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- **NY Labor Law §27-B Compliance:** This training is meant to comply with the annual requirements pursuant to the statute for continuing education.
- **Safety in the Workplace:** Obtaining a truly safe workplace includes ensuring that topics involving workplace violence are discussed and understood.

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- **Prevalence***
 - 529,000 nonfatal injuries from workplace violence led to emergency room treatment during the period of 2015-2019.
 - Approx. 1.3 million nonfatal violent crimes occur in U.S. workplaces annually.
 - Workplace deaths
 - From 1992 through 2019, nearly 18,000 people were killed as a result of workplace violence.
 - 392 workplace homicides occurred in 2020.
 - 267 workplace suicides in 2022.
- **Safety in the Workplace:**
 - Obtaining a truly safe workplace includes ensuring that topics involving workplace violence are discussed and understood.

*According to Bureau of Labor Statistics data.

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- **Background:**
 - This act was passed in 2006 as a result of the increase in prevalence and the growing impact of workplace violence within the state.
 - Applies to all public entities within the state.
 - This includes schools as of 2023 based on amendment to the original law.
- **Intent**
 - To ensure adequate steps are taken by public entities to reduce the prevalence of workplace violence.
- **Enforcement:**
 - The NY State Department of Labor enforces the act and promulgates regulations for its implementation.

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- Develop and post a written policy statement;
- Conduct a risk evaluation;
- Develop a workplace violence prevention program;
- Provide training to employees on workplace violence prevention; and
- Document workplace violence incidents and maintain records of incidents.

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- The policy statement is different from the actual workplace violence prevention program.
- The policy statement would include the goals, objectives, and other important aspects of the workplace violence prevention program.
- Such policy includes an explicit statement that your employer is obligated and willing to ensuring a workplace free from workplace violence.
- The policy statement is to be posted in a conspicuous manner where employee notices are normally displayed.
- **The District's Policy statement:**
 - Contained within Appendix 1 of the Workplace Violence Prevention Policy.

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- **Comprised of three parts:**
 - Review of workplace violence records
 - Incident reports, workplace violence reports, complaints, and injury reports.
 - Review of relevant work policies that may impact workplace violence
 - This review is to determine whether revisions are needed.
 - Conduct an evaluation of the environment of the workplaces operated by the public entity for potential hazards related to workplace violence, such as:
 - Circumstances requiring the exchange of money;
 - Delivery of passengers, goods, or services;
 - Working in a public setting;
 - Working alone or in small numbers (or in mobile work settings);
 - Working late night or early morning hours;
 - Working in areas of previous security problems;
 - Working in high-crime areas;
 - Working in locations with uncontrolled public access; and
 - Guarding property.

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- **Requirements:**
 - Discusses the risks identified in the risk evaluation;
 - Discusses the steps the employer has taken to mitigate risks in the workplace; and
 - Expressly states the procedure to be utilized in reporting workplace violence.
- **It's important to understand and familiarize yourself with your workplace violence prevention policy.**

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- <https://berlincentral.org/wp-content/uploads/2024/04/Berlin-CSD-Workplace-Violence-Prevention-Program.pdf>

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- **Engineering Controls:** eliminate or reduce the hazard through substitution or design (possible capital project).
- **Administrative Controls:** eliminate or reduce the hazard through organizational policies, procedures and work practices (staff promulgated action). Many of the Berlin Central School District policies already address prevention or mitigation of violence in school settings. These include but are not limited to:
 - <https://berlincentral.org/wp-content/uploads/2023/08/BCSD-District-Wide-Safety-Plan-23-24-board-approved.pdf>
 - Limitations imposed on the general access to the schools.
- **Personal Protective Equipment:** is generally considered the least desirable form of control but may be needed to enhance other controls and/or minimize potential injury severity when other controls fail. Staff working in the Special Education programs have access to various types of equipment that may be necessary to protect both staff and students. The student IEPs will determine which appropriate PPE is needed in conjunction with the program behavioral specialist. Items include gloves, Kevlar sleeves, face shields, shin guards, etc.

