

Town of Webster

Workplace Violence Prevention Program

Program review

Once a year, the Town of Webster, with the participation of an authorized employee representative, will review the workplace violence prevention program. The sign off sheet below indicates who conducted the review and the date it occurred.

Name and Title of Management and authorized employee representative (where applicable)	DATE

Access to this program:

To obtain a copy of this plan please contact:

Name: Brayton Connard
Title: Director of Personnel
Department: Human Resources
Phone: 585-872-7083
Location: Town Hall

Town of Webster

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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 his or her consent that entails some injury.
- 4) Stalking an employee to cause fear of 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 and Regulation?

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.

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 the Town of Webster's commitment to working with its employees to maintain a work environment free from violence and other threatening behavior to the greatest degree possible.

¹ Regulations can also be found in Title 12 of the New York Codes, Rules, and Regulations, Section 800.6
Adopted 5/15/2025

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Policy Statement

The Town of Webster 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 is posted online and on notice bulletin boards. The policy statement is included in **Attachment 1**. Please also see Policy 904 in the Webster Employee Handbook.

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Workplace Risk Evaluation

The Town of Webster has conducted a workplace risk evaluation consisting of:

A record examination: The Town of Webster 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: The Town of Webster has assessed all relevant policies, practices, and procedures that may impact the risk of workplace violence.

An evaluation of the physical environment: The Town of Webster 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 Town of Webster 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 the Town of Webster. As your employer, the Town of Webster 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:

- Increased staffing
- Employment of security personnel
- Implementing building access control procedures, for example, requiring badges to enter
- Instituting communication procedures across shifts to share information regarding agitated clients
- 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.

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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

Prevention of violence in the workplace is the responsibility of the Town of Webster, 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.

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 the administrator of the workplace violence prevention program. Some behaviors may require

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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 issues 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 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.

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.

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Reporting an incident

At the core of this Workplace Violence Prevention Program is the Town of Webster's commitment to work with its employees to maintain a work environment free from violence and violent behavior to the greatest degree possible.

Any Town of Webster 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 and/or the contact person identified in the Policy Statement (**Attachment 1**). 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, the Town of Webster 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.
- 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.

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All employees should be trained to inform management about any incidents that occur, how to prepare an incident report, and how to obtain post-incident crisis counseling.

In the event that critical incident management or crisis counseling is needed following a workplace violence incident in the Town of Webster workplace, arrangements will be made through management, employee unions, or the Employee Assistance Plan. However, this is not a requirement of the workplace violence prevention law or regulation.

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 the Town of Webster's workplace violence prevention program, a newly identified risk factor, or a control measure addition. Required 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 should be recorded on both the PESH log and the workplace violence incidents report. For more on the PESH log of injuries and illness, the PESH website linked here: <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 why the incident occurred and implement an appropriate safeguard or control measure to reduce the risk of such incidents from happening again. The Workplace Violence Incidents Report 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.

Privacy Concerns

The law provides for employee names to be removed from incident reports when privacy is a concern. In these cases, the employer must write "Privacy Concern Case" in place of the employee's name before sharing the workplace violence incidents report with anyone other than the Department of Labor unless required by law.

Incidents involving the following injuries or illnesses must be treated as privacy concern cases:

- An injury or illness to an intimate body part or the reproductive system.
- An injury or illness resulting from sexual assault.
- Mental illness.

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- HIV infection.
- Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood.
- In addition, any employee who was the victim of an incident of workplace violence can request that their name be removed from the workplace violence incident report.

Note: Information otherwise kept confidential for security reasons does not have to be disclosed to all employees. Examples of confidential information include but are not limited to information that would interfere with law enforcement investigations or judicial proceedings, would deprive a person of a right to a fair trial, would identify a confidential source or disclose confidential information relating to a criminal investigation, would reveal criminal investigative techniques or procedures except routine techniques and procedures, or would endanger the life or safety of any person.

Program Review

Human Resources, and the Safety Committee, with the Authorized Employee Representative, 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. The cover sheet of this program will be updated with the names and titles of those who perform the review and the date of completion.

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 Town of Webster 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://www.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=bc344ea0-4637-47bc-a8df-d55080235275&env=na1&acct=f873718c-dced-4393-8415-efbcbcb664157&v=2> 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.

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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

The Town of Webster is committed to the safety and security of our employees. Workplace violence presents a serious threat to the safety of our staff, officials, and customers.

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 their employment. Workplace violence includes but is not limited to:

- Any verbal or physical attempt or threat to inflict physical injury upon an employee.
- Any intentional display of force which gives an employee reason to fear or expect bodily harm.
- Any intentional, wrongful and nonconsensual physical contact with a person that causes injury.
- Stalking an employee to cause fear of harm to an employee's physical safety and health.

Acts of violence against the Town of Webster employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken. All employees are responsible: for creating an environment of mutual respect for each other as well as clients; following all workplace policies, procedures and practices; and for assisting in maintaining a safe and secure work environment.

