



Schuylerville Central School District
14-18 Springs Street
Schuylerville NY, 12871

Workplace Violence Prevention Program

Overview

Workplace Violence Prevention Program

Introduction

Workplace violence presents a serious occupational safety hazard for workers. On June 7, 2006, New York State enacted legislation that requires public employers (other than schools covered under the school safety plan requirements of the education law) to perform a risk evaluation of its workplaces and develop and implement programs to prevent and minimize workplace assaults and homicides. The Schuylerville Central School District administration along with the authorized union representatives, were given the opportunity and assisted in the development of this program, There was a evaluation of the physical and environmental threats which employees may face Part of this program will require an annual review of the workplace violence program.

Purpose

The purpose of the *Workplace Violence Prevention Program* is to provide information to administrators, supervisors, and employees about preventing and responding to incidents of workplace violence or threats of violence and the “New York State Public Employer Workplace Violence Prevention Law.”

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 in a timely manner.

The Schuylerville Central School District will not tolerate violence in the workplace. All incidents, complaints, and or reports of violence and threats of violence will be taken seriously. The district is committed to providing its employees with a reasonably safe and secure work environment. Schuylerville Central School District's Policy Statement on Workplace Violence Prevention Program will be conspicuously posted in each location as well as on the Intranet 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.

Statement of Program

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Violence and threats of violence in the workplace will not be tolerated by the Schuylerville Central School District. Examples of workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect physical threat of harm. Such behavior will be taken seriously and will be dealt with appropriately.

Scope of Program

All employees are required to comply with this program. In addition, visitors to any Schuylerville Central School District 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 on the property engaging in violent behavior should follow the procedures in our policy for the reporting such behavior.

Application of Program

Violence and other physical disruptive behavior by or against an employee of the school district are unacceptable. Individuals who commit such acts may be removed from the premises and may be subject to appropriate disciplinary action, including, where legally appropriate, termination of employment and or 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. Training is also required for employees 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.

Reporting of Violence

An effective reporting system: (1) protects the school district employees from harm in the workplace; (2) assists the administration in its effort to maintain a safe and productive work environment; and (3) ensures administrators 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 , as appropriate
- As appropriate, notify SRO
- As appropriate, call 911
- Complete and submit the “Workplace Violence Incident Report” available on the district website. The district will take necessary action. Any employee who believes

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that an imminent danger exists should bring the matter to employer's immediate attention.

Supervisors should approach such situations with caution, balancing the need to maintain an orderly workplace with personal safety. Following notification, if the Administration 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 that an inspection be conducted. Such request must be in writing and include with a reasonable level of specificity the grounds of the notice.

The district has created a flowchart to demonstrate how complaints of workplace violence will be handled by administration (See **APPENDIX III**)

Schuylerville Central School District is prohibited by law from taking any retaliatory action against any employee who: (1) has made district administration 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

Introduction

Certain factors or situations may place employees at a greater risk of workplace violence. This workplace evaluation is based upon surveys of all Schuylerville Central School District facilities conducted by district administration, BOCES Safety Specialist, Director of Pupil personnel Services, Facilitates, Union Reps and reviews of occupational injury and illness logs and incident reports for violence-related injuries.

Risk Evaluation and Methods to Prevent Incidents

Workplace violence can occur in any workplace setting. However, some settings or factors may pose a greater degree of workplace violence risk. Employment situations or factors that may pose higher risks for employees include, but not limited to:

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- Working public settings
- Working alone in small numbers
- Having a mobile workplace assignment, and
- Worker on worker workplace violence

All district sites were surveyed along with authorized employee representatives and hazards were identified, (see **appendix 1**). The Records Examination and Risk Evaluations conducted and the methods and means by which the hazards are being addressed are listed on (**appendix II**).

Hierarchy of Controls

A hierarchy of controls to which the program shall adhere as follows: engineering controls, work practice controls, and finally personal protective equipment.

Program Review Plan

The employer has a plan for program review and update on at least an annual basis. Such review and update shall set forth any mitigating steps taken in response to any incident of workplace violence.

