PORT WASHINGTON FIRE DEPARTMENT

Workplace Violence Prevention Program

2018

PWFD AND ALL COMPANIES

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OVERVIEW: In July of 2007 NYS adopted the Violence in the Workplace Prevention Act to minimizethe potential for workplace violence. The final rules were passed April 29, 2009.

What is workplace violence?

Workplace violence is any physical assault or acts of aggressive behavior experienced by PWFD employee/members during the course of his or her employment.

What is a workplace violence incident?

1. An attempt or threat whether verbal or physical to inflict injury upon a PWFD employee/member.
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 or offensive touching.
4. Stalking an employee/member with the intent of causing fear when such stalking has occurred through or in the course of employment/membership.

What is PORT WASHINGTON FIRE DEPARTMENT'S workplace violence prevention program?

It is a program designed to prevent, minimize and respond to any workplace violence.

Responsibilities: It is up to all employees to help make PWFD a safe workplace for all of us. The expectation is that each employee will treat other employees as well as clients, customers with dignity and respect.

Employee Responsibilities:

- Be familiar with the Port Washington Fire Department's Violence Prevention Program
- Be responsible for securing their own workplace
- Be responsible for questioning and/or reporting strangers to supervisors
- Be aware of any threats, physical or verbal and/or any disruptive behavior of any individual and use the incident report to inform supervisors
- Be familiar with the procedures for dealing with threats and emergencies
- Do not confront individuals who are a threat, unless your survival depends on it.
- Take all threats seriously.

Supervisors Responsibilities:

- Inform employees of department specific workplace violence and procedures.
- Respond to potential threats and escalating situations by utilizing proper resources to include but not limited to local law enforcement, the justice system and medical services.

Investigate all incidents and document on the incident report form.

- Take all threats seriously
- Report threats to Department Heads

Department/Company Officers Responsibilities:

- Implement the Port Washington Fire Departments Violence Prevention Program
- Designate a person to oversee the program in the department.
- Designate a trainer or trainers for this program and provide adequate funding for training.
- Keep a written outline or lesson plan for annual employee training.
- Ensure performance standards of all staff reflect the importance of workplace safety and security.
- Review and update the department's program annually. Any mitigating steps taken in response to an incident documented.
- Keep a database of incidents for an annual review with authorized employee representatives.
- Provide adequate resources to control and prevent serious physical harm due to violence in the workplace.

Designated Department Person for implementation:

Health and Safety Officer- Ex Chief Thomas McDonough

Phone Number: 516-351-9619

Program Requirements:

I. Workplace Violence Policy Statement

1. PWFD Internal Discrimination /Harassment and Anti-retaliation Policy
2. PWFD Safety Policy to Protect Employees from Harassment and Violence

This policy statement must be posted on all notice bulletin boards along with a copy of the emergency procedures pamphlet.

II. The department and each company using annual PESH reports, injury/illness reports, vehicle accident reports, incident reports or other reports in their possession shall identify injuries or incidents related to workplace violence. The department shall use that information to identify a check list of risk factors for the following:

1. Buildings under the department's/companies control
2. Field work operations
3. Employee/Member to Employee/Member

A model checklist of risk factors for each of these categories has been developed. The department may add to the model checklist to reflect the risk unique to operations or programs performed by the department.

See attachments:
A. Risk Factors for Workplace Violence: Building under Department's /Companies control. Field Workers from that location.

B.Employee/Member to Employee/Member Risk Factors for Workplace Violence

III. Every company will identify the methods that they have implemented to address the risk factors in each of the three categories below:

1. Building under Department's/Companies Control
2. Field Work operations
3. Employee/Member to Employee/Member issues

A model checklist of methods to address risk factors for each of these categories has been developed. The companies may add to the model checklist to reflect the unique methods of eliminating or decreasing the risk of violence in the operations or programs performed by the company. Methods to address risk factors shall adhere to a hierarchy of controls as follows: engineering controls, work practice controls, and finally personal protective equipment controls.

