



Great Neck Public Schools

Where Discovery Leads to Greatness

Workplace Violence Prevention Program

March 2024

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Great Neck Public Schools

Workplace Violence Prevention Program

Introduction

What is Workplace Violence

Workplace violence is defined as any physical assault or act of aggressive behavior that occurs where a public employee performs any work-related duty in the course of their employment. This includes but is not limited to:

- 1) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee.
- 2) Any intentional display of force which would give an employee reason to fear or expect bodily harm.
- 3) Intentional and wrongful physical contact with a person without their consent that entails some injury.
- 4) Stalking an employee to cause fear or harm to the employee's physical safety and health when such stalking has arisen through and in the course of employment.

What is the New York State Workplace Violence Prevention Law

On June 7, 2006, New York State enacted legislation creating a new Section 27-b of State Labor Law that requires every public employer to evaluate the risk of workplace assaults and homicides at its workplace(s) and to develop and implement programs to prevent and minimize the hazard of workplace violence to public employees. In 2009, NYS Department of Labor (DOL) implemented regulations to accompany the Workplace Violence Prevention Law. These regulations are enforced by NYSDOL and can be found¹ at:

<https://dol.ny.gov/system/files/documents/2021/03/workplace-violence-prevention-regulations.pdf>. Effective January 4, 2024, all public school districts, New York City public schools, Boards of Cooperative Education Services (BOCES) and County Vocational Education & Extension Boards are covered by this law.

What is the Purpose of this Program

The purpose of this Workplace Violence Prevention Program is to provide information to managers, supervisors, employees, and authorized employee representatives about preventing and responding to incidents of workplace violence or threats of violence in accordance with the Workplace Violence Prevention Law and Regulation.

The goal of this program is to reduce the risk of workplace violence to employees and to ensure that any incident, complaint, or report of violence is taken seriously and dealt with appropriately and as expeditiously as possible. This program outlines the major components of our effort to meet these goals. At the core of this Workplace Violence Prevention Program is Great Neck Public School's commitment to work with its employees to maintain a work environment free from violence and other threatening behavior to the greatest degree possible.

Policy Statement

Great Neck Public Schools has developed and implemented a policy statement which describes the goals and objectives of our workplace violence prevention policy, the incident alert and notification policies employees should follow in the event of workplace violence, and describes how employees are able to participate in the implementation of our workplace violence prevention program through an authorized employee representative.

The policy statement can be found on the district website at:

[https://www.greatneck.k12.ny.us/cms/lib/NY02208059/Centricity/Domain/3678/GNPS Workplace Violence Prevention Program.pdf](https://www.greatneck.k12.ny.us/cms/lib/NY02208059/Centricity/Domain/3678/GNPS%20Workplace%20Violence%20Prevention%20Program.pdf) (see Attachment 1).

¹ Regulations can also be found in Title 12 of the New York Codes, Rules, and Regulations, Section 800.6

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Workplace Risk Evaluation

Great Neck Public Schools has conducted a workplace risk evaluation consisting of:

A record examination: Great Neck Public Schools has examined all records of workplace violence incidents in the past year to identify patterns in the type and cause of incidents; areas of the workplace where incidents occur; incidents that involve specific workplace operations; or incidents which involve specific individuals.

An assessment of administrative risk factors: Great Neck Public Schools has assessed all relevant policies, practices, and procedures that may impact the risk of workplace violence.

An evaluation of the physical environment: Great Neck Public Schools has evaluated the physical work environment for factors which may place employees at risk of workplace violence with the participation of authorized employee representatives. Although workplace violence can occur in any work setting, some settings or factors may pose a greater degree of risk. Employment situations or factors that may pose a higher risk for Great Neck Public Schools employees include, but are not limited to, the following:

- Working in public settings
- Working late night or early morning hours
- Exchanging money with the public
- Working alone or in small numbers
- Working in a setting with uncontrolled access to the workplace
- Working in a setting where previous security problems have occurred
- Having a mobile workplace assignment
- Working with a population which might expose one to potentially violent persons (e.g. in health care, social service, public service or criminal justice settings)
- Having duties that include the delivery of passengers, goods, or services

Risk factors identified during the examination, assessment and evaluation are listed in Attachment 2, along with the methods and means by which each risk is being addressed by Great Neck Public Schools. As your employer, Great Neck Public Schools is responsible for addressing all risk factors that our employees are potentially exposed to.

