



AGENDA
SCHOHARIE COUNTY BOARD OF SUPERVISORS
12th SPECIAL BOARD MEETING
December 15, 2014



SUPERVISORS

Shawn J. Smith
Blenheim

William M. Smith III
Broome

Larry Bradt
Carlisle

Leo T. McAllister
Cobleskill

William A. Federice
Conesville

Earl VanWormer III
Esperance

Philip R. Skowfoe Jr.
Fulton

Anthony VanGlad
Gilboa

Sean P. Jordan
Jefferson

Jim Buzon
Middleburgh

Richard Lape
Richmondville

Gene Milone
Schoharie

J. Carl Barbic
Seward

Sandra Manko
Sharon

Harold Vroman
Summit

Amber L. Bleau
Wright

CALL TO ORDER

ROLL CALL

SALUTE TO THE FLAG

INVOCATION – Michael West

PUBLIC HEARING

• *Local Law #9* – Establishing The Position Of County Administrator For Schoharie County

INTERVIEWS

Solar Energy

RESOLUTION

NO. 114– SCHOHARIE COUNTY WORKPLACE VIOLENCE PREVENTION PROGRAM

ANY OTHER BUSINESS

ADJOURNMENT

RESOLUTION NO. 114

TITLE: SCHOHARIE COUNTY WORKPLACE VIOLENCE PREVENTION PROGRAM

OFFERED BY: _____ Who moved its adoption

SECONDED BY: _____ Chairman Rules & Regulation Committee

RESOLVED, that this Policy shall be effective retroactive to October 1, 2014, and shall be incorporated into the County Policies and Procedures Manual as part of the update which is currently taking place; and be it further

RESOLVED, the following shall constitute the Schoharie County Workplace Violence Protection Policy and Program:

The County of Schoharie is concerned with and committed to our employees' safety, security, and health. **Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients.** We do not tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP). Threats, threatening behavior or acts of violence against employees, visitors, guests, or other individuals by anyone on Schoharie County property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment. **Schoharie County will provide adequate authority and budgetary resources to responsible parties so that our goals and responsibilities can be met.** All Board members, other elected and/or appointed officials and the employees are responsible for implementing, maintaining and complying with our WVPP Program.

- We encourage employee participation in designing and implementing our program.
- We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred.
- We will not discriminate against victims of workplace violence.

A copy of this policy statement and our WVPP is readily available to all employees upon hiring and by request. Our program ensures that all employees, including Board members, other elected and/or appointed officials, adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace.

All employees, including Board members and other elected and/or appointed officials, are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment. The County Board is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Board members, other elected and/or appointed officials of the county are expected to enforce the rules fairly and uniformly. Our program will be reviewed annually and updated as needed.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our WVPP. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Other tools that were utilized during this process included establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations. All employees will participate in the annual WVPP.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification.

Schoharie County has identified response personnel that include a member of management and an employee representative. If appropriate, Schoharie County will provide counseling services or referrals for employees.

All Schoharie County personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Responsibility

The Workplace Violence Prevention Program will be administered by the County Board having the authority and responsibility for implementing the provisions of this program for *the County of Schoharie*. All Board members, other elected and/or appointed officials of the county and the employees are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the program. In addition, *a Workplace Violence Prevention Group and/or Schoharie County Safety Committee will be established to assess the vulnerability to workplace violence at our County work locations, and reach an agreement on the preventive actions to be taken. This group will be responsible for developing employee-training programs in violence prevention and plans for responding to acts of violence. They will also audit our overall Workplace Violence Prevention Program.*

Compliance

We have established this Workplace Violence Prevention Program & Policy to ensure compliance with rules on workplace security. County Board members are committed to ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by employees. All Board members, other elected and/or appointed county officials and employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment. Our system ensures that all employees, including county board members and other elected and/or appointed county officials, comply with work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace.

Compliance requirements include:

- Informing employees, supervisors and managers about our Workplace Violence Prevention Program.
- Evaluating the performance of all employees in complying with our County's workplace security measures.
- Providing training and/or counseling to employees who need to improve work practices designed to ensure workplace security.
- Disciplining employees for failure to comply with workplace security practices.