See attachments:

C. Methods to Prevent Violence in Buildings
D. Methods to Prevent Violence to Field Workers
E. Methods to Prevent Employee/Member To Employee/Member Violence

IV. All employees/members in all departments must use the PWFD Incident Reporting Form for potentially violent incidents or violent incidents from customers or the public. This form maybe in addition to other forms used by the department.

Incident reports must be evaluated and then if appropriate, documented with the actions taken to remediate the situation and signed by the supervisor and the department head or designated officer. The incident reports must be forwarded to the Health & Safety Officer for monthly review by the Incident Review Team.

V. All employees/members in the departments must use the PWFD Employee Harassment and Discrimination Complaint form for employee-to- employee or member to member incidents.

See attachments:
F. PWFD Incident Reporting Form
G. PWFD Employee Harassment and Discrimination Complaint form

VI. The department shall ensure that their employees/members know the emergency procedures in order to report a crime and call for help. These procedures should be part of the Department's emergency procedures pamphlet.

If it is determined that a criminal or illegal act has been perpetrated, Companies shall support and assist employees/members who file criminal charges.

VII. The department will review annually, the incidents that occurred in their departments and the actions taken if any.

VIII. Department representatives will be given the opportunity to review the department's plan, risk assessments and participate in incident reviews in order to offer suggestions annually.

IX. It is understood that department heads have the final responsibility of implementing this plan and determining the methods that will be used to minimize the potential for violence in the workplace.

X. Departments shall provide information and training on the risk of violence specific to the workplace to new employees and then annually to every employee. The training at a minimum shall address the following:

1. Requirements of this law
2. Identified risk factors in the workplace;
3. Measures, methods, and procedures to protect employees from the identified risks; and
4. Emergency procedures, incident alert procedures, and how to report an incident,

XI. Any employee/member or their representative who believes that a violation of the employer's Workplace Violence Protection program exists or that workplace violence imminent danger of serious physical harm exists, shall bring such matter to the attention of Company Captain or designated authority in the and shall afford the department a reasonable opportunity to investigate and if needed, correct such activity, policy or practice. A written incident report from the employee/member shall follow as soon as possible.

Definitions:

Imminent Danger: Any condition or practice in any place of employment which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through enforcement procedures provided by this program.

Serious physical harm: A substantial risk of death, serious or protracted disfigurement, protracted impairment or protracted loss or impairment of the function of any body organ or a sexual offense as defined in Article 130 of the Penal Law.

Serious violation: A serious violation is the failure to:

1. Develop and implement this program
2. Address situations, which could result in serious physical harm.

XII: The Workplace Violence Policy statement shall be posted where notices to employees are normally posted with the department's emergency procedures pamphlet to follow in the event of a workplace

violence incident.

A model poster has been developed. The department may add to the model poster to accurately reflect the operations or programs in the department as well as the unique emergency procedures in the department.

See attachment H.

XIII. The Department is required to keep a database of incidents for annual review.

XIV. The Department shall treat the following as privacy concerns:

i. An injury or illness to an intimate body part.

ii. An injury or illness resulting from a sexual assault.

iii. Mental illness

iv. HIV infection

v. Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood or other potential infectious material.

vi. Other injuries or illnesses if the employee independently and voluntarily requests that his or her name not be entered on the report.

XVI. Nothing in this plan shall require the disclosure of information otherwise kept confidential for security reasons. Such information may include information which, if disclosed:

i. Would interfere with law enforcement investigations or judicial proceedings.
ii. Would deprive a person of a right to a fair trial or impartial adjudication.
iii. Would identify a confidential source or disclose confidential information relating to a criminal investigation.
iv. Would reveal criminal investigative techniques or procedures, except routine techniques and procedures
v. Would endanger the life or safety of any person.

List of Attachments:

A. Risk Factors for Workplace Violence in Buildings and for Field Workers

B. Employee to Employee Risk Factors for Workplace Violence

C. Methods to Prevent Violence in Buildings

D. Methods to Prevent Violence to Field Workers

E. Methods to Prevent Employee To Employee Violence

F. Port Washington Fire Department Incident Reporting Form

G. Port Washington Fire Department Employee Harassment and Discrimination form

H. Poster

I. Employee/Member training program

J. Labor Law

K. DOL Regulation