Appendix I Hazard Identification and Mitigation Factors

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February 6, 2024

Sample 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	Control Hierarchy
<p>Identified Risk# 1</p> <p>Potential staff injury risk from conducting student restraints.</p>	<ul style="list-style-type: none"> ● TCIS, Handle With Care, etc. training. Confirm if TCIS, Handle with Care is current. ● Individual Education Plan (IEPs) and 504 (student accommodation) plans ● Administrative controls and work practices. 	<p>Engineering Controls</p> <ul style="list-style-type: none"> ● Camera security system <p>Administrative</p> <ul style="list-style-type: none"> ● TCIS, Handle With Care, etc. training. Confirm if TCIS, Handle with Care is current. ● Individual Education Plan (IEPs) and 504 (student accommodation) plans ● Administrative controls and work practices. <p>Personal Protective Equipment</p> <ul style="list-style-type: none"> ● Kevlar sleeves (bite prevention) ● Spit shields ● Gloves
<p>Identified Risk# 2</p> <p>Staff injured from deterring students from unsafe behaviors or involvement in de-escalation activities. Review risk trends associated with grade levels</p>	<ul style="list-style-type: none"> ● TCIS, Handle With Care, etc. training. ● Individual Education Plan (IEPs) and 504 (student accommodation) plans. Confirm if TCIS, Handle with 	<p>Engineering Controls</p> <ul style="list-style-type: none"> ● Sensory Room <p>Administrative</p> <ul style="list-style-type: none"> ● TCIS, Handle With Care, etc. training. Confirm if TCIS,

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<p>(Elementary, Middle, High School) Ex. elopement, harm to self</p>	<p>Care is current.</p> <ul style="list-style-type: none"> ● Administrative controls and work practices. ● Sensory rooms 	<p>Handle with Care is current.</p> <ul style="list-style-type: none"> ● Individual Education Plan (IEPs) and 504 (student accommodation) plans ● Administrative controls and work practices. <p>Personal Protective Equipment</p> <ul style="list-style-type: none"> ● Kevlar sleeves (bite prevention) ● Spit shields ● Gloves
<p>Identified Risk# 3</p> <p>Peaceful student protests with risk of counter protesting and violence.</p>	<ul style="list-style-type: none"> ● Code of Conduct ● Security perimeter, additional police presence ● Use of controlled location on school grounds 	<p>Engineering control</p> <ul style="list-style-type: none"> ● Controlled location ● Security perimeter ● Camera security system <p>Administrative control</p> <ul style="list-style-type: none"> ● Code of conduct ● Police presence <p>PPE</p> <ul style="list-style-type: none"> ●
<p>Identified Risk# 4</p> <p>Staff injured from breaking up students fights or preventing students from fighting</p>	<ul style="list-style-type: none"> ● De-escalation training. ● Training in how best to engage when two students begin physical altercation. ● Identification of employees/staff who will engage in fights. ● 	<p>Engineering control</p> <ul style="list-style-type: none"> ● Camera security system <p>Administrative control</p> <ul style="list-style-type: none"> ● training ● identification of employees/staff <p>PPE</p>
<p>Identified Risk# 5</p> <p>Personal relationship issues, employee using threatening behavior that can become physical or employee being threatened while on school property or while working at a school event (i.e. assaults, verbal and non-verbal threats).</p>	<ul style="list-style-type: none"> ● Reporting and notification of threats training. ● Notification of SRO ● If imminent situation- use Standard Response protocols (Lock-out) to prevent disruption during the school day 	<p>Engineering control</p> <ul style="list-style-type: none"> ● Access control systems ● Visitor management system (e.g. Raptor) ● Camera security system <p>Administrative control</p> <ul style="list-style-type: none"> ● Employee handbook ● Code of Conduct ● Visitor policy ● Reporting/notification of threats training

<p>1. Outside factors that bleed over into school life. Ex. custody issues, domestic abuse</p> <p>2. Staff conflicts</p>		<ul style="list-style-type: none"> ● Notification work practices <p>PPE</p> <ul style="list-style-type: none"> ●
<p>Identified Risk# 6</p> <p>Disgruntled workers or former employees involved in contract negotiations, disciplinary procedures, performance reviews and or termination.</p>	<ul style="list-style-type: none"> ● 	<p>Engineering control</p> <ul style="list-style-type: none"> ● Access control systems ● Visitor management system (e.g. Raptor) ● Camera security system <p>Administrative control</p> <ul style="list-style-type: none"> ● Employee handbook ● Code of conduct ● Key control policy <p>PPE</p> <ul style="list-style-type: none"> ●
<p>Identified Risk# 7</p> <p>Disgruntled students/former students or students with grievances - reprimands/disciplinary actions, grades, exam results, expulsion, perception of guilt</p>	<ul style="list-style-type: none"> ● 	<p>Engineering control</p> <ul style="list-style-type: none"> ● Access control systems ● Visitor management system (e.g. Raptor) ● Camera security system <p>Administrative control</p> <ul style="list-style-type: none"> ● Student Handbook ● Code of conduct ● Student re-entry policy/procedure ● SRO <p>PPE</p> <ul style="list-style-type: none"> ●
<p>Identified Risk# 8</p> <p>Disgruntled parents/school community – student reprimands, grades, exam results, district policies, political environment, due to disciplinary actions against staff member, Parent-teacher conferences</p>	<ul style="list-style-type: none"> ● 	<p>Engineering control</p> <ul style="list-style-type: none"> ● Access control systems ● Visitor management system (e.g. Raptor) ● Camera security system <p>Administrative control</p> <ul style="list-style-type: none"> ● Visitor policy ● Code of conduct ● Persona non grata - Banned persons policy ● SRO <p>PPE</p>