Any incidents that may occur after the implementation of this program must be carefully documented and analyzed in order to make improvements to this program during the required annual review or as necessary.

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Workplace Violence Control Measures and Prevention

Hierarchy of Controls

A hierarchy of controls is a safety professional term referring to a ranking of the safeguards that an employer can use to protect employees from harm in order of preference and effectiveness. There are three main types of safeguards, or control measures, that an employer can implement to protect employees from recognized workplace violence risk factors. Engineering controls are considered the most effective, followed by work practice controls, and then personal protective equipment.

Engineering controls eliminate or reduce the risk of workplace violence through physical changes to the workplace.

Examples of engineering controls include:

- Increasing lighting in remote areas
- Designing secure building access
- Installing security hardware
- Eliminating isolated work areas
- Installing drop safes

Work practice controls eliminate or reduce the risk of workplace violence through changes to organizational policies, procedures, and work practices.

Examples of work practice controls include:

- Increasing staff
- Employing security personnel
- Implementing building access control procedures, for example, requiring badges to enter
- Instituting communication procedures across shifts or classes to share information regarding agitated clients or students
- Providing information to employees on the criminal history or violence of clients, inmates, or customers
- Reducing customer wait times
- Providing employees with personal alarms
- Providing cell phones to employees in the field
- Training employees on de-escalation and how to recognize precursors to violence

Personal Protective Equipment (PPE) is generally considered the least effective control measure but may be needed to enhance other control measures or minimize potential injury severity when other control measures fail.

Examples of personal protective equipment include:

- Ballistic or stab resistant body armor
- Riot gear including protective helmets and shields
- Eye and face protection

Workplace Violence Prevention Implementation

Prevention of violence in the workplace is the responsibility of Great Neck Public Schools and everyone has a role to play in keeping the workplace safe from violence. The following section focuses on early warning signs of violent behavior and workplace issues that have the potential to trigger violent behavior. Management, employees, and authorized representatives should be familiar with the signs and issues described below to intervene early and reduce the likelihood of workplace violence.

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Early Warning Signs of Potential Violence

There is no single “profile” that can identify a potentially dangerous individual. It is important to be careful when drawing assumptions about a person’s potential for violence based on any specific behavior or action. However, certain patterns of behavior and events frequently precede episodes of violence.

Behavior or situations that may indicate an increased risk of violence include, but are not limited to the following:

- Direct or veiled threats of harm
- Intimidation, belligerence, bullying or other inappropriate behavior directed at others
- Numerous conflicts with supervisors and employees and/or verbal comments expressing hostility directed at coworkers, supervisors, or others
- Bringing an unauthorized weapon to work, brandishing a weapon in the workplace, making inappropriate reference to guns or expressing fascination with weapons
- Fascination with incidents of workplace violence, statements in person or online indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides
- Statements in person or online indicating an increased tone of desperation, feeling that normal interventions to solve a problem will not work, feeling hopeless about a situation at work, with family, with finances, and other personal problems
- Signs of abuse of drugs or alcohol on or off the job
- Extreme or uncharacteristic changes in behavior or displays of emotion
- Employees with ongoing domestic difficulties
- Employees with a temporary order of protection against someone

These behaviors or situations should be reported to an employee’s supervisor and/or Human Resources. Some behaviors may require immediate law enforcement intervention where others may require disciplinary action or indicate a need for an Employee Assistance Program (EAP) referral.

Workplace Issues That May Trigger Violence

Common situations that may trigger workplace violence can be categorized under employee or workplace issues.

Employee issues include:

- A negative performance review
- An unwelcome change in role due to performance or reorganization in the workplace
- An unwelcome change in work schedule
- Criticism of an employee’s performance
- A conflict with coworker or supervisor
- Personal stress outside the workplace
- Increased workload or pressure

Workplace issues include:

- No clearly defined rules of conduct
- A lack of employee training
- Inadequate hiring practices or screening of potential employees
- Insufficient supervision of employees
- A lack of discipline or inconsistent discipline in the workplace
- A lack of employee support systems or support systems that are inadequate
- Employer’s failure to address incidents as they occur
- An overly authoritarian management style in the workplace

Note: A workplace issue that only an employee perceives can still be a trigger for workplace violence.

