

**East Greenbush Central School District  
Workplace Violence Prevention Program**



# **East Greenbush Central School District Workplace Violence Prevention Program**

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# East Greenbush Central School District Workplace Violence Prevention Program

## Introduction:

### **What is Workplace Violence?**

Any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of their employment including but 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 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.

### **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 can be found at 12 NYCRR 800.6 and are enforced by NYSDOL. Effective January 4, 2024, all public schools previously exempted under Section 2801 of the Education Law must comply with 12 NYCRR Part 800.6.

### **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 probability of threats or acts of violence in the workplace 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 East Greenbush Central School District's commitment to work with its employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

## Policy Statement

A policy statement which indicates the East Greenbush Central School District's workplace violence prevention policy, goals and objectives; incident alert and notification policies; and provides for full employee participation through an authorized employee representative has been developed, implemented and posted in the Districts Policy Manual. The policy statement is included in **Appendix 1**.

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## Workplace Risk Assessment

East Greenbush Central School District has conducted a workplace risk assessment consisting of:

- 1) Examination of records that concern workplace violence incidents in the past year to identify patterns in the type and cause of incident, areas of the workplace where incident occur, or incidents that involve specific workplace operations or specific individuals;
- 2) Assessment of policies, practices, and procedures that may impact the risk of workplace violence; and
- 3) Evaluation of the physical work environment for the presence of factors which may place employees at risk of workplace violence, with the participation of the 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 East Greenbush Central School District employees include, but are not limited to, the following:
  - Working in public settings
  - Working late night or early morning hours
  - Offices which handle the exchange of cash
  - Working alone or in small numbers
  - Having a mobile workplace assignment
  - Working with a population which might expose one to potentially violent persons.

Risk factors identified during the examination, assessment and evaluation are listed in **Appendix 2**, along with the methods and means by which each risk is being addressed. The East Greenbush Central School District is responsible for addressing all risk factors that their 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.

## **Workplace Violence Control Measures**

### **Hierarchy of Controls**

There are three main types of control measures that may be implemented as part of a safety program to protect employees from recognized hazards. The following types of controls are arranged in order of preference and effectiveness - this is referred to as the "hierarchy of control measures."

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**Engineering controls eliminate or reduce the hazard through substitution or design. Examples include:**

Increased lighting  
Designing secure building access  
Security hardware  
Eliminating isolated work areas  
Eliminating excessive “cash on hand” or installing drop safes

**Administrative or work practice controls eliminate or reduce the hazard through organizational policies, procedures and work practices.**

**Examples include:**

Employment of security personnel  
Building access control procedures  
Cross-shift communication to share information regarding agitated visitors or students  
Training

## **Personal Protective Equipment (PPE)**

PPE is generally considered the least effective form of control, but may be needed to enhance other controls and/or minimize potential injury severity when other controls fail. Examples of PPE include, but are not limited to gloves, eye and face protection, shin guards. Staff working in special education programs have access to various types of personal protective equipment that may be necessary to protect both staff and students.

## **Prevention**

Prevention of violence in the workplace is the responsibility of the East Greenbush Central School District, and every employee has a role to play in keeping the workplace safe. The following section focuses on early warning signs and workplace issues that have the potential to trigger violent behavior. Management, employees, and authorized employee representatives should be familiar with the issues below in order to intervene early and to reduce the likelihood of workplace violence.

## **Early warning signs of potential violence:**

There is no single “profile” that can identify a potentially dangerous individual. However, certain patterns of behavior and events frequently precede episodes of violence.

A list of indicators of increased risk of violent behavior include, but are not limited to the following:

- Direct or veiled threats of harm
- Intimidation, belligerence, bullying or other inappropriate behavior directed at others

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- Numerous conflicts with supervisors and employees; verbal comments indicating expressions of 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 fascination with weapons
- Fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides
- Statements indicating an increased tone of desperation from the person, feeling that normal interventions to solve the problem will not work, feeling hopeless about a situation at work, with family, financial, and other personal problems
- Signs of abuse of drugs/alcohol on or off the job
- Extreme or uncharacteristic changes in behavior or displays of emotion
- Employees with a temporary order of protection against any Respondent

These behaviors should be reported to an employee's supervisor and/or the administrator of this program. Some behaviors may require 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:**

Listed below are two categories of common issues that may trigger workplace violence.

