



Hudson Falls School District Workplace Violence Prevention Program

Program review

Once a year, the Hudson Falls School District, with the participation of authorized employee representatives, will review the workplace violence prevention program. The sign off sheet below indicates who conducted the review and the date it occurred.

Name and Title of Management and authorized employee representative (where applicable)	DATE

Access to this program:

To obtain a copy of this plan please contact:

Name: Kevin Polunic

Title: Executive Director of Business and Human Resources

Phone: 518-747-2121

Location: District Office

Hudson Falls School District Workplace Violence Prevention Program

Table of contents

Introduction:

What is Workplace Violence?

What is the New York State Workplace Violence Prevention Law?

What is the purpose of this program?

Policy Statement

Workplace Risk Evaluation

Workplace Violence Control Measures and Prevention

Hierarchy of Controls

Workplace Violence Prevention Implementation

Early warning signs of potential violence

Workplace issues that may trigger violence

Recognizing the signs and intervening early

Reporting an incident

Post-Incident Response

Employee Training outline

Recordkeeping Requirements

Program review

Attachments (To be completed and added by employer)

- 1 Workplace Violence Prevention Policy Statement**
- 2 List of Risk Factors and Control Measures**
- 3 Workplace Violence Prevention Training Outline**
- 4 Workplace Violence Incident Report**
- 5 Hudson Falls CSD Reporting Flow Chart**

Hudson Falls School District Workplace Violence Prevention Program

Introduction

What is Workplace Violence?

Workplace violence is defined as any physical assault or act of aggressive behavior that occurs where a public employee performs any work-related duty in the course of their employment. This includes but is not limited to:

- 1) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee.
- 2) Any intentional display of force which would give an employee reason to fear or expect bodily harm.
- 3) Intentional and wrongful physical contact with a person without his or her consent that entails some injury.
- 4) Stalking an employee to cause fear of harm to the employee's physical safety and health 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 are enforced by NYSDOL and can be found¹ at:

<https://dol.ny.gov/system/files/documents/2021/03/workplace-violence-prevention-regulations.pdf>.

Effective January 4, 2024, all public school districts, New York City public schools, Boards of Cooperative Education Services (BOCES) and County Vocational Education & extension Boards are covered by this law.

Purpose of this program

The purpose of this Workplace Violence Prevention Program is to provide information to school administrators, 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.

The goal of this program is to reduce the risk of workplace violence to employees 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 **Hudson Falls School District's** commitment to work with its employees to maintain a work environment free from violence and other threatening behavior to the greatest degree possible.

¹ Regulations can also be found in Title 12 of the New York Codes, Rules, and Regulations, Section 800.6

Hudson Falls School District **Workplace Violence Prevention Program**

Policy Statement

The Hudson Falls School District has developed and implemented a policy statement which describes the goals and objectives of our workplace violence prevention policy, the incident alert and notification policies employees should follow in the event of workplace violence, and describes how employees are able to participate in the implementation of our workplace violence prevention program through an authorized employee representative. The policy statement is posted on employee informational bulletin boards in each building. The policy statement is included in **Attachment 1**.

Hudson Falls School District Workplace Violence Prevention Program

Workplace Risk Evaluation

The Hudson Falls School District has conducted a workplace risk evaluation consisting of:

A record examination: Hudson Falls School District has examined all records of workplace violence incidents in the past year to identify patterns in the type and cause of incidents; areas of the workplace where incidents occur; incidents that involve specific workplace operations; or incidents which involve specific individuals.

An assessment of administrative risk factors: Hudson Falls School District has assessed all relevant policies, practices, and procedures that may impact the risk of workplace violence.

An evaluation of the physical environment: Hudson Falls School District has evaluated the physical work environment for factors which may place employees at risk of workplace violence with the participation of 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 Hudson Falls School 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 health care, 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 **Attachment 2**, along with the methods and means by which each risk is being addressed by Hudson Falls School District. As your employer, the **Hudson Falls School District** is responsible for addressing all risk factors that our employees are potentially exposed to.