Our workplace violence prevention policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The workplace violence prevention law and regulation specify that employers must provide for employee participation in the workplace violence prevention program through an authorized employee representative. Authorized Employee Representative(s) have a right to, at minimum, be involved in:

- evaluating the physical workplace environment to determine workplace violence risk factors;
- developing the Workplace Violence Prevention Program; and
- reviewing workplace violence incident reports at least once a year to identify trends in the types of incidents reported, if any, and evaluate the effectiveness of safeguards and actions taken to reduce the risk of workplace violence.

All employees will participate in the Workplace Violence Prevention Training Program when they are first assigned to our workplace and once a year after that.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents or threatening behavior, including threats they have witnessed, received, or have been told about by another person.

Designated Contact Person:

Name: Brayton Connard
Title: Director of Personnel
Department: Human Resources
Phone: 585-872-7083
Location: Town Hall

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ATTACHMENT 2 Risk Factors and Control Measures

Risks identified in our workplace risk evaluation, and corresponding control methods to reduce those risks, are shown in the tables below for each of our facilities:

Town Hall - Identified Risk	Selected Control(s)	Comments
Working in public settings	Barriers to separate the public from work areas, mirrors to see around corners, door controls, adequate lighting, panic buttons, video cameras, unobstructed landscaping. Staff trained in procedures and how to control defuse potentially violent situations, visitors escorted, designated public entrance used, unobstructed exits.	Exterior doors on timed auto lock
Exchanging money	Daily bank deposits to limit cash on hand, police escort available for bank deposit runs, staff trained to limit visible clues to carrying money.	
Having a mobile workplace assignment	Staff trained in procedures and how to control defuse potentially violent situations. Mobile phones available, daily schedule is known; case histories previewed.	inspections
Court - Identified Risk	Selected Control(s)	Comments
Working in public settings	Barriers to separate the public from work areas, door controls, adequate lighting, panic buttons, unobstructed landscaping. Staff trained in procedures and how to control defuse potentially violent situations, visitors escorted, designated public entrance used, unobstructed exits.	
Working late night or early morning hours	Use of buddy system, adequate outdoor lighting, have designated check-ins, practice hyper vigilance	Night court
Exchanging money	Security glass barrier. Staff trained to limit visible clues to carrying money. Daily bank deposits to limit cash on hand.	
Working alone or in small numbers	Use of buddy system, have designated check-ins, practice hyper vigilance, panic alarms, door controls	
Working with a population which might expose one to potentially violent persons	Stationary metal detector, handheld metal detector, armed security guards	When court in session

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Library - Identified Risk	Selected Control(s)	Comments
Working in public settings	Door controls, adequate lighting, panic buttons, video cameras, unobstructed landscaping. Staff trained in procedures and how to control defuse potentially violent situations, designated public entrance used, unobstructed exits.	
Exchanging money	Staff trained to limit visible clues to carrying money. Daily bank deposits to limit cash on hand.	
Working in a setting with uncontrolled access to the workplace	Staff trained in procedures and how to control defuse potentially violent situations, video cameras, panic buttons	Staff-only area keypad access
Working in a setting where previous security problems have occurred	Review of prior incidents, Staff trained in procedures and how to control defuse potentially violent situations, video cameras, panic buttons	
Having a mobile workplace assignment	Staff trained in procedures and how to control defuse potentially violent situations. Mobile phones available, daily schedule is known; case histories previewed, partnering if deemed necessary	Outreach events
Highway - Identified Risk	Selected Control(s)	Comments
Working in public settings	Barriers to separate the public from work areas, door controls, sally port, adequate lighting, panic buttons, video cameras, unobstructed landscaping. Staff trained in procedures and how to control defuse potentially violent situations, visitors escorted, unobstructed exits, designated public entrance used.	
Working late night or early morning hours	Staff trained in procedures and how to control defuse potentially violent situations, mobile phones available.	
Exchanging money	Deposit safe used, police escort available for bank deposits runs, staff trained to limit visible clues to carrying money.	
Working alone or in small numbers	Use of buddy system, have designated check-ins, practice hyper vigilance.	
Having a mobile workplace assignment	Staff trained in procedures and how to control defuse potentially violent situations. Mobile phones available, daily schedule is known, briefed on past incidents, partnering if deemed necessary.	