### **1. Employee issues**

- Negative performance review
- Unwelcome change in role due to performance or reorganization issue
- Criticism of performance
- Conflict with coworker or supervisor
- Personal stress outside the workplace
- Increased workload or pressure, e.g. deadlines, projects, etc.

### **2. Workplace issues** (any of the following may be an employee's perception of issues)

- Lack of training
- Insufficient supervision
- Lack of discipline or inconsistent discipline in workplace
- Failure to address incidents as they occur
- Overly authoritarian management style

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**Taking this into account, there are three key elements that may help to prevent a violent situation from occurring:**

1. Recognizing the early warning signs (such as a change in a person's behavior preceding an episode of violence)
2. Recognizing issues or events that may trigger violence
3. Early intervention to prevent a violent incident from occurring

**Please note:**

It is important to be careful when drawing assumptions or relying solely on any of the above behaviors as indicators of violence.

## **Reporting an incident**

At the core of this Workplace Violence Prevention Program is East Greenbush Central School District's commitment to work with its employees to maintain a work environment free from violence and other disruptive behavior to the greatest degree possible.

Any East Greenbush Central School District employee, upon becoming aware of an instance of physical assault, threatening behavior, or verbal abuse occurring in the work setting must immediately report the facts and circumstances of said incident to their supervisor and/or to the contact person identified in the Policy Statement (**Appendix 1**). In the event that employees observe or experience an incident of violence involving an employee or visitor to an East Greenbush Central School District workplace in which there is an immediate threat to their safety or the safety of others or where a serious injury has occurred, the employee will immediately obtain law enforcement and medical assistance by calling 911 and in addition 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 the Director of Human Resources using the Incident Report in **Appendix 4**.

Where a developing pattern of workplace violence incidents which may involve criminal conduct or serious injury exist, the East Greenbush Central School District will attempt to develop a protocol with the District Attorney or Police to insure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted.

Retaliation against an employee who makes a good faith report of violence or other disruptive behavior is strictly prohibited and shall be subject to appropriate corrective or disciplinary measures. An employee who, in bad faith makes a false report, may also be subject to disciplinary action.

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## Post-Incident Response

The East Greenbush Central School District has developed procedures to respond to incidents of workplace violence. These include, but are not limited to, the following, as appropriate:

- Assure that injured employees receive prompt and appropriate medical care (This includes, but is not limited to, providing transportation of the injured 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
- Inform management about the incident in writing
- Secure the premises to safeguard evidence and reduce distractions during the post incident response process
- Prepare an incident report immediately after the incident, noting details that might be forgotten over time (**Appendix 4** contains a sample incident report form)
- Address the need for appropriate treatment for victimized employees (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.)
- Any reported workplace violence incident will be thoroughly investigated. (Also see Program Review section below).

All employees should be trained to inform their supervisors/administrators about any incidents that occur and how to prepare an incident report.

In the event that critical incident management or crisis counseling is needed following a workplace violence incident in the district, arrangements will be made through management, employee unions, or the Office of Human Resources. Note - This is not a requirement of the law or regulation.

## Employee Information and Training Outline

Training of every employee will be performed upon initial assignment and annually thereafter. Retraining is required any time there is a significant change to East Greenbush Central School District's Workplace Violence Prevention Program, a newly-identified risk factor, or an additional work control measure. Required training topics are listed in the Training Outline in **Appendix 3**.

## Recordkeeping Requirements

All workplace violence incidents and threats will be documented in a workplace violence incident report. Workplace violence incident reports will provide a written description so that administrators can evaluate why the incident occurred and implement an appropriate

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safeguard or control measure to reduce the risk of such incidents from happening again. The Incident Report will also create a historical record that can be used in the annual review and program update. A sample incident reporting form is attached as **Attachment 4** of this document.