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Recognizing the Signs and Intervening Early

To help prevent a violent situation from occurring, management, employees, and authorized representatives should be trained to recognize the early warning signs (such as a change in a person's behavior before an episode of violence) and the issues or events that may trigger violence. With this knowledge, an employer can intervene early to prevent a violent incident from occurring.

Reporting an Incident

At the core of this program is Great Neck Public School's commitment to work with its employees to maintain a work environment free from violence and violent behavior to the greatest degree possible.

Any Great Neck Public School employee who becomes aware of a physical assault, threatening behavior, or verbal abuse at the workplace must immediately report the facts and circumstances of the violent incident to their supervisor or Human Resources. In the event that an employee witnesses or is involved in an incident of violence in which there is an immediate threat to the employee's safety or the safety of others or where a serious injury has occurred, the employee will immediately call 911 to obtain law enforcement and/or medical assistance and notify their immediate supervisor. The supervisor will immediately conduct a preliminary inquiry into the facts and circumstances of the incident and make a prompt report to Human Resources using the Incident Report in Attachment 4.

If a pattern of workplace violence incidents develops that involve criminal conduct or serious injury, Great Neck Public Schools will attempt to develop a protocol with the District Attorney or police to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted.

Retaliation against an employee who makes a report of violence or other violent behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures.

Post-Incident Response

Management has developed procedures to respond to incidents of workplace violence. These include the following as appropriate:

- Assure that injured employees receive prompt and appropriate medical care. (This includes, but is not limited to, providing transportation of any injured persons to medical care. Prompt first aid and emergency medical treatment can minimize the harmful consequences of a violent incident.)
- Report the incident to the appropriate authorities as required by applicable laws and regulations.
- Secure the premises to safeguard evidence and reduce distractions during the post incident response process.
- Assure that an incident report is completed immediately after an incident occurs, noting details that might be forgotten over time. (See Attachment 4).
- Address the need for appropriate treatment for employees who were victims of workplace violence. In addition to physical injuries, victims and witnesses may suffer psychological trauma, fear of returning to work, feelings of incompetence, guilt, powerlessness, and fear of criticism by supervisors or managers.
- Management will investigate any reported workplace violence incident thoroughly.

All employees should be trained to inform management about any incidents that occur.

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Employee Information and Training

Training of every employee will be performed upon initial assignment and annually thereafter. Retraining is required any time there is a significant change to Great Neck Public School's workplace violence prevention program, a newly identified risk factor, or a control measure addition. The training topics are listed in the Training Outline in Attachment 3.

Recordkeeping Requirements

All workplace violence incidents and threats will be documented in a workplace violence incident report. Workplace violence incidents that cause a work-related death or an injury that meets the recording criteria of the Public Employee Safety and Health Bureau (PESH) log of injuries and illnesses will be recorded on both the PESH log and the workplace violence incidents report. For more on the PESH log of injuries and illness, here is the PESH website link: <https://dol.ny.gov/public-employee-safety-health>

Workplace violence incident reports will provide a written description when an incident occurs so that management can evaluate the incident and implement an appropriate safeguard or control measure to reduce the risk of such incidents from happening again. The Workplace Violence Incident Report (see Attachment 4) also creates a historical record. The Workplace Violence Incident Report(s) will be reviewed at least once a year to determine if and how the workplace violence prevention program should be updated.

Program Review

The Superintendent of Schools or designee(s), with identified union representatives, will evaluate the effectiveness of this Workplace Violence Prevention Program, at least annually or after any serious workplace violence incident. The review will focus on: determining trends in workplace violence incidents; addressing the root cause of incidents; evaluating the effectiveness of the control measures in place; and determining if any changes need to be made to control measures. The review will also assess whether the reporting and record keeping systems have been effective in collecting all relevant information.

If an employee or authorized representative submits a written notice of concern regarding a violation of the employer's workplace violence prevention program or imminent danger in the workplace, the employer must be afforded a reasonable opportunity to address the reported issue. If the employee or authorized employee representative believes that the reported concern has not been resolved and a serious violation of the Great Neck Public Schools workplace violence prevention program still exists, the employee or authorized employee representative may request an inspection by filing a complaint with the Public Employee Safety and Health (PESH) bureau at the Department of Labor's Division of Safety and Health using the complaint form linked here: <https://dol.ny.gov/system/files/documents/2023/09/pesh7.pdf> or by calling 1-844-SAFE-NYS. The completed and signed complaint form can be emailed to ask.shnypesh@labor.ny.gov, or faxed or mailed to the nearest Division of Safety and Health (DOSH) District Office listed in the complaint form.

