

Village of Clayton

Workplace Violence Prevention Policy and Incident Reporting

The Village of Clayton 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 his or her 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; 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 for all DPW employees is the DPW Superintendent.

Office – 315-686-3631 Cell – 315-778-8238

Designated contact person for all other Village of Clayton employees is the Village Mayor.

Office – 315-686-5552 Cell – 315-777-7135

This policy is to be distributed to all village employees and a signed confirmation statement collected by each department head. Signed confirmation statements are to be stored in employee's personnel files. A copy of this policy shall be posted in each village workplace and will become a part of the Employee Handbook.

Policy adopted by the Village Board of the Village of Clayton on ___/___/2019.

Workplace Violence Incident Report

Date of Incident: _____

Today's Date: _____

Time of Incident: _____

Location of Incident: _____

Reporting Employee Name: _____ Title: _____

Workplace Location: _____

What was the employee doing just prior to the incident? Were there any other events leading up to the incident?

Incident Description (At a minimum, include names of involved individuals, including whether or not they were employees, nature and extent of injuries and names of witnesses):

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

How did the event end? _____

After the occurrence of a workplace violence incident, the Village of Clayton shall consider global (all village work sites) prevention enhancements, which may be necessary to properly protect employees.

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

Version: _____, 2019