Hudson Valley Community College
Workplace Violence Prevention Program

In accordance with the College's commitment to the prevention of workplace violence and the Workplace Violence Policy, Hudson Valley Community College adopts the following as its Workplace Violence Prevention Program (the "Program"):

1. Purpose

Violence Committee of the date(s) and time(s) of the site visit(s). Each authorized employee organization must be given the opportunity to designate a representative to participate in the site visit(s) by notifying the Workplace Violence Committee Chair in writing of the designated representative.

Following the physical site evaluation, the Workplace Violence Committee Chair will prepare a report of the findings, including a list of the risk factors identified during the physical site evaluation and recommendations on appropriate work practice control measures to address identified risk factors. A hierarchy of controls to which the program shall adhere as follows: engineering controls, work practice controls, and finally personal protective equipment. The report will be submitted to the President of the College or the President's designee for appropriate action. Copies of the report will be made available, upon request, to employee(s), their authorized representatives(s), and the New York State Department of Labor.

A record examination and review of risk factors will be conducted annually by the Workplace Violence Committee. Additional physical site evaluation/risk assessment evaluations will be conducted after an incident of workplace violence, as identified by the Department of Labor, if it is determined that a significant trend of workplace violence is identified or on a periodic review schedule to be determined by the Workplace Violence Committee.

The report of the initial Risk Evaluation and Determination is included as Appendix B to this program. Due to the sensitive nature of the report, it will not be made accessible in the online version of this program. Hard copies will be maintained in the Public Safety and Human Resources offices and are available to employees and their representatives upon request.

5. Risk Factors
   The initial Risk Evaluation and Determination identified factors and work locations that might place an employee at risk and recommended engineering, administrative or personal protective equipment controls to eliminate or reduce workplace hazards.

   Risk factors identified include:

   > Working in public settings or settings with uncontrolled access: Most college buildings, including the open land / walkways / roadways of the Hudson Valley Community College Campus, have open access during days and evenings, with buildings locked down for the overnight. You must be always alert to the risk to your own personal safety and security and report any concerns immediately.

   > Working late at night: Employees work into the night in certain buildings. This means that it will be dark outside when employees are leaving and there is always the risk of harassment,

stalking or a possible assault. Stay in well-lit areas, walk in groups, have a phone or know

2. Workplace violence definitions
3. Types of violence
4. Risk factors
5. Link between workplace stress and violence
6. Prevention methods
7. Security measures
8. Zero tolerance policy
9. Red flags
10. Dealing with a volatile situation
11. Prohibition of weapons in the workplace
12. Active shooter preparedness
13. Reporting Procedures
    a. Policy violations – supervisor or HR
    b. Imminent violent act – security or police
    c. Retaliation – you will not be retaliated against for good-faith reports
14. Response Plan
15. Other elements
    a. Respectful working environment
    b. Responding to grievances or complaints
    c. Employee Assistance Program
    d. Conflict resolution
    e. Job counseling for terminated employees
    f. Recordkeeping of incidents.

In order to maintain a safe working environment, incidents of workplace violence must be

11. Retaliation

No employee is subject to criticism, reprisal, retaliation or disciplinary action by the

APPENDIX B   Report of Workplace Risk Evaluation and Determination

The Report of the Workplace Risk Evaluation and Determination is available by request in the Public Safety and Human Resources offices. Due to sensitive material, it is not included with the online version of this program. Please contact one of the following for access:

Department of Public Safety
Siek Campus Center Suite 170
518-629-7210

Human Resources Department
Administration Building Suite 140
518-629-4552