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

Hudson Falls School District

Workplace Violence Prevention Program

Workplace Violence Control Measures and Prevention

Hierarchy of Controls

A hierarchy of controls is a safety professional term referring to a ranking of the safeguards that an employer can use to protect employees from harm in order of preference and effectiveness. There are three main types of safeguards, or control measures, that an employer can implement to protect employees from recognized workplace violence risk factors. Engineering controls are considered the most effective, followed by work practice controls, and then personal protective equipment.

Engineering controls eliminate or reduce the risk of workplace violence through physical changes to the workplace.

Examples of engineering controls include:

- Increasing lighting in remote areas
- Designing secure building access
- Installing security hardware
- Eliminating isolated work areas
- Installing drop safes

Work practice controls eliminate or reduce the risk of workplace violence through changes to organizational policies, procedures, and work practices.

Examples of work practice controls include:

- Increased staffing
- Employment of security personnel
- Implementing building access control procedures, for example, requiring badges to enter
- Instituting communication procedures across shifts or classes to share information regarding agitated clients or students
- Providing information to employees on the criminal history or violence of clients, inmates, or customers
- Reducing customer wait times
- Providing employees with personal alarms
- Providing cell phones to employees in the field
- Training employees on de-escalation and how to recognize precursors to violence

Personal Protective Equipment (PPE) is generally considered the least effective control measure but may be needed to enhance other control measure or minimize potential injury severity when other control measures fail.

Hudson Falls School District

Workplace Violence Prevention Program

Examples of personal protective equipment include:

- Ballistic or stab resistant body armor
- Riot gear including protective helmets and shields
- Eye and face protection

Workplace Violence Prevention

Prevention of violence in the workplace is the responsibility of the Hudson Falls School District and everyone has a role to play in keeping the workplace safe from violence. The following section focuses on early warning signs of violent behavior and workplace issues that have the potential to trigger violent behavior. Management, employees, and authorized representatives should be familiar with the signs and issues described below to intervene early and reduce the likelihood of workplace violence.

Early warning signs of potential violence

There is no single “profile” that can identify a potentially dangerous individual. It is important to be careful when drawing assumptions about a person’s potential for violence based on any specific behavior or action. However, certain patterns of behavior and events frequently precede episodes of violence.

Behavior or situations that may indicate an increased risk of violence 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 and/or verbal comments expressing 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 expressing fascination with weapons
- Fascination with incidents of workplace violence, statements in person or online indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides
- Statements in person or online indicating an increased tone of desperation, feeling that normal interventions to solve a problem will not work, feeling hopeless about a situation at work, with family, with finances, and other personal problems
- Signs of abuse of drugs or alcohol 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 someone

Hudson Falls School District

Workplace Violence Prevention Program

These behaviors or situations should be reported to an employee's supervisor and/or the administrator of the workplace violence prevention 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.

Workplace issues that may trigger violence

Common situations that may trigger workplace violence can be categorized under employee issues or workplace issues.

Employee issues include:

- A negative performance review
- An unwelcome change in role due to performance or reorganization in the workplace
- An unwelcome change in work schedule
- Criticism of an employee's performance
- A conflict with coworker or supervisor
- Personal stress outside the workplace
- Increased workload or pressure

Workplace issues include:

- No clearly defined rules of conduct
- A lack of employee training
- Inadequate hiring practices or screening of potential employees
- Insufficient supervision of employees
- A lack of discipline or inconsistent discipline in the workplace
- A lack of employee support systems or support systems that are inadequate
- Employer failure to address incidents as they occur
- An overly authoritarian management style in the workplace

Note, a workplace issue that only an employee perceives can still be a trigger for workplace violence.

Recognizing the signs and intervening early

To help prevent a violent situation from occurring management, employees, and authorized representatives should be trained to recognize the early warning signs (such as a change in a person's behavior before an episode of violence) and the issues or events that may trigger violence. With this knowledge an employer can intervene early to prevent a violent incident from occurring.

Hudson Falls School District Workplace Violence Prevention Program

Reporting an incident

At the core of this Workplace Violence Prevention Program is Hudson Falls School District's commitment to work with its employees to maintain a work environment free from violence and violent behavior to the greatest degree possible.