The record keeping requirements outlined in 12 NYCRR Part 801, Recording and reporting Public Employees' Occupational Injuries and Illnesses, must be used to document recordable injuries sustained during workplace violence incidents.

## **Program Review**

The Director of Human Resources, with the Authorized Employee Representative, shall evaluate the effectiveness of this Workplace Violence Prevention Program, at least annually or after any serious workplace violence incident. The review will focus on incident trends, addressing root cause, and the effectiveness of the control measures in place or the need to make changes. The review will also assess whether the reporting and record keeping systems have been effective in collecting all relevant information. Appendix 5 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 East Greenbush Central School District's workplace violence prevention program or imminent danger in the workplace, East Greenbush Central School District 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 East Greenbush Central School District 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://dol.ny.gov/system/files/documents/2023/09/pesh7.pdf> 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.

Employees can also contact the PESH bureau to ask questions about health and safety standards by calling: 1-844-SAFE-NYS or emailing ask.shnypeshlabor.ny.gov. An employee is NOT required to provide written notice to East Greenbush Central School District 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.

# East Greenbush Central School District Workplace Violence Prevention Program

## APPENDIX 1

### 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 or 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: Martin Mahar  
Title: Interim Director of Human Resources  
Department: Human Resources  
Phone: 518-207-2526  
E-mail: maharma@egcsd.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

# East Greenbush Central School District Workplace Violence Prevention Program

## APPENDIX 2

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

Bell Top - Identified Risk	Selected Control(s)	Comments
Employees work in public facing setting. Employees work alone or in small numbers for assigned shifts. Employees work early morning or late-night hours.	Administrative Controls	Front office training for staff Ensure the building is secure. Ensure the employee has a direct number to the Facilities Director in case of an emergency. Reinforce appropriate emergency response procedures with all maintenance and facilities operations staff.
Employees exchange money as part of job duties.	Administrative Control	Supervisory review of cash drawer management with staff to limit cash on hand.
Security	Administrative Control	Secured Vestibule Security Cameras Raptor Visitor Management System
parking areas not protected with security/ law enforcement personnel	Administrative Control	Availability of custodial staff with radios during planned events. Consider implementing a 'BUDDY SYSTEM' as an alternative option.
Classroom personnel exposed to violent behavior from students	Administrative Control	De-escalation Training Situational awareness
Staff injury while deterring students from unsafe behaviors	PPE Control	Roll out education regarding PPE access. Staff to contact the building principal to request supplies. Ensure all principals are aware of PPE disbursement protocol.
After school events	Administrative Control	Dependent on the size of the evening event, work with District's SRO or other school security personnel, as approved by the Superintendent of designee, to attend evening events if deemed necessary
Playground supervision	Administrative Control	Provide Playground training to all elementary school monitors.
Attendance/accountability for conference visitors	Administrative Control	Sign in at front lobby/vestibule.
Are emergency protocols reviewed with conference attendees and presenters?	Administrative Control	Provide emergency protocol information at the inception of large indoor events such as staff meetings and conferences. Exit information etc.

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CHS - Identified Risk	Selected Control(s)	Comments
Employees work in public facing setting Employee work early morning or late-night hours. Employees work alone or in small numbers for assigned shift.	Administrative Controls	Front Office Training for Staff Afterhours PT M-F School Safety Supervisor present on site currently in place.
Employees exchange money as part of job duties.	Administrative Control	Supervisory review of cash drawer management with staff to limit cash on hand.
Security	Administrative Control	SRO present and four School Safety Supervisors currently in place. Secured Vestibule Security Cameras Raptor Visitor Management System
Staff injury while deterring students from unsafe behaviors	PPE Control	Roll out education regarding PPE access. Staff to contact the building principal to request supplies. Ensure all principals are aware of PPE disbursement protocol.
Attendance/accountability for conference visitors	Administrative Control	Working with school safety supervisor to plan directed traffic flow through the building customized based on the event taking place in advance.
Are emergency protocols reviewed with conference attendees and presenters?	Administrative Control	Provide emergency protocol information at the inception of large indoor events such as staff meetings and conferences. Exit information etc.

