

WORKPLACE VIOLENCE PREVENTION POLICY

The District is committed to the safety and security of our employees. Workplace violence presents a serious safety hazard to our staff, students and the entire school community.

Workplace violence is defined as any physical assault or act of aggressive behavior occurring where employees perform any work-related duty in the course of their 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 without their consent 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.

All employees are responsible for notifying their supervisor first and then the designated contact person (noted below) of any violent incidents or threatening behavior in the workplace, including threats they have witnessed or received, or have been told that another person has witnessed or received.

Designated Contact Person: Greg Lehr

Title: Safety Committee Chair

Phone: 607-843-2025, ext. 2522

E-mail: glehr@oxac.org

All acts of workplace violence will be promptly, and thoroughly investigated, and appropriate action will be taken, including contacting law enforcement where necessary.

The District employees, with the participation of authorized employee representatives, will develop and implement a Workplace Violence Prevention Program to comply with the applicable law and its implementing regulations. The Program will include:

- a. A statement regarding the risk factors present in the workplace;
- b. The methods the District will use to prevent incidents of violence in the workplace, including the specifically identified hazards;
- c. A system to report workplace violence incidents in writing;
- d. A written outline for employee training; and
- e. A plan for annual program review.

This policy will be posted where notices to employees are normally posted.

Ref: Labor Law §27-b
12 NYCRR §800.6

Adoption date: 5/7/2024

Oxford Academy and Central School District

Mission: To develop self-directed learners who are able to make intelligent choices and contribute positively to society.

Vision: To be a leader in achievement, one student at a time.



OXAC Workplace Violence Prevention Program

I. Rules and Responsibility

It is the responsibility of all employees to work to create and maintain a workplace free from threats and acts of violence. An individual who observes violence taking place or feels there may be **an immediate threat to someone's safety should call 911**. Any employee who becomes aware of a display of violent, abusive or threatening behavior, or a threat by another employee, also must report such behavior to the OXAC Superintendent and their direct supervisor.

In other than an emergency, any employee who believes there is an emerging potential threat to someone's safety or to property should immediately contact the OXAC District Office at 607-843-2025, the OXAC Superintendent or their direct supervisor. If the reporting employee cannot reach the OXAC District Office, the OXAC Superintendent or their direct supervisor, they should call 911.

All employees (faculty and staff) are encouraged to report any violation of the OXAC Workplace Violence Policy to a supervisor and should complete a Workplace Violence Incident Report. Supervisors are required to report any violations. The employee may be asked to document their experience and observations to facilitate the handling or resolution of the situation.

If a Workplace Violence Incident has occurred, the OXAC Superintendent will consult with the victimized employee and may consult with the immediate supervisor to develop and implement individualized workplace safety plans. These plans may include, when necessary and appropriate, advising co-workers of the situation; setting up procedures for alerting security and/or the OXAC District Office; reassignment of parking space; escort for entry to and exit from the building; addressing telephone, fax, email or mail harassment; keeping a photograph of the abuser and/or a copy of any existing court orders in a confidential, on-site location and providing copies to security personnel and other staff where it is appropriate and necessary to do so as determined by the OXAC Superintendent; working with the OXAC District Office to temporarily relocate the victim to a secure area or voluntary transfer or permanent relocation to a new work site, if appropriate; working with the OXAC District Office in implementing further administrative/personnel measures, as appropriate.

An Incident Review Team, comprised of representatives from the OXAC District Office, Labor Relations, and other departments, as appropriate, shall be convened as necessary to review specific reports of workplace violence.

II. Accountability for Employees Who Are Offenders

1. Corrective or disciplinary action, in accordance with existing collective bargaining agreements, statutes and regulations, may be taken against an employee, or other member of the OXAC community who is found to have threatened, harassed, or abused any individual at the workplace, from the workplace, or using any workplace resources such as work time, workplace phones, computers, fax machines, mail, email, or other means.
2. Reports of incidents of workplace violence will be taken seriously and dealt with appropriately. Individuals who commit acts of workplace violence may be removed from the premises by local law enforcement and/or may be subject to disciplinary action, criminal penalties, or both.

III. Weapons

1. Pursuant to New York State law, only law enforcement personnel, as defined in the penal code, may carry firearms on OXAC property.
2. Employees are required to immediately report to the OXAC Superintendent and their direct supervisor any knowledge of, or information regarding, any possession of a weapon in the workplace.

IV. Training and Communication

1. Training on workplace violence and its impact on the workplace is required of all employees at New Employee Orientation.
2. Existing employees are provided training on an annual basis.
3. Mandatory training for new supervisors includes a module regarding workplace violence.
4. Training curricula is developed and provided by appropriate OXAC units. The purpose of training is to prepare staff to identify possible cues and indicators of victimization, make appropriate referrals, work with professionals to assist identified victims in safety planning, and develop appropriate individualized responses.
5. Workplace Violence Prevention Program posters will be posted in common areas.

