



OFFICE OF PERSONNEL AND LABOR RELATIONS

Ben Walsh, Mayor

Revised 2/2017

City Of Syracuse Work Place Violence Prevention Program

The City of Syracuse is committed to the safety and health of all its employees. The City will not tolerate violence in the work place and shall make every effort to prevent violence from occurring by implementing the “**Work Place Violence Prevention Program**” as well as Policies and Procedures for stopping, reporting and responding to reports and incidents of violence in the workplace.

The evaluation of the workplace includes all structures owned and operated by the City and all places that you carry out work related duties. The following is a list of risk factors identified:

- Working in the public setting, i.e.; personal homes, public gatherings, roadways and parks;
- Responding to calls for assistance;
- Working late at night and early in the morning;
- Working by yourself or with just one other person;
- Working with and around sharp objects which may contain infectious materials;
- Working with cash;
- Working in poorly lit areas.

A copy of this program, all policies and procedures, assessments, workplace security checklist and a copy of the training outline is available to all employees on Share Point. Access to Share Point should be available on any computer with access to the City Network. The link is as follows: <http://sharepoint2007/default.aspx> ; from there;

Under *Departments*, go to *Personnel and Labor Management*;

Under *Shared Documents* go to *Workplace Violence*.

A hard copy, in a binder will be kept in each department. Any outside requests for copies of the program should be addressed to the City of Syracuse.

All employees, including Supervisors and Department Heads are responsible for using safe work practices and following all policies of the City and maintaining a safe and secure work environment. All Supervisors and Department Heads are expected to enforce policies of the City fairly and uniformly.

The program will be reviewed by the Risk Assessment Team on an annual basis. Newly hired employees will receive training as part of their employee orientation, prior to being assigned to a part

time or permanent position, and at least annually thereafter. The team will utilize OSHA records, past incident reports, training records, grievances and workplace visits to complete the annual review.

Any employee who believes that a serious violation of the Workplace Violence Protection Program exists shall bring such matter to the attention of a Supervisor or Department Head. This should be done in the form of written notice and shall afford the City a reasonable opportunity to correct such activity, policy and or practice.

Written notice to the employer shall not be required where work place violence imminent danger exists to the safety of a specific employee or to the general health of a specific person. The employee shall give verbal notice to a Supervisor or Department Head and in turn the Supervisor or Department Head should follow up, in writing, by close of the next business day.

If after a reasonable opportunity to correct such activity, policy or practice, the matter has not been resolved and the employee still believes that a serious violation of the Workplace Violence Prevention Program still exists, the employee may request an inspection by notifying the New York State Commissioner of labor in writing of the alleged violation.

Record keeping requirements for recording and reporting public employee's occupational injuries and illnesses:

- **"OSHA Form 300"** shall be used for work place violence injuries or illnesses along with;
- City of Syracuse **"Workplace Violence Incident Report"** form. The City's Workplace Violence Incident Report form will provide written notification when a violent incident occurs so management can develop an appropriate response.

Privacy Concern Cases; the following is a list of injuries or illnesses that will be treated as privacy concern cases and have **"Privacy Concern Case"** written in the space normally used for the employee's name. The Department Head will be responsible to see that this has been completed correctly:

- An injury or illness to an intimate body part or the reproductive system;
- An injury or illness resulting from a 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 or other potentially infectious materials and;
- Other injuries or illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the report.

Employees will not be discriminated or retaliated against for bringing a safety concern, filing a complaint, participating in an inspection or investigation relating to this program, or filing a complaint with the Commissioner of Labor if the employer has had a reasonable opportunity to correct any complaints or concerns.

Risk Assessment Team:

John Carni, Department of Aviation
Ken Towsley, Department of Code Enforcement
Gordon Ruckdeschel, CSEA; Non-Uniform Labor
Joseph Galloway, Fire Department
Claire McClain, Department of Parks & Recreation
Thomas Babilon, Assistant Corporation Counsel
Robert LaPort, Department of Personnel
Kristi Froio, Police Department; Uniform Labor
John Hudson, Department of Public Works
Beth Smith, Department of Water
Robert Stamey, Director of Personnel