Any Hudson Falls School District employee who becomes aware of a physical assault, threatening behavior, or verbal abuse at the workplace must immediately report the facts and circumstances of the violent incident to their supervisor and/or the contact person identified in the Policy Statement (**Attachment 1**). In the event that an employee witnesses or is involved in an incident of violence in which there is an immediate threat to the employee's safety or the safety of others or where a serious injury has occurred, the employee will immediately call 911 to obtain law enforcement and/or medical assistance and 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 Executive Director of Business and Human Resources using the Incident Report in **Attachment 4**.

If a pattern of workplace violence incidents develops that involve criminal conduct or serious injury, the Hudson Falls School District will attempt to develop a protocol with the District Attorney or Police to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted.

The Hudson Falls School District has developed a process for investigations regarding reports of workplace violence in **Attachment 5**.

Retaliation against an employee who makes a report of violence or other violent behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures.

Post-Incident Response

Management has developed procedures to respond to incidents of workplace violence. These include the following as appropriate:

- Assure that injured employees receive prompt and appropriate medical care. (This includes, but is not limited to, providing transportation of any injured persons 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.
- Secure the premises to safeguard evidence and reduce distractions during the post incident response process.
- Assure that an incident report is completed immediately after an incident occurs, noting details that might be forgotten over time. **Attachment 4** contains a sample incident report form.

Hudson Falls School District Workplace Violence Prevention Program

- Address the need for appropriate treatment for employees who were victims of workplace violence. 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.
- Management will investigate any reported workplace violence incident thoroughly.

All employees should be trained to inform the district about any incidents that occur and how to prepare an incident report.

In the event that critical incident management or crisis counseling is needed following a workplace violence incident in the Hudson Falls School District's workplace, arrangements will be made through management, employee unions, or the Executive Director of Business and Human Resources. However, this is not a requirement of the workplace violence prevention law or regulation.

Employee Information and Training

Training of every employee will be performed upon initial assignment and annually thereafter. Retraining is required any time there is a significant change to the Hudson Falls School District's workplace violence prevention program, a newly identified risk factor, or a control measure addition. Required training topics are listed in the Training Outline in **Attachment 3**.

Recordkeeping Requirements

All workplace violence incidents and threats will be documented in a workplace violence incident report. Workplace violence incidents that cause a work-related death or an injury that meets the recording criteria of the Public Employee Safety and Health Bureau (PESH) log of injuries and illnesses should be recorded on both the PESH log and the workplace violence incidents report. For more on the PESH log of injuries and illness, the PESH website linked here: <https://dol.ny.gov/public-employee-safety-health>

Workplace violence incident reports will provide a written description when an incident occurs so that management can evaluate why the incident occurred and implement an appropriate safeguard or control measure to reduce the risk of such incidents from happening again. The Workplace Violence Incidents Report also creates a historical record. The Workplace Violence Incident Report(s) will be reviewed at least once a year to determine if and how the workplace violence prevention program should be updated. (A sample incident reporting form is attached as **Attachment 4** of this document.)

Hudson Falls School District Workplace Violence Prevention Program

Program Review

The Executive Director of Business and Human Resources with the Authorized Employee Representative, will evaluate the effectiveness of this Workplace Violence Prevention Program, at least annually or after any serious workplace violence incident. The review will focus on: determining trends in workplace violence incidents; addressing the root cause of incidents; evaluating the effectiveness of the control measures in place; and determining if any changes need to be made to control measures. The review will also assess whether the reporting and record keeping systems have been effective in collecting all relevant information. The cover sheet of this program will be updated with the names and titles of those who perform the review and the date of completion.

If an employee or authorized representative submits a written notice of concern regarding a violation of the employer's workplace violence prevention program or imminent danger in the workplace, the employer must be afforded a reasonable opportunity to address the reported issue. If the employee or authorized employee representative believes that the reported concern has not been resolved and a serious violation of the Hudson Falls School District workplace violence prevention program still exists, the employee or authorized employee representative may request an inspection by filing a complaint with the Public Employee Safety and Health (PESH) bureau at the Department of Labor's Division of Safety and Health using the complaint form linked here:

<https://dol.ny.gov/system/files/documents/2023/09/pesh7.pdf> or by calling 1-844-SAFE-NYS. The completed and signed complaint form can be emailed to ask.shnypesh@labor.ny.gov, or faxed or mailed to the nearest Division of Safety and Health (DOSH) District Office listed in the complaint form.