Employees can also contact the PESH bureau to ask questions about health and safety standards by calling: 1-844-SAFE-NYS or emailing ask.shnypesh@labor.ny.gov. An employee is NOT required to provide written notice to an employer if the employee believes themselves, another employee, or patient is in imminent danger of workplace violence and reasonably believes, in good faith, that reporting to a supervisor would not result in corrective action. In such an instance, an employee can reach out directly to PESH.

For additional information on recordkeeping or workplace violence prevention, or to request free and confidential consultation assistance, please use the contact information on the PESH Consultation Fact Sheet available here: https://dol.ny.gov/system/files/documents/2023/11/p206_12-10-20.pdf

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Attachment 1 – Workplace Violence Prevention Policy Statement

GREAT NECK PUBLIC SCHOOLS

WORKPLACE VIOLENCE PREVENTION

Policy 9210

The School District is committed to the safety and security of its employees, students, visitors, contractors, and members of the surrounding communities. All employees are responsible for fostering an environment of mutual respect for each other as well as students, visitors, contractors and members of the community, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment. To proactively address the potential for workplace violence, the School District has developed a Workplace Violence Prevention Program (WVPP) and will not tolerate any act of, or threats of, workplace violence. 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 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 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 the School District's employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving notifying law enforcement authorities when warranted.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on School District property will be removed from the School District's premises, as quickly as possible. Any individual found to be in violation of this policy will receive appropriate disciplinary action up to and including termination. Any disciplinary action will be in accordance with applicable laws, rules, regulations and collective bargaining agreements. Any employee of an outside contractor found to be in violation of this policy may result in suspension and/or termination of any business relationship (including existing contracts) and criminal prosecution of those involved.

The School District recognizes that its employees play an important role in identifying and reports acts, or threats of, workplace violence. Therefore, information pertaining to the identification and reporting of workplace violence will be disseminated to the School District's employees.

To address the potential for workplace violence and to comply with the requirements of the New York State Workplace Violence Prevention Law, the School District's WVPP will include, but not be limited to:

1. Risk Evaluation: The School District will perform a risk evaluation of its facilities to determine the presence of factors or situations that might place employees at risk from occupational assaults and/or other forms of workplace violence. The results of this evaluation will be incorporated into the School District's written WVPP and reviewed annually by the School District's administrative staff.

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Policy 9120

2. Written Workplace Violence Prevention Program (WVPP): The School District has developed a written Workplace Violence Prevention Program (WVPP). The WVPP will be distributed to all employees. In addition, a copy of the WVPP will be maintained in the office of the Superintendent of Schools.
3. Training and Information: The School District will provide training and information to employees, at the time of initial hiring and annually thereafter, of the New York State Workplace Violence Prevention Law, the workplace risk factors identified in the School District's Risk Evaluation, and the location and availability of the School District's WVPP.
4. Review: The Superintendent of Schools or designee will review 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.

Adoption Date: January 16, 2024

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Attachment 2 – List of Risk Factors and Control Measures

Clover Drive: Adult Learning Center / SEAL Program		
Identified Risk	Selected Control(s)	Comments
Property Not Fully Fenced In	Referred to Building and Grounds for Evaluation	

Cumberland: Community Education		
Identified Risk	Selected Control(s)	Comments
No Security Vestibule	Referred to District Safety Team	Multiple Entrances
No Visitor Management System	Referred to District Safety Team	

Elizabeth M. Baker Elementary School		
Identified Risk	Selected Control(s)	Comments
Temporary Parking Lot – No Lights	None	Temporary Lot to be Removed Spring 2024

Grace Avenue		
Identified Risk	Selected Control(s)	Comments
None		

John F. Kennedy Elementary School		
Identified Risk	Selected Control(s)	Comments
Emergency Number Not Posted by Phones	All Phones to Have Emergency Numbers Posted	
Trees Blocking Views Outside Windows	Referred to Building and Grounds for Evaluation	

