

Workplace Violence Prevention Policy Statement

Sharon Springs 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 Sharon Springs Central School District 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 Title: Thomas Yorke, Superintendent/Building Principal

Department: Administration

Phone: (518) 284 - 2266 Ext 105

E-mail: tyorke@sharonsprings.org

Workplace Violence Incident Report

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Print additional sheets if necessary.