Employees can also contact the PESH bureau to ask questions about health and safety standards by calling: 1-844-SAFE-NYS or emailing ask.shnypesh@labor.ny.gov. An employee is NOT required to provide written notice to an employer if the employee believes themselves, another employee, or patient is in imminent danger of workplace violence and reasonably believes, in good faith, that reporting to a supervisor would not result in corrective action. In such an instance, an employee can reach out directly to PESH.

For additional information on recordkeeping or workplace violence prevention, or to request free and confidential consultation assistance, please use the contact information on the PESH Consultation Fact Sheet available here:

https://dol.ny.gov/system/files/documents/2023/11/p206_12-10-20.pdf

Hudson Falls School District Workplace Violence Prevention Program

ATTACHMENT 1

Workplace Violence Prevention Policy Statement

APPENDIX 1 Part 800.6(e)(1) December 4, 2023

Workplace Violence Prevention Policy Statement

The Hudson Falls Central School District is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our school district, faculty, staff and students.

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. That includes but is 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 Hudson Falls CSD 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 students and visitors. Employees are also required to follow 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 27b. It highlights some of the elements that are found within our Workplace Violence Prevention Program. Compliance with this law includes a workplace evaluation that identifies 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
- Reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported
- Reviewing the effectiveness of the mitigating actions taken.

The goal of this policy is to promote the safety and well-being of all people in our workplace.

All employees will participate in Workplace Violence Prevention Training annually. All incidents of violence or threatening behavior will be responded to immediately upon notification.

All personnel are responsible for notifying the designated contact person below of any violent incidents or threatening behavior, including threats that they have witnessed or received, or threats that they have been told about by another person who has witnessed or received.

Designated Contact Person:

Kevin J. Polunci
Executive Director of Business & HR
518) 681-4111
kpolunci@hfcasd.org

Hudson Falls School District Workplace Violence Prevention Program

ATTACHMENT 2 Risk Factors and Control Measures

Risks identified in our workplace risk evaluation, and corresponding control methods to reduce those risks, are shown in the tables below for each of our facilities:

December 20, 2023

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	Hierarchy of Controls
<p>Identified Risk# 1</p> <p>Potential staff injury risk from conducting student restraints.</p>	<ul style="list-style-type: none"> ● Additional TCIS, Handle With Care, etc. training. 	<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

Hudson Falls School District Workplace Violence Prevention Program

<p>Identified Risk# 2</p> <p>Staff injured from deterring students from unsafe behaviors.</p>	<ul style="list-style-type: none"> ● Additional TCIS, Handle With Care, etc. training. 	<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 shies ● Gloves ● Id
<p>Identified Risk# 3</p> <p>Staff injured from involvement in de-escalation activities.</p>	<ul style="list-style-type: none"> ● 	<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, Handle with Care is current. ● Individual Education Plan (IEPs) and 504 (student accommodation) plans ● Administrative controls and work practices.

Hudson Falls School District Workplace Violence Prevention Program

		Personal Protective Equipment <ul style="list-style-type: none"> ● Kevlar sleeves (bite
Identified Risk# 4 Staff injured from breaking up students fights or preventing students from fighting	<ul style="list-style-type: none"> ● Training in how best to engage when two students begin physical altercation. 	Engineering control <ul style="list-style-type: none"> ● Camera security system Administrative control <ul style="list-style-type: none"> ● training ● identification of employees/staff PPE
Identified Risk# 5 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).	<ul style="list-style-type: none"> ● 	Engineering control <ul style="list-style-type: none"> ● Access control systems ● Visitor management system (e.g. Raptor) ● Camera security system Administrative control <ul style="list-style-type: none"> ● Employee handbook ● Code of Conduct ● Visitor policy ● Reporting/notification of threats training ● Notification work practices PPE <ul style="list-style-type: none"> ●
Identified Risk# 6 Disgruntled workers involved in contract negotiations, disciplinary procedures, performance reviews.	<ul style="list-style-type: none"> ● 	Engineering control <ul style="list-style-type: none"> ● Access control systems ● Visitor management system (e.g. Raptor) ● Camera security system Administrative control <ul style="list-style-type: none"> ● Employee handbook ● Code of conduct ● Key control policy PPE <ul style="list-style-type: none"> ●

