetings, records of hazard analyses and corrective actions and records of all training programs. Evaluation of incident reports, safety meetings, trends and rates in workplace violence, etc. should be used to view the effectiveness of the Workplace Violence Prevention Policy.

APPENDIX 2

Workplace Violence Incident Report

Today's Date _____

Date of Incident _____

Time of Incident _____

Case Number _____

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.