Lakeville Elementary School		
Identified Risk	Selected Control(s)	Comments
None		

John L. Miller Great Neck North High School		
Identified Risk	Selected Control(s)	Comments
Student Parking Lot Has No Lights	Referred to Building and Grounds for Evaluation	
Evening Activities with Outside Groups Hard to Monitor Who is Coming and Leaving	Security Guards Assigned to Event(s)	Security Guard Assigned When District Security is Made Aware of Events

Richard S. Sherman Great Neck North Middle School		
Identified Risk	Selected Control(s)	Comments
None		

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Parkville School		
Identified Risk	Selected Control(s)	Comments
Parking Lot Adjacent to Baseball Field has Poor Lighting	Referred to Building and Grounds for Evaluation	
Annex (Fun for Fours) in Same Building as Library	Library "Connecting" Door was Removed by Buildings & Grounds Creating Two Separate Buildings	
Outdoor Recess Area can be Accessed From Library Doors	Referred to Buildings and Grounds for Evaluation	Fence Could be Installed to Create a Barrier Between the Two Areas. Library Doors are Alarmed.

Phipps Administration Building		
Identified Risk	Selected Control(s)	Comments
No Security Vestibule	Referred to District Safety Team	Historical Building. Visitors are screened by Security Guard.

Saddle Rock Elementary School		
Identified Risk	Selected Control(s)	Comments
None		

William A. Shine Great Neck South High School		
Identified Risk	Selected Control(s)	Comments
Emergency Numbers Not Posted in Every Classroom	All Phones to Have Emergency Numbers Posted	
Protocols Regarding Food Deliveries	Communication to be Sent Out by Building Administration	Food Deliveries are Not Allowed by Security
After Hours Security Protocols	Referred to District Safety Team	Three Security Guards Present During After School Hours
Security Guard Reassigned for Arrivals from Entrance	Referred to Building Administration	

Great Neck South Middle School		
Identified Risk	Selected Control(s)	Comments
None		

Village School		
Identified Risk	Selected Control(s)	Comments
No Security Guard Present at Building	Referred to District Safety Team	

Great Neck Public Schools
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Attachment 3 – Workplace Violence Prevention Training Outline

- What is Workplace Violence
 - Types of Workplace Violence
 - Workplace Violence Defined
 - Effects on Students, Staff and Environment
 - Warning Signs
- Risk Factors
 - External
 - School Environment
 - Organizational
 - Individual
- Prevention Strategies
- Reporting and Response
- Compliance with the NYS Workplace Violence Legislation
- District Workplace Violence Policy and Prevention Program
- Incident Reporting

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Attachment 4 – Workplace Violence Incident Report



GREAT NECK PUBLIC SCHOOLS WORKPLACE VIOLENCE INCIDENT REPORT

[To be completed by Supervisor/HR when an incident is reported]

EMPLOYEE NAME _____ SCHOOL/BUILDING _____

If this is a privacy concern case, "Privacy Concern Case" should be entered above in the Name section. The District treats incidents involving the following injuries or illnesses as privacy concern cases: (1) an injury or illness to an intimate body part or the reproductive system; (2) an injury or illness resulting from a sexual assault; (3) mental illness; (4) HIV infection; (5) needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood or other potentially infectious material; and (6) other injuries or illnesses, if the employee independently and voluntarily requests that their name not be entered on the Report.

JOB TITLE _____ PHONE #: _____

HOME ADDRESS _____

CITY/STATE

ZIP CODE

_____/_____/_____
DATE OF INCIDENT

AM

PM

TIME OF INCIDENT

LOCATION/ROOM WHERE INCIDENT OCCURRED

_____/_____/_____
SUPERVISOR NAME

DATE INFORMED OF INCIDENT

NATURE OF INJURY _____

PART OF BODY INJURED (Include right or left side) _____

CAUSE OF INJURY _____

DETAILED DESCRIPTION OF INCIDENT (Include events leading up to the incident and how the incident ended)

NAME & PHONE NO. OF WITNESS(ES) _____

NAME OF OTHERS INVOLVED IN INCIDENT (Identify staff, parent, student, visitor, or other)

COMPLETED BY: _____

SIGNATURE: _____

DATE _____

SUBMIT COMPLETED FORM TO HUMAN RESOURCES AT HR@GREATNECK.K12.NY.US

RECEIVED BY

SIGNATURE

DATE

Rev. 3/22/24