

TOWN OF HORNBY WORKPLACE VIOLENCE PREVENTION

Introduction

Workplace violence presents a serious occupational safety hazard for workers. During the last decade, homicide was the third leading cause of death of all workers, and the leading cause of occupational death for women workers.

Examples of elevated risk workplaces include healthcare settings, social services, working alone or in small numbers, service workers, public transportation drivers and many other types of public employment.

New York State requires public employers (with the exception of employers defined in Section 2801 A of the State Education Law) to perform a workplace evaluation of each worksite. The evaluation is intended to identify factors which may place the workforce at risk to occupational assaults or homicides. The results of the evaluation and the risk factors found should be shared with employees; this information should be reviewed initially and annually thereafter. Employers who have 20 or more full-time employees are required to develop a written Workplace Violence Prevention Program.

This document is designed to assist employers and employees to more effectively reduce the potential problem of violence in the workplace.

What is Workplace Violence?

Workplace Violence is physical assault, threatening behavior, or verbal abuse occurring in the work setting.

Categorized as:

1. Non-specific threats of violence by employee.
2. Specific threats of violence by employee.
3. Threats of violence directed against an employee by a non-employee.
4. Violent confrontation by a spouse of significant other with an employee over a personal domestic dispute.
5. Threats or threatening conduct by disgruntled or ex-employees.
6. Violent altercations between two employees or employee and supervisor.
7. Multiple assaults by intruder.

TOWN OF HORNBY WORKPLACE VIOLENCE POLICY

Nothing is more important to the Town of Hornby than the safety and security of it's employees and members of the community. Threats, threatening behavior, or acts of violence against employees, visitors, guests or other individuals by anyone on property owned by the Town of Hornby will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on the Town of Hornby property will be removed from the premises as quickly and safely as permits and shall remain off town premises, pending the outcome of an investigation. The Town of Hornby's response to incidence of violence may include job suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment and criminal prosecution of those involved.

All personnel of the Town of Hornby are responsible for notifying the designated contact persons, Highway Superintendent for highway department issues, and Town Supervisor or Town Clerk for non-highway department issues, of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Personnel should also report behavior they regard as threatening or violent, if that behavior is job related or might be carried out on a town-controlled site.

An employee who applies or obtains a protective restraining order that lists town locations must provide a copy of the petition and declarations used to seek the order, and a copy of any temporary or permanent protective order that was granted. The Town of Hornby has confidentiality procedures that recognize and respect the privacy of the reporting employee(s).

TOWN OF HORNBY POLICY STATEMENT

Responsible for ensuring that all safety and health policies and procedures involving workplace violence are clearly communicated and understood by all employees are Highway Superintendent for highway department issues, and Town Supervisor or Town Clerk for non-highway department issues.

Department heads and supervisory personnel are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures and for assisting in maintaining a safe and secure work environment.

Our system of ensuring that all employees, including supervisors and managers, comply with work practices that are designated to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace include:

1. Informing employees, supervisors and department heads of the provisions of the workplace security;
2. Evaluating the performance of all employees in complying with the Town's security measures;
3. Recognizing employees who perform work practices which promote security in the workplace;
4. Providing training and/or counseling to those whose performance in complying with work practices designed to ensure workplace security is deficit; and
5. Discipline workers for failure to comply with workplace security practices ensuring employee compliance with workplace security directives, policies and procedures.

ACKNOWLEDGEMENT FORM

I acknowledge that I have received a copy of the Town of Hornby Workplace Violence Policy and have reviewed it thoroughly.

Employee Name (printed): _____

Signature: _____

Date: _____