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Sewer - Identified Risk	Selected Control(s)	Comments
Working in public settings	Key and access controls, adequate lighting, unobstructed landscaping. Staff trained in procedures and how to control defuse potentially violent situations, visitors escorted, designated public entrance used, unobstructed exits.	
Working late night or early morning hours	Staff trained in procedures and how to control defuse potentially violent situations, mobile phones available.	
Working alone or in small numbers	Use of buddy system, have designated check-ins, practice hyper vigilance.	
Having a mobile workplace assignment	Staff trained in procedures and how to control defuse potentially violent situations. Mobile phones available, daily schedule is known, partnering if deemed necessary.	
Parks - Identified Risk	Selected Control(s)	Comments
Working in public settings	Key and access controls, adequate lighting, unobstructed landscaping. Staff trained in procedures and how to control defuse potentially violent situations, visitors escorted, designated public entrance used, unobstructed exits.	
Working late night or early morning hours	Staff trained in procedures and how to control defuse potentially violent situations, mobile phones available.	
Working alone or in small numbers	Use of buddy system, have designated check-ins, practice hyper vigilance.	
Having a mobile workplace assignment	Staff trained in procedures and how to control defuse potentially violent situations. Mobile phones available, daily schedule is known, partnering if deemed necessary.	
Rec Center - Identified Risk	Selected Control(s)	Comments
Working in public settings	Video Cameras, door, key and access controls, adequate lighting, unobstructed landscaping. Staff trained in procedures and how to control defuse potentially violent situations, designated public entrance used, unobstructed exits.	
Working late night or early morning hours	Staff trained in procedures and how to control defuse potentially violent situations, mobile phones available.	
Exchanging money	Drop safe used, daily deposits to limit cash on hand, staff trained to limit visible clues to carrying money.	

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Rec Center - Identified Risk	Selected Control(s)	Comments
Working alone or in small numbers	Use of buddy system, have designated check-ins, practice hyper vigilance.	
Working in a setting with uncontrolled access to the workplace	Staff trained in procedures and how to control defuse potentially violent situations, video cameras, internal paging system	Front office is separated by glass and access controlled door
Having a mobile workplace assignment	Staff trained in procedures and how to control defuse potentially violent situations. Mobile phones available, daily schedule is known, periodic check-ins, partnering if deemed necessary.	Summer camp
Have duties including delivery of passengers	Staff trained in procedures and how to control defuse potentially violent situations. Mobile phones available, daily schedule is known, periodic check-ins	55+ van

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ATTACHMENT 3

Webster Workplace Violence Prevention Training Outline

The Town of Webster's employee training and education will address the following information for all employees:

1. Overview of Webster's Obligations under the New York State Workplace Violence Prevention Act, NYS Labor Law Section 27-b and regulations, including:
 - a. Develop a written policy statement
 - b. Conduct a risk evaluation and determine violence risk factors
 - c. Develop a written workplace violence prevention program that:
 - i. Implements a workplace violence incident reporting and recording system
 - ii. Implements safeguards and control measures to protect employees
 - d. Provide training and information for employees
 - e. Perform an annual review of the workplace violence incident reports
2. Overview of the Town's Workplace Violence Prevention Program, including:
 - a. Webster policy statement and program goal
 - b. What is workplace violence
 - c. Employee participation in the program
 - d. Procedures for reporting workplace violence incidents or imminent danger
 - e. How to obtain post-incident crisis counseling
 - f. How sensitive information will be handled.
3. Risk factors that were identified in the risk evaluation (except those kept confidential for security reasons)
4. Measures that employees can take to protect themselves from identified risks, such as:
 - a. Appropriate work practices on how to deal with potentially violent clients, citizens and co-workers
 - b. Information to help recognize, avoid or diffuse potentially violent situations
 - c. Incident alert and notification procedures
 - d. Use of security alarms and other devices
 - e. Emergency procedures - Active Shooter Response (Run, Hide, Fight)
5. Location of the Town of Webster's workplace violence prevention program and policy statement.

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ATTACHMENT 4

TOWN OF WEBSTER INCIDENT ANALYSIS REPORT

REPORT OF EMPLOYEE INCIDENT / INJURY

TO BE COMPLETED BY TOWN EMPLOYEE
Please complete and return to your department main office.

PLEASE PRINT:

Name: _____ Email: _____ Phone: _____

Job Title: _____ Department: _____

Date of Incident: _____ Time: _____ AM/PM Date of Report: _____

Incident Location: (include address) _____

What happened. Describe what took place:

Nature of injury (if any):

Witnesses to the Incident (Provide name, address, email, phone numbers):

What first aid was administered? (By whom: name/address, phone number and specifically, what was done):

If no first aid was administered, explain why not:

What safety equipment (i.e., PPE) was in use at the time of the incident?

Employee Signature: _____ Date: _____

Form Completed By: _____ Date: _____

Form Reviewed By: _____ Date: _____

☐ C-2F form sent to Payroll ☐ Witnesses Statements Attached ☐ Photographs/Diagram of Accident Attached

Note: Employees who are victims of workplace violence can independently and voluntarily request that their name not be entered on the report. If privacy is a concern, please write "Privacy Concern Case" in place of the employees' name before sharing the incident report with anyone other than the Department of Labor unless required by law. The following incidents must be treated as privacy concern cases: an injury or illness to an intimate body part of the reproductive system, an injury or illness resulting from sexual assault, mental illness, HIV infection, needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood. In addition, any employee who was the victim of an incident of workplace violence can request that their name be removed from the workplace violence incident report.