



Book	CCSD Policies
Section	8000 Support Services
Title	8111 Workplace Violence Prevention Policy
Code	
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8111

Required

Local

Notice

WORKPLACE VIOLENCE PREVENTION POLICY

Overview

The Cornwall Central School District is committed to the safety and security of its employees. Workplace violence presents a serious occupational safety hazard. The goal of this policy is to promote the safety and well-being of all people in the workplace.

Acts of violence against any employee where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for: 1) helping to create an environment of mutual respect for each other, as well as students, parents, and other visitors; 2) following all applicable policies and procedures; and 3) for assisting in maintaining a safe and secure work environment.

This policy was developed in consultation with the District's authorized employee representative(s) and is designed to meet the requirements of New York State Labor Law.

Applicability & Posting

This policy is applicable to every school district building as well as any location away from an employee's home, permanent or temporary, where an employee performs work-related duties.

This policy shall be posted where all other notices to employees are normally posted.

What is Workplace Violence?

Workplace violence is any physical assault or act(s) of aggressive behavior occurring where an employee performs any work-related duty in the course of the employment including, but not limited to:

- a) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- b) Any intentional display of force which would give an employee reasonable reason to fear or expect bodily harm;
- c) Intentional and wrongful physical contact with an employee without their consent that entails some injury;
- d) Stalking an employee with the intent of causing fear or material harm to the physical safety and health of the employee when the stalking has arisen through and in the course of employment.

Workplace violence may be committed by:

- a) Current employees;
- b) Former employees
- c) Students;
- d) Parents;
- e) Visitors:
- f) Individuals who have no connection to the workplace, but enter to commit a robbery or other crime;
- g) An individual who has a personal relationship with an employee.

Workplace Violence Prevention Coordinator

The District has designated the Director of Human Resources and Personnel Development as the District employee to serve as its Workplace Violence Prevention Coordinator. The Workplace Violence Prevention Coordinator is also responsible for answering employee questions about this policy and related materials, as well as receiving workplace violence incident reports.

Authorized Employee Representatives

The District shall work alongside the district-wide and school based health and safety teams in developing and implementing the Workplace Violence Prevention Program (WVPP), which at a minimum, shall include:

- a) Participating in the development and implementation of this policy;
- b) Evaluating the physical environment;
- c) Developing the WVPP;
- d) Reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any;
- e) Reviewing the effectiveness of the mitigating actions taken; and
- f) Reporting violations of the District's WVPP.

Reporting Workplace Violence

All employees and authorized employee representatives are responsible for providing written notice to a supervisor or Workplace Violence Prevention Coordinator of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received. Reports of workplace violence must be made in writing. All reports must be immediately forwarded to the Workplace Violence Prevention Coordinator.

If an employee believes in good faith that they, or another employee, are in imminent danger or there is an immediate threat to safety, written notice is not required.

The District will immediately respond to all reported incidents of violence or threatening behavior upon notification. After the District receives notice, it will be afforded a reasonable opportunity to investigate and implement interventions aimed at correcting the activity, policy, or practice.

In addition to complying with the reporting requirements in this policy, District employees must comply with all other applicable reporting requirements contained in any District policy, regulation, procedure, collective bargaining agreement, or other document such as the District's Code of Conduct.

Workplace Risk Evaluation and Developing a Workplace Violence Prevention Program

The District will engage in a process of workplace evaluation designed to identify the risks of workplace violence to which employees could be exposed. The District will then develop and implement a written WVPP to prevent, minimize, and respond to any workplace violence. The process of evaluating and identifying risks of workplace violence may take place in concert with each building's safety team.

Prohibition of Retaliatory Behavior (commonly known as "Whistle-Blower" protection)

The District will not take retaliatory action against any employee because the employee exercises any right accorded to them under this policy.

Training

At the time of hire and annually thereafter, all employees will participate in the District's workplace violence prevention program.

Cross-ref: 0115, Bullying and Harassment Prevention and Intervention
5300, Code of Conduct
9700, Staff Development

Ref: Labor Law § 27-b
12 NYCRR § 800.6

Adoption date: 03/18/2024