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## Workplace Violence Prevention Policy Statement

Eastern Suffolk BOCES is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our staff.

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 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 their 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 students 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 their supervisor and building administrator of a workplace violence incident. The notification process at a minimum shall entail completing Form 5320F.1 - Employee Injury/Incident Report. The employee's supervisor must sign and date where indicated. The building administrator must also sign where indicated. The original form must be forwarded to the Department of Administrative Services at the James Hines Administration Center. Building administrators shall also report the incident to the program director.

This policy shall be enforced in accordance with applicable laws and regulations, collective bargaining agreements, and the *Code of Conduct*, as may be necessary.

**References:**

- Administrative Regulation 5320R.1 - Employee Accident Report
- Procedure 5320P.1 & Form 5320F.1 - Employee Injury/Incident Report
- Board Policy 2430 Threats of Violence in ESBOCES Facilities
- Workplace Violence Prevention Program – NYS Labor Law Article 2, Section 27-b
- Administrative Regulation 2410R.1 – Code of Conduct
- Policy 4534 Safety Plans

First Adopted: 1/24/2024