



Growing with Our Community

LEVITTOWN PUBLIC LIBRARY

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WORKPLACE VIOLENCE PREVENTION POLICY

Section "27-b" of the Labor Law, enacted on June 7, 2006, requires public employers to perform workplace evaluations or risk evaluations at each worksite, and thereafter develop and implement programs to prevent and minimize workplace violence caused by assaults and homicides. The new law was effective March 4, 2007.

The Library's implementation of the provisions of the Workplace Violence Prevention Law will be in accordance with Rules and Regulations of the New York State Labor Department.

DEFINITION:

The Library adopts the definition of "Workplace Violence" of the National Institute for Occupational Safety and Health (NIOSH), as:

"violent acts (including physical assaults and threats of assaults) directed toward persons at work or on duty." Workplace violence is any physical assault, threatening behavior or verbal abuse occurring in the work setting.

WORKPLACE VIOLENCE RISK EVALUATION

The Library shall conduct a risk evaluation to determine the potential dangers that employees may face from workplace violence risks and assists in the development of a workplace violence prevention program. While workplace violence may occur in any workplace setting, certain employment settings pose higher risks, including:

- Duties that involve the exchange of money and the imposition of fines, penalties and suspensions
- Working alone or in small numbers
- Working late evening hours
- Security and maintenance of public order duties
- Working in community-based settings

LIBRARY COMPLIANCE WITH STATUTORY REQUIREMENTS:

The Library shall (1) perform a risk evaluation of the workplace to determine the presence of factors or situations that might place employees at risk from occupational assaults and homicides, (2) prepare a workplace violence prevention program, and (3) inform and train employees on the requirements of the Law and identified workplace risk factors. Additionally, under circumstances where there are employed at the Library a minimum of twenty (20) or more full-time permanent employees, the Library will develop and implement a written workplace violence prevention program and provide employee training on workplace violence prevention measures and other information contained within the Library's written program.

The Library Administration shall also inform employees as to the location and availability of the written workplace violence prevention program. Employee workplace violence training must be provided at the time of job assignment and annually thereafter.

WORKPLACE VIOLENCE PREVENTION "RISK EVALUATION":

The Library Administration will perform a risk evaluation inspection of the workplace focusing on the identification and assessment of potential hazards and conditions that might place employees at risk of occupational assaults or homicides. Risk evaluation techniques will include the following:

- An examination of the history of past incidents to identify patterns or trends which occurred in your workplace
- A review of Library records of occupational injury and illness logs and incident reports to identify if injuries have resulted from workplace violence incidents
- Inquiries of employees to obtain details associated with the occurrence of workplace violence incidents
- Conducting physical workplace security building surveys

- Conducting annual security analyses including the inspection of the Library Building and site, with possible evaluators being the Library Administrators, consultants or law enforcement authorities

EMPLOYEE AWARENESS:

The Library employees' best protection from workplace violence is knowledge and understanding of the warning signs of potentially violent individuals or situations. The Library will emphasize training and education programs, as well as reinforcing the Library's zero tolerance workplace violence policy in an effort to reduce the possibility of workplace violence. Moreover, the Library will emphasize immediate reporting of any workplace violence incident to Library Administrators and the local law enforcement authorities to ensure prompt action.

WORKPLACE VIOLENCE PREVENTION TRAINING PROGRAM

Workplace violence prevention training for employees will be specific to the Library facility and staff duties performed, and shall address essential topics, including:

- Description of Workplace Violence
- Dissemination of information regarding early detection of violent conduct
- Expeditious communication of threats or suspicious behavior to supervisors and Library Administration
- Protocols for reporting threatened or actual workplace violence
 1. The first person becoming aware of threats of workplace violence or suspicious behavior will immediately report this information to the supervisor and Library's Administration
 2. The supervisor, Assistant Director, and/or the Director will approach the person exhibiting threatening or potentially threatening behavior and engage in appropriate questioning of such person
 3. If determined reasonably necessary, the supervisor, Assistant Director, and/or Director will confirm the identity of such person and his/her intentions; and if warranted by reason of the severity of the risk, determine whether such person should be escorted from the Library building or to summon law enforcement authorities
- The Library's commitment to Zero Tolerance of Workplace Violence
- Strategies for avoiding incidents of Workplace Violence
- Workplace Violence Reporting Procedures

- Mandatory Reporting of all incidents
- Employees' communications with Library Administrators relation to Workplace Violence

RECORD KEEPING and REPORTING REQUIREMENTS:

The Library Administration shall comply with all statutory requirements for recording and reporting incidents of workplace violence (New York State Labor Law, Section "27-a" & NYCRR Part 801, Recording and Reporting Public Employees' Occupational Injuries and Illnesses)

The Library shall record an employee's workplace violence injury if it results in death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid and consciousness. Additionally, employers should utilize accident and illness record-keeping information to ensure the effectiveness of the Library's written workplace violence prevention plan.

The Library's Administrators shall report workplace violence related fatalities and multiple hospitalizations to the Department's Public Employee Safety and Health (PESH) Bureau within 8 hours of the incident. (NYCRR Part 801)

ADMINISTRATIVE REGULATIONS:

The Library Director shall be authorized to enact Administrative Regulations and Procedures to fulfill the requirements of this Policy and the Statute.

Adopted by the Board of Trustees on July 11, 2012.