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- **Immediate Threats:**
 - If there is an immediate threat to the safety of yourself or others, call 911 (and the SRO if possible).
 - Take steps to ensure your safety and the safety of others, such as moving to a secure location.
 - Notify your supervisor once you are in a safe location.
- **Non-Emergency Incidents:**
 - For non-emergency incidents or concerns related to workplace violence, report the incident to your immediate supervisor or program manager as soon as possible.
 - Use the designated reporting channels established by Berlin Central School District for reporting workplace violence. This includes the WPVP incident report form
 - https://berlincentral.org/wp-content/uploads/2024/04/Berlin-CSD-WPVP-INCIDENTREPORT-FORM_.pdf

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- **Administrators of the Workplace Violence Prevention Plan:**
 - Superintendent of Schools
 - School Business Official
- **Risk Assessment Representatives:**
 - Ken Rizzo, Superintendent of Schools
 - David Bernsley, HS/MS Principal
 - Alexandra DeLessio, SRO
 - Tom Olsen, Director of PPS

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- Supervisors who receive a report of workplace violence must take immediate action to address the situation.
- Document the details of the incident, including the date, time, location, individuals involved, and a description of the events in the Berlin Central School District WVPP Incident report form.
 - <https://berlincentral.org/wp-content/uploads/2024/04/Berlin-CSD-WPV-INCIDENTREPORT-FORM-.pdf>
- If the incident involves harassment, discrimination, or threats, the supervisor must involve the Human Resources department promptly.
- Human Resources will record the incident and conduct an investigation, maintaining confidentiality to the extent allowed by law.

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- **Employee Assistance Program (EAP):** Employees are encouraged to utilize the EAP for counseling and support services.
- **Security Measures:** If necessary, Berlin Central School District will implement additional security measures to ensure the safety of employees.

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- **Purpose:**
 - To provide employees with information necessary to protect themselves in the workplace.
 - To discuss important aspects of the workplace violence prevention program.
 - To reiterate actions that can be taken when there is workplace violence.
- **Frequency:**
 - Annually.

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- **Documentation of workplace violence is an ongoing responsibility.**
- **Required that all employees report any potential workplace violence that they see.**

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- **Assists in ensuring the workplace is free from workplace violence.**
- **Reporting is necessary to ensure the workplace violence prevention program is effective.**
- **Reporting may be required to ensure insurance coverage.**

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- **Reports are treated as confidential to the utmost extent possible.**
- **Retaliation for engaging in a protected activity is unlawful.**
 - Reporting;
 - Being a witness;
 - Advocating; and
 - Assisting.

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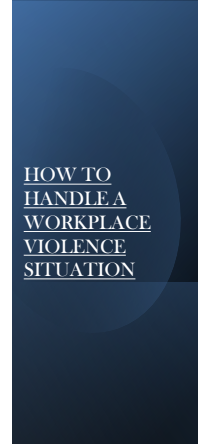
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- **Recognize Potential Risks**
 - Be familiar with the workplace environment.
 - Be aware of your surroundings.
 - Look for warning signs in others
 - Fixation on violence or weapons
 - Violent History
 - Unwarranted levels of anger
 - Issues surrounding Domestic Violence
 - Mental Health issues
 - Erratic behavior
 - Personality or behavioral changes
 - Irrational thoughts or beliefs
 - Work problems
 - Stress in private life
 - Make plans ahead of time on how to deal with workplace violence.

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- **Effective Communication**
 - Be patient
 - Maintain self-control
 - Focus your attention on the person and express interest in what they have to say
 - Maintain eye contact
 - Listen
 - Do not minimize what the individual is saying
 - Do not criticize the person's behavior or point of view
 - Avoid confrontational language or actions
 - Do not use condescending language, tone or posture
 - Do not invade the individual's space
 - Do not make physical contact with the person
 - Don't accuse the person of wrongdoing
 - Do not challenge or threaten the person
 - Use short sentences and simple terms
 - Present alternatives
 - Reassure the individual
 - Point out options and choices
 - Avoid making promises with them or being responsible for fixing the problem

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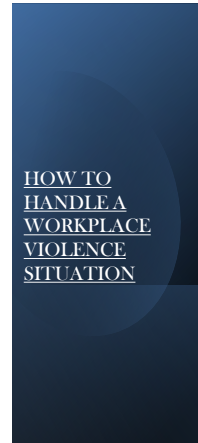
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- **Mitigation techniques to diffuse the situation**
 - Be calm
 - Don't rush your responses
 - Don't act on assumptions, stereotypes, or hearsay
 - Treat others with respect
 - Understand that everyone is different
 - Acknowledge the other person's feelings
 - Correct use of language by asking open-ended questions
 - Respond in a way that answers their questions.
 - Show empathy
 - Offer assistance, options, or information when it's appropriate

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- **Handling a dangerous person or situation**
 - Escape if/when possible
 - Use common sense and caution
 - Know your limitations
 - Listen to the individual if they are threatening you, especially when they have a weapon
 - Alert others if it is safe to do so
 - Avoid risks
 - Call 9-1-1 in emergency situations (and the SRO if possible)
 - Report and document incidents
- **Special consideration in a School Setting:**
 - Adherence to the School's policies on timeout and physical restraint must be considered.
 - Individualized plans may be applicable.
 - Intervention in student altercations must be handled pursuant to policies.
 - Safety plans contain significant overlap with this policy. Both should be reviewed in tandem.

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