DPS - Identified Risk	Selected Control(s)	Comments
Employees work in public facing setting. Employees work alone or in small numbers for assigned shifts. Employees work early morning or late-night hours.	Administrative Controls	Front office training for staff Ensure the building is secure. Ensure the employee has a direct number to the Facilities Director in case of an emergency. Reinforce appropriate emergency response procedures with all maintenance and facilities operations staff.
Employees exchange money as part of job duties.	Administrative Control	Supervisory review of cash management with staff to limit cash on hand.
Security	Administrative Control	Secured Vestibule Security Cameras Raptor Visitor Management System
Staff injury while deterring students from unsafe behaviors	PPE Control	Roll out education regarding PPE access. Staff to contact the building principal to request supplies. Ensure all principals are aware of PPE disbursement protocol.
Playground supervision	Administrative Control	Provide Playground training to all elementary school monitors.

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DPS - Identified Risk	Selected Control(s)	Comments
meetings/conferences/after hour events	Administrative Control	Dependent on the size of the evening event, work with District's SRO or other school security personnel, as approved by the Superintendent of designee, to attend evening events if deemed necessary

Genet - Identified Risk	Selected Control(s)	Comments
Employees work in public facing setting. Employees work alone or in small numbers for assigned shifts. Employees work early morning or late-night hours.	Administrative Controls	Front office training for staff Ensure the building is secure. Ensure the employee has a direct number to the Facilities Director in case of an emergency. Reinforce appropriate emergency response procedures with all maintenance and facilities operations staff.
Employees exchange money as part of job duties.	Administrative Control	Supervisory review of cash management with staff to limit cash on hand.
Security	Administrative Control	Secured Vestibule Security Cameras Raptor Visitor Management System
Staff injury while deterring students from unsafe behaviors	PPE Control	Roll out education regarding PPE access. Staff to contact the building principal to request supplies. Ensure all principals are aware of PPE disbursement protocol.
Are locker rooms locked or monitored to prevent unauthorized entry?	Administrative Control	Locker rooms will be locked.
Playground supervision	Administrative Control	Provide Playground training to all elementary school monitors.
meetings and conferences/after hour events	Administrative Control	Dependent on the size of the evening event, work with District's SRO or other school security personnel, as approved by the Superintendent of designee, to attend evening events if deemed necessary

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Goff - Identified Risk	Selected Control(s)	Comments
Employees work in public facing setting. Employees work alone or in small numbers for assigned shifts. Employees work early morning or late-night hours.	Administrative Controls	Front office training for staff Collaboration with School Resource Officer and School Safety Supervisors. Ensure the building is secure. Ensure the employee has a direct number to the Facilities Director in case of an emergency. Reinforce appropriate emergency. response procedures with all maintenance and facilities operations staff.
Employees exchange money as part of job duties.	Administrative Control	Supervisory review of cash management with staff to limit cash on hand.
Security	Administrative Control	SRO present and two School Safety Supervisors present during the day – currently in place. Secured Vestibule Security Cameras Raptor Visitor Management System
Staff injury while deterring students from unsafe behaviors	PPE Control	Roll out education regarding PPE access. Staff to contact the building principal to request supplies. Ensure all principals are aware of PPE disbursement protocol.
Are locker rooms locked or monitored to prevent unauthorized entry?	Administrative Control	Locker rooms will be locked after home base
Employee identification at sporting events	Administrative Control	Staff attending sporting events involved with the administration of the event will wear I.D. badges.