V. Management and Supervisory Responsibility

1. Administrators and supervisors are to set a tone communicating that workplace violence is behavior that is not tolerated and that the OXAC provides information and support to employees who are victims of such abuse.
2. Administrators and supervisors are to follow the policy and procedures set forth in this program.
3. The OXAC District Office will be responsible for disseminating the OXAC Workplace Violence Prevention Program to all new employees.
4. OXAC Administration is responsible for responding to, intervening, investigating and documenting all incidents of violence in the workplace reported or referred to

them. Interviews with outside law enforcement or regulatory agencies will be arranged through the OXAC District Office.

VI. Incident Reporting and Investigation

- All incidents, including potential incidents, of Workplace Violence (WPV) should be reported within 24 hours or as soon as possible following the occurrence.
- A Workplace Violence Incident Report Form must be completed by the victim or the victim's supervisor if the victim is unavailable for all incidents.
- The supervisor is to ensure that the employee completes other reports, such as a worker's compensation claim, if applicable.
- The completed Workplace Violence Incident Report Form should be sent to by the employee or supervisor to the OXAC District Office for all incidents occurring on OXAC property.
- The OXAC District Office shall coordinate review of incidents with the Incident Review Team.
- Where there is a reasonable basis to believe that an employee involved with a workplace incident may be the subject of disciplinary action, a copy of the Incident Report will be provided to **Labor Relations**.
- After review, the incident report may be provided to the **Workplace Violence Prevention Team**, which is charged with evaluating incidents referred to them and if appropriate, make recommendations to prevent future similar occurrences.

VII. Recordkeeping

Accurate records of all workplace violence incidents will be maintained by the OXAC District Office. All incident report forms will be kept in accordance with state record retention guidelines.

Reports of injuries shall be maintained in accordance with applicable laws and regulations, including New York State Department of Labor and Federal OSHA laws and regulations.

VIII. Workplace Violence Prevention Team

A Workplace Violence Prevention Team, which includes representatives from OXAC Administration, Labor Relations, and employee unions, is established for the following purposes:

- Establish and implement the Workplace Violence Prevention Program;
- Identify factors present in the workplace that might place employees at risk of workplace violence, and make recommendations for improved safety, if appropriate;
- Follow hierarchy of control measures by eliminating or reducing any hazard, first through substitution or design, then by administrative controls, or then by personal protective equipment, as applicable.
- Review incidents of workplace violence to identify areas of concern;
- Review the Workplace Violence Prevention Program annually and update, if appropriate.

IX. Risk Evaluation and Assessment

OXAC has identified the following occupations on campus as potentially high risk for workplace violence:

- Working in areas that are open to the public;
- Working late night or early morning hours;
- Handling the exchange of money with the public;
- Working alone or in small groups;
- Uncontrolled access to the workplace; and
- Areas of previous security problems.

The Workplace Violence Prevention Team will annually review previous incidents of violence and conduct assessments within specific units/departments.

Existing records, including survey results, will be reviewed and analyzed to identify patterns and factors that may indicate the causes and severity of workplace assaults and homicides that may place employees at risk.

Records may include but are not limited to the following:

- Employee Injury Reports
- Workplace Violence Incident Report
- Local Law Enforcement Reports
- Domestic Violence Reports
- Grievance Actions

The Workplace Violence Prevention Team shall evaluate work locations of employees to determine the presence of hazards that could place employees at risk of occupational assaults and institute hazard control measures when indicated.

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1. Please complete all information legibly to assist in evaluating the incident.
2. Please complete all information requested and submit the completed report to:
 - OXAC Superintendent
 - Your Direct Supervisor
3. Victims of Workplace Violence are also strongly encouraged to contact local law enforcement.
4. Supervisors are reminded that they should report incidents directly to the OXAC District Office.

Victim's Name:	Job Title:
<input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Other (explain)	
Incident Date:	Incident Time:
Incident Reported to the local law enforcement? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Incident Specific Location:	
Were <u>you</u> injured? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If <u>yes</u> , please <u>specify your injuries</u> and the location of any treatment:	

ASSAILANT: (circle one): Co-Worker, Family Member, Friend, Former Employee, Intruder, Student, Supervisor, Visitor, Other, Unknown (specify):	
Assailant Name:	Age (if known):
Address:	City:
State:	Zip:

WERE THERE ANY WITNESSES?: ☐ Yes ☐ No

If yes, please provide their name(s):

FOR HR USE:

Incident Disposition (circle all that apply): No Action Taken-Unfounded, Referred to Labor Relations, Referred to OXAC District Office, Arrest, Suspension, Notice of Discipline Issued, Verbal or Written Counseling Issued, Other _____