<p>Identified Risk# 9</p> <p>Employees that have presented whistleblower, other complaints that may result in violence.</p>	<ul style="list-style-type: none"> ● Confidentiality ● 	<p>Engineering control</p> <ul style="list-style-type: none"> ● Access control systems ● Visitor management system (e.g. Raptor) ● Camera security system <p>Administrative control</p> <ul style="list-style-type: none"> ● Employee handbook ● Code of conduct ● Key control policy ● Confidentiality policy <p>PPE</p>
<p>Identified Risk# 10</p> <p>Where hostile work environment has been identified.</p> <p>Ex. sexual harassment, other harassment,</p>	<ul style="list-style-type: none"> ● 	<p>Engineering control</p> <ul style="list-style-type: none"> ● Camera security system <p>Administrative control</p> <ul style="list-style-type: none"> ● Employee handbook ● Code of conduct ● Sexual Harassment and Other Harassment policies/training <p>PPE</p>
<p>Identified Risk# 11</p> <p>Adversarial confrontation during sporting events; (e.g. parents-coaches, parent-teacher parents-administration, student-coach)</p>	<ul style="list-style-type: none"> ● Announcement regarding sportsmanship conduct before athletic events 	<p>Engineering control</p> <ul style="list-style-type: none"> ● Gate control ● Lighting ● Camera security system ● Communication systems (e.g. radios) <p>Administrative control</p> <ul style="list-style-type: none"> ● Athletic handbook ● Code of conduct ● Crowd Management ● Pre-game sportsmanship announcement and spectator rules ● Police presence

		PPE
<p>Identified Risk# 12</p> <p>Bullying and intimidating behavior to include verbal intimidation by making false statements that are rude, abusive, disparaging, and derogatory (e.g. student and staff situations)</p>	<ul style="list-style-type: none"> ● Training to disengage ● Proper documentation of behavior 	<p>Engineering control</p> <ul style="list-style-type: none"> ● Camera security system <p>Administrative control</p> <ul style="list-style-type: none"> ● Student handbook ● Employee handbook ● Code of conduct ● DASA ● School Climate Programs <p>PPE</p>
<p>Identified Risk# 13</p> <p>Activities taking place at nights. Ex. Second or third shift employees, sporting events, concerts, community use, school dances, intruders/trespassers, open houses, parent-teacher conferences</p>	<ul style="list-style-type: none"> ● Training in notification on who to call ● Outdoor lighting in parking lots, venues. 	<p>Engineering control</p> <ul style="list-style-type: none"> ● Access control systems ● Lighting ● Camera security system ● Alarm systems ● Panic alarms ● Communication systems (e.g. radios) <p>Administrative control</p> <ul style="list-style-type: none"> ● Athletic handbook ● Code of conduct ● Crowd Management ● Pre-game sportsmanship
<p>Identified Risk# 14</p> <p>Activities where money is exchanged. Ex. tax collector, business office, cafeteria workers, school store, concession stands, teachers, coaches, main office.</p>	<ul style="list-style-type: none"> ● Workers should not be left alone with money. ● when transferring money across locations and escort should be provided 	<p>Engineering control</p> <ul style="list-style-type: none"> ● Access control systems ● Lighting ● Camera security system ● Alarm systems ● Panic alarms <p>Administrative control</p> <ul style="list-style-type: none"> ● Work practices ● Code of conduct ● Crowd Management ● Visitor management

<p>Identified Risk# 15</p> <p>Bus transportation.</p> <ol style="list-style-type: none"> 1. Irate parents confronting the driver. 2. Student conflicts. 3. Student conflicts with driver, aide/monitor. 4. Road rage 		<p>Engineering control</p> <ul style="list-style-type: none"> ● Access control systems ● Lighting ● Camera security system ● Panic alarms ● Communication systems (e.g. radios) <p>Administrative control</p> <ul style="list-style-type: none"> ● Employee handbook ● Code of conduct ● Bus safety training ● <p>PPE</p>
<p>Identified Risk# 16</p> <p>Nurses and Mental Health Professionals conflict/violence arising from interactions with irate parents, distressed/injured/mentally-altered students or employees, working alone</p>		<p>Engineering control</p> <ul style="list-style-type: none"> ● Access control systems ● Lighting ● Camera security system ● Panic alarms ● Communication systems (e.g. radios) <p>Administrative control</p> <ul style="list-style-type: none"> ● Employee handbook ● Code of conduct ● ● <p>PPE</p>
<p>Identified Risk# 17</p> <p>Activities where employees work alone.</p> <p>Ex. teacher prep, tutoring at school, custodial/maintenance activities, one-on-one student-teacher activities.</p>		<p>Engineering control</p> <ul style="list-style-type: none"> ● Access control systems ● Lighting ● Camera security system ● Panic alarms ● Communication systems (e.g. radios) <p>Administrative control</p> <ul style="list-style-type: none"> ● Employee handbook ● Code of conduct ● ● <p>PPE</p>

