

## **WORKPLACE SAFETY/VIOLENCE**

### **I. Workplace Safety**

Prevention of injury and illness in the workplace requires the cooperation of all employees in all safety and health matters. It is the policy of the Village to reduce the number of workplace injuries and illnesses to an absolute minimum. Accidents can be prevented through use of reasonable precautions and the practice of safe working habits.

**Employee Responsibility** – In an effort to protect all employees and to safeguard equipment and property, before an employee begins a given task, it is the employee's responsibility to understand the correct operation and possible hazards involved, safety procedures, and necessary safety equipment required to perform the job. Any unsafe conditions or potential hazards should be reported to a Supervisor or Department Head *immediately*, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Village's property, or in a Village facility, piece of equipment, process, or business practice for which the Village is responsible, should be brought to the attention of a Supervisor or Department Head *immediately*.

**Safety Program** – The Village's safety program includes, but is not limited to, the following:

- Providing mechanical and physical safeguards to the maximum extent possible;
- Conducting inspections to find and eliminate unsafe working conditions and practices, control health hazards, and comply with the safety and health standards for every job;
- Training all employees in safety and health practices;
- Providing necessary personal protective equipment and instructions for its use and care;
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment;
- Investigating, promptly and thoroughly, every accident to find the cause and correct the problem to prevent future occurrences; and
- Providing First Aid kits and fire extinguishers throughout buildings and facilities.

**Accident Plan** – In the event of an accident, an employee must immediately stop work and take the following steps:

- Eliminate the immediate cause of the accident;
- Provide aid to the injured person and summon for assistance;
- Call the Supervisor or Department Head immediately;
- If the accident appears serious, call 911; and

- Take steps to prevent additional accidents.

**Accident Reporting Procedures** – In the event an accident occurs in the workplace or in the course of employment, the following procedures will apply:

- When an accident occurs that results either in the loss of an employee's work time, or in the provision of medical care to an employee, the employee must immediately notify the Supervisor or Department Head who will in turn notify the Village Clerk. The Supervisor or Department Head will complete an *Employer's Report of Injury Form (C-2)* and submit according to operating procedures as set forth in the Village's Workplace Violence Prevention Program.
- When an accident occurs which does not result in the loss of an employee's work time, or in the provision of medical care to the employee, the employee must immediately notify the Supervisor or Department Head who will in turn notify the Village Clerk. The Village Clerk will maintain appropriate documentation of the incident.

## **II. Workplace Violence**

The Village of Croton-On-Hudson is committed to providing its employees with a work environment that is safe, secure, and free of harassment, threats, intimidation and violence. "Violence" includes, but is not limited to, physically harming another, fighting, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. The Village also considers the safety of its residents, vendors, contractors, and the general public (collectively referred to as "visitors" throughout the remainder of this program manual) to be of paramount importance and strives to provide them the same type of protections while on Village property.

**Prohibited Conduct** – The Village will not tolerate any acts of violence in the workplace and will take all reasonable and practical measures to prevent violence and protect employees and visitors from acts of violence. This includes threatening or violent actions by:

1. Employees directed against other employees or Village property.
2. Employees directed against visitors.
3. Visitors directed against Village employees or Village property or facilities.
4. Individuals who are conducting Village business in an off-property location.

Employees are prohibited from possessing firearms or weapons of any kind while on Village premises; in Village or personal vehicles while conducting business for the Village; at work sites; or any other location during working hours or while representing the Village, regardless of whether the person is licensed to carry the weapon. Weapons include, but are not limited to, guns, knives, explosives, and other items with the potential to inflict harm. The only exceptions are law enforcement personnel and security personnel. Any employee who has knowledge of another employee's possession of a weapon must report this to a Supervisor or Department Head as soon as possible.

**Workplace Violence Prevention Program** – Enforcement of this policy will be accomplished through the implementation of a Workplace Violence Prevention Program, and by complying with the requirements of the NYS Workplace Violence Prevention Act, as set forth in NYS Labor Law Section 27-b. A copy of the Village's Workplace Violence

Prevention Program can be obtained from the Village Manager's. Employees are expected to be familiar with the provisions set forth in such Program. A general review of this program will be conducted annually, at the time of a reported workplace violent incident, or if there is a change in operations or physical structure of any building.

**Reporting Procedures** – Any and all incidents of workplace violence must be promptly reported in accordance with the reporting procedure outlined in Section 5 of the Workplace Violence Prevention Program manual.

**Policy Violations** – Violations of this policy will result in appropriate remedial, disciplinary, and/or legal action, according to the circumstances, in accordance with applicable law, rules and regulations and/or the terms and conditions of any applicable collective bargaining agreement.

**Prohibition Against Retaliation** – An employee will not be subject to criticism, reprisal, retaliation, demotion, discrimination, disciplinary action, or other adverse employment action for making a good faith report of acts pursuant to this program.