Green Meadow - Identified Risk	Selected Control(s)	Comments
Employees work in public facing setting. Employees work alone or in small numbers for assigned shifts. Employees work early morning or late-night hours.	Administrative Controls	Front office training for staff Ensure the building is secure. Ensure the employee has a direct number to the Facilities Director in case of an emergency. Reinforce appropriate emergency. response procedures with all maintenance and facilities operations staff.
Employees exchange money as part of job duties.	Administrative Control	Supervisory review of cash management with staff to limit cash on hand.
Security	Administrative Control	Secured Vestibule Security Cameras Raptor Visitor Management System
Meetings/conferences/after hour events	Administrative Control	Dependent on the size of the evening event, work with District's SRO or other school security personnel, as approved by the Superintendent of designee, to attend evening events if deemed necessary

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Red Mill - Identified Risk	Selected Control(s)	Comments
Employees work in public facing setting. Employees work alone or in small numbers for assigned shifts. Employees work early morning or late-night hours.	Administrative Controls	Front office training for staff Ensure the building is secure. Ensure the employee has a direct number to the Facilities Director in case of an emergency. Reinforce appropriate emergency response procedures with all maintenance and facilities operations staff.
Employees exchange money as part of job duties.	Administrative Control	Supervisory review of cash management with staff to limit cash on hand.
Staff injury while deterring students from unsafe behaviors	PPE Control	Roll out education regarding PPE access. Staff to contact the building principal to request supplies. Ensure all principals are aware of PPE disbursement protocol.
Meetings/conferences/after hour events	Administrative Control	Dependent on the size of the evening event, work with District's SRO or other school security personnel, as approved by the Superintendent of designee, to attend evening events if deemed necessary

Transportation - Identified Risk	Selected Control(s)	Comments
Employees work in public facing setting. Employees work alone or in small numbers for assigned shifts. Employees work early morning or late-night hours.	Administrative Controls	Front office training for staff Ensure the building is secure. Ensure the employee has a direct number to the Facilities Director in case of an emergency. Reinforce appropriate emergency response procedures with all maintenance and facilities operations staff.

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## APPENDIX 3

### Workplace Violence Prevention Training Outline

East Greenbush Central School District will provide training to employees on recognizing, preventing and reporting workplace violence.

1. **Written Policy Statement (See Appendix 1)**

Identifies a policy that defines workplace violence, describes the program, ensures full employee participation through authorized employee representatives and explains who should be notified of incidents of workplace violence. The policy statement will be posted where notices to employees are normally posted.

2. **Risk Evaluation (See Appendix 2)**

Risk factors identified through an evaluation of the physical work environment with authorized employee representatives including prevention measures to mitigate them. Specific workplace risk factors should be clarified with an employees' supervisor.

3. **Incident Reporting System (See Appendix 4)**

If a workplace violence incident occurs, a Workplace Violence Incident Report needs to be completed. Forms are available on the district's website, from a supervisor, or from the Director of Human Resources. All reports should be submitted to a supervisor or the Designated Contact Person:

**Title:** Director of Human Resources

**Department:** Human Resources

**Phone:** 518-207-2526

**Email:** maharma@egcsd.org

4. **Annual Review of the Program**

District administration and authorized employee representatives will be invited to review the workplace violence incident reports and assess the effectiveness of the prevention measures.

5. **The written Workplace Violence Prevention Program can be found in the Office of Human Resources.**

6. **Privacy Concerns – How Sensitive Information will be Handled**

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.

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## APPENDIX 4

### WORKPLACE VIOLENCE INCIDENT REPORT FORM

Today's Date: \_\_\_\_\_ Building/Location of Incident: \_\_\_\_\_

Date of Injury: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Injury: \_\_\_\_\_ a.m./p.m.

Name of Injured Party: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name or other identifier of other individual(s) involved:  
\_\_\_\_\_  
\_\_\_\_\_

Events leading up to the incident: \_\_\_\_\_

Detailed description of incident including how the incident ended:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of any injury: \_\_\_\_\_  
\_\_\_\_\_

First Aid Rendered: \_\_\_\_\_

If applicable, facility where the injured party was taken and how transported:  
\_\_\_\_\_

Witnesses:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship/Title: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship/Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please add any additional information on back.

\_\_\_\_\_



