



Clinton-Essex-Franklin Library System *Workplace Violence Prevention Program Policy*

*Approved by the Board of Trustees
July 27, 2009*

Applies to: Union Employees, Management Confidential Employees, Board of Trustees and Volunteers

Purpose

The Clinton-Essex-Franklin Library System has always been dedicated and committed to providing a safe and secure work environment that promotes the achievement of its mission. All employees of CEFLS are expected to promote a safe working environment which is free from violence, threats of violence, harassment, and other types of workplace violence.

On June 7, 2006 New York State enacted Article 2 Section 27-b of the New York State Labor Law entitled The Workplace Violence Prevention Act for Public Employees. This law requires all public employers to develop and implement a Workplace Violence Prevention Plan. New York State Department of Labor (NYSDOL) was required to outline regulations detailing the provisions of the law. NYSDOL drafted NYCRR Part 800.6 “Public Employer Workplace Prevention Programs” to fulfill that requirement. All regulations of the WVPP are based on the requirements listed in Section 27-b and incorporate many of the policies and principles found in the Safety and Health Management Programs of NYS.

The purpose of this policy is to address the potential violence in the workplace and to help prevent workplace violence from occurring to the fullest extent possible.

Policy

The Clinton-Essex-Franklin Library System (hereinafter “CEFLS”) prohibits any form of workplace violence. Complaints involving workplace violence will be given serious attention, and no retaliation will occur to the individual who is acting in good faith who made the complaint. Individuals who violate this policy may be removed from the Library and are subject to disciplinary action and/or personnel action up to and including termination, consistent with CEFLS policies, rules and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution.

CEFLS, at the request of an employee or in their own discretion, may prohibit members of the public, including family members, from seeing an employee while at work on CEFLS property (to the extent permitted by any laws). This may be applied in cases where an employee suspects that another employee is encountering violence.

While on CEFLS property, no employee, board member or volunteer is permitted to having a firearm or other dangerous weapon, instrument or material that can be used to inflict bodily harm on an individual or damage to library property. No employee, board member or volunteer of

CEFLS shall be permitted to have any weapons noticeable in their vehicle while parked on CEFLS property.

Definitions

12 NYCRR PART 800.6 defines workplace violence as “Any physical assault, threatening behavior, verbal abuse occurring where the public employee performs any work-related duty in the course of his or her employment.” Workplace violence can either be a high profile event, which represents only a tiny portion all the incidents in the public workplace sector, or the majority of events are assaults and both verbal and non-verbal threats from customers, clients, co-workers, etc.

Types of Workplace Violence include, but are not limited to the following:

1. Assault
2. Criminal Mischief
3. Disorderly Conduct
4. Harassment
5. Larceny
6. Suicide & Near-Suicide
7. Psychological Trauma
8. Bullying

There is no way for anyone to predict human behavior, there are warning signs in some individuals, but there is no specific profile of a dangerous individual. The best prevention available for workplace violence is identifying problems early and dealing with them. CEFLS offers an Employee Assistance Program (EAP) which serves as an excellent, confidential resource available to all employees.

Reporting of Incidents

Any incident of workplace violence, threats of workplace violence or observations of workplace violence are not to be ignored by any employee of CEFLS. All incidents must be reported to the Library Director at the earliest possible time. If the incident involves the Library Director, an incident must be reported with your supervisor or another supervising librarian. It is important that all employees of CEFLS take this policy seriously to keep CEFLS a safe working environment.

All reports of workplace violence, threats of workplace violence or observations of workplace violence will be kept confidential to the fullest extent possible. CELFS will treat all reports as anonymous complaints.

Critical Incident Management/Crisis Counseling Program

If a situation arises which is traumatic – either in the workplace or to a fellow employee outside of the workplace – the Employee Assistance Program will be contacted and available on site to assist all staff through the debriefing and crisis counseling.

WVPP Training

CEFLS will provide annually Workplace Violence Prevention Program Training in cooperation with EAS (Employee Assistance Services). During the course of the training all employees will complete an employee questionnaire, and the following topics will be covered:

- Requirements of the workplace violence regulation
- Details of the risk factors identified in the risk assessment and the organizations procedures for conducting the risk assessment
- How to obtain a copy of the WVPP and where it is kept
- How employees can protect themselves, report threats and incidents, and suggest improvements to the program
- Description and details of employer's written WVPP
- How to obtain post-incident crisis counseling
- Training on dealing with potentially violent clients, patients, co-workers and inmates should be provided.
- Rule of Thumb – video or computer based training is not a sufficient method for delivering violence prevention training

Retraining must occur at any time there has been a significant change to the program, a risk factor or work control.

WVPP Annual Review Dates

Annually, CEFLS will review the policies and procedures as well in conjunction with a risk assessment. The annual review will occur between one month and two weeks prior to the annual WVPP training.