Hudson Falls School District Workplace Violence Prevention Program

<p>Identified Risk# 7</p> <p>Disgruntled students - reprimands, grades, exam results</p>	<p style="text-align: center;">●</p>	<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</p>	<p style="text-align: center;">●</p>	<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# 9</p> <p>Employees that have presented whistleblower, other complaints</p>	<p style="text-align: center;">●</p>	<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>

Hudson Falls School District Workplace Violence Prevention Program

<p>Identified Risk# 10</p> <p>Where hostile work environment has been identified</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, parents-refs, student-student; parent - parent, student - coach, student-ref)</p>	<ul style="list-style-type: none"> • 	<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 <p>PPE</p>
<p>Identified Risk# 12</p> <p>Stressful environments (e.g. student situations, staff situations – either from work or home)</p>	<ul style="list-style-type: none"> • Referral to school counseling services 	<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>

Hudson Falls School District Workplace Violence Prevention Program

<p>Identified Risk# 13</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"> ● 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# 14</p> <p>Staff off site with students for school sponsored activities/events (physical, verbal situations)</p>	<ul style="list-style-type: none"> ● 	<p>Administrative: TCIS</p> <p>Engineering: Maintain physical barriers with general public when possible Radio/Cell Phone communications</p>
<p>Identified Risk# 15</p> <p>School Board of Education meetings</p>		<p>Administrative: SRO or Police available for contentious meetings</p> <p>Engineering; Removing BOE members to secure location of necessary</p>
<p>Identified Risk# 16</p> <p>Disgruntled student/parent/household member during Home visits</p>		<p>Administrative: Check in- check out policy during home visits</p>

**Hudson Falls School District
Workplace Violence Prevention Program**

Identified Risk# 17 ALE, OSS , SOAR educational situations		
Identified Risk# 17 County Buildings connected to educational provisions		

ATTACHMENT 3

Sample Workplace Violence Prevention Training Outline

Information and training for all employees:

Hudson Falls School District Workplace Violence Prevention Program

- I. Overview of Requirements of the Workplace Violence Regulations
 - A. **Develop a written policy statement.** Employers must develop a written policy statement describing the goals and objectives of their workplace violence prevention program and the notification policies employees should follow in the event of a workplace violence incident. The policy statement should describe how employees can participate in the workplace violence program 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 evaluate their workplace to determine what factors exist that might place employees at risk of occupational assaults or homicides. The risk evaluation includes an examination of any records of workplace violence incidents over the previous year; an assessment of any relevant policies, work practices, and work procedures that may impact the risk of workplace violence; and an evaluation of the physical workplace environment.
 - C. **Develop a workplace violence prevention program.** Employers must develop and implement a workplace violence prevention program, with input from employees through an authorized employee representative. The program must include: the 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 may occur; a written outline or lesson plan for employee trainings on workplace violence risk; 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. Risk factors that were identified in the risk evaluation and implemented control measures
 - A. See Appendix II
 - B. Employees can take the following measures to protect themselves from identified risks: such as:
 - i. **Alerting Administrator to potential violent situations**
 - ii. **Not working alone with student behind closed door without a vision panel**
 - iii. **Contacting SRO if needed**
 - iv. **Call a lockdown if weapons are viewed**
- III. **A copy of this written plan will be posted in the staff resources section of the Hudson Falls CSD website**
- IV. Privacy Concerns
 - A. **For Sensitive issues where an employee does not want their name on the report, they will directly contact the Executive Director of Business and Human Resources. When completing the report put "privacy concern".**

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.

**Hudson Falls School District
Workplace Violence Prevention Program**

ATTACHMENT 4

**Workplace Violence Incident Report (Google form on District website)
The following questions will be answered:**

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: Employees who are victims of workplace violence can independently and voluntarily request that their name not be entered on the report.

Hudson Falls School District Workplace Violence Prevention Program

Attachment 5

Workplace Violence Prevention Flowchart