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<p>Identified Risk# 18</p> <p>At home tutoring/home visits/truancy officers (residency verification activities)</p>	<p>Staff should have calendar available so appointments are seen, Staff should check in with an administrator or authorized representative upon arrival and when leaving the location.</p>	<p>Engineering control</p> <ul style="list-style-type: none"> ● Communication systems (e.g. radios) <p>Administrative control</p> <ul style="list-style-type: none"> ● Employee handbook ● Code of conduct ● ● <p>PPE</p>
<p>Identified Risk# 19</p> <p>Building location and environment Ex. heavy pedestrian traffic, high community use of facilities, documented elevated levels of violence in the community.</p>		<p>Engineering control</p> <ul style="list-style-type: none"> ● Access control systems ● Lighting ● Camera security system ● Panic alarms ● Communication systems (e.g. radios) <p>Administrative control</p> <ul style="list-style-type: none"> ● Employee handbook ● Code of conduct ● ● <p>PPE</p>
<p>Identified Risk # 20</p> <p>Staff off-site performing duties linked to the educational process (Field Trips) Road Rage, disruptive individuals threatening to cause harm</p>		<p>Engineering Control</p> <p>Administrative Control</p> <ul style="list-style-type: none"> ● Staff should always have another adult with them ● trip should have a check out/check in procedure <p>PPE</p>
<p>Identified Risk # 21</p> <p>Board of Education Meeting with public disruption</p>	<p>BOE Policy Regarding Public Complaints</p>	<p>Engineering Control</p> <p>Administrative Control</p> <ul style="list-style-type: none"> ● Request law enforcement Presence if there is a known issue of public discontent ● BOE members are escorted to parking lot after such meeting

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		PPE
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Appendix II

Record Examination

January 9, 2024

Records Examination

<p>Instructions: Examine records below from the previous year to identify patterns. Examples of patterns include injuries in particular areas of the workplace or incidents which involve specific operations or incidents which involve specific individuals. Record the results in the column to the right.</p>	
Record Examination	Results of the examination
<p>a. Log of Work Related Injuries and Illnesses (Form SH900)</p> <p>b. Summary of Work Related Injuries and Illnesses (Form SH900.1)</p> <p>c. Injury and Illness Incident Report (Form SH900.2)</p>	<p>There were 13 Accident/Injury reports submitted during the 2023 calendar year that fit the threshold for workplace violence</p> <p>All occurred within the special education setting</p>
Workplace Violence Incident Reports	No prior workplace violence reports- other than those listed on incident reports
Personnel Disciplinary Reports	

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Workers' Compensation Reports	Reviewed with OSHA logs
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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>Record the results of the assessment and any associated risks below.</p>
<p>Examples of relevant policies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Domestic Violence <input type="checkbox"/> Sexual Harassment Policies <input type="checkbox"/> Policies relevant to the care and treatment of students. <input type="checkbox"/> Policies for staff in field travel assignments (daily check-in procedures, itineraries, cell phones provided, etc.) <p>Examples of work practices and procedures:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Visitor/student sign in/out procedures. <input type="checkbox"/> Single point of school entry practice. <input type="checkbox"/> Main entrance counter clear of objects which may become weapons (might be relevant in situations where dealing with the public) <input type="checkbox"/> I.D. badges used <input type="checkbox"/> Maintenance of employee contact and emergency contact info. <input type="checkbox"/> Periodic check-in procedures <input type="checkbox"/> After-hours contact procedures <input type="checkbox"/> Procedure on how to control/defuse potentially violent situations <input type="checkbox"/> Provision of personal alarm/cellular phone/radio <input type="checkbox"/> Limit visible clues of carrying money/valuables <input type="checkbox"/> Partnering arrangements if necessary 	<p>Policies: Harassment- 6121 Fraternalization 6180 Visitors to School- 3210 Spectators at Athletic Events -3211 Public Expression at meetings- 3220 Public Complaints-3230 Code of Conduct-3410 Threats of Violence in School- 3412 Uniform Violent and Disruptive Incident System-3430 Petty Cash Funds and school buildings-5530 Complaints and Grievances by Employees - 6122</p> <p>Procedures:</p> <p>Visitor Check in/Check Out procedure ID Badge requirements</p>

Appendix III

District Flow Chart