At the County of Schoharie, we recognize that to maintain a safe, healthy and secure workplace we must have open, two way communications between all employees, including county board members, along with all other elected and/or appointed officials, on all workplace safety, health and security issues. Our establishment has a communication system designed to encourage a continuous flow of safety, health and security information between management and our employees without fear of reprisal and in a form that is readily understandable.

Our communication system consists of the following items:

- New employee orientation on our Workplace Violence Prevention Program & Policy
- Annual review of our Workplace Violence Prevention Program with all personnel.
- Training programs designed to address specific aspects of workplace security unique to our establishment.
- Regularly scheduled safety meetings with all personnel that include workplace security discussions.
- A system to ensure that all employees, including managers and supervisors, understand the workplace security policies.
- Posted or distributed workplace security information.
- A system for employees to inform management about workplace security hazards or threats of violence.
- Procedures for protecting employees who report threats from retaliation by the person making the threats.
- Communicates with and instructs employees orally about general safe work practices with

Record Keeping and Review

Note: Care must be taken to ensure appropriate confidentiality of medical and personnel records, as required by HIPAA (Health Insurance Portability & Accountability Act), and ADA (Americans with Disabilities Act) and other applicable regulations or policies.

Periodic updates and reviews of the following workplace violence reports and records will be made:

- Public Employee Safety and Health (PEOSH) 900 logs
- Workplace violence incident reports
- Information compiled for recording assault incidents or near-assault incidents (i.e. Threat & Assault Log)
- Insurance records
- Police reports
- Workplace survey
- Accident investigations
- Training records
- Grievances
- Inspection information
- Other relevant records or information

The records review will be performed every January at the organizational meeting.

Workplace Security Inspections

Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence will be performed in the following areas of our workplace:

Periodic inspections are performed according to the following schedule:

- When we initially established our Workplace Violence Prevention Program;
- When new, previously unidentified security hazards are recognized;
- When occupational injuries or threats of injury occur; and
- Whenever workplace security conditions warrant an inspection.

Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in employee work practices, and may require assessing for more than one type of workplace violence. Our establishment performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

Inspections for workplace security hazards from violence by strangers (Type 1) include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for security surveillance measures, such as mirrors or cameras.
- Procedures for employee response during a robbery or other criminal act.
- Procedures for reporting suspicious persons or activities.
- Posting of emergency telephone numbers for law enforcement, fire and medical services where employees have access to a telephone with an outside line.
- Staffing levels during evening hours of operation and at other high risk times.
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the work day).
- Adequacy of lighting and security for designated parking lots or areas.
- Other: _____

Inspections for workplace security hazards from violence by customers or clients

- The availability of employee escape routes.
- Other: _____

**Inspections for workplace security hazards from violence by co-workers (Type 3)
include assessing:**

- How well our establishment's anti-violence policy has been communicated to employees, supervisors and managers.
- How well our establishment's management and employees communicate with each other.
- How well our employees, supervisors and managers know the warning signs of potential workplace violence.
- Access to, and freedom of movement within, the workplace by nonemployees, specifically recently discharged employees.
- Frequency and severity of employee-reported threats of physical or verbal abuse by managers, supervisors or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- Employee disciplinary and discharge procedures.
- Other: _____

**Inspection for workplace security hazards from violence by personal relations (Type 4)
include assessing:**

- Access to, and freedom of movement within, the workplace by nonemployees, specifically personal relations with whom one of our employee's is having a dispute.
- Frequency and severity of employee-reported threats of physical or verbal abuse which may lead to violent acts by a personal relation.
- Adequacy of workplace security systems, such as door locks, security windows, and physical barriers.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs.
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or bus stops at the end of the work day).
- Adequacy of lighting and security for designated parking lots or areas.
- Warnings or police involvement to remove personal relations of employees from the worksite and effectiveness of restraining orders.

Workplace Survey

Under the direction of the Workplace Violence Prevention Administrator & Group, we distributed a survey among all of our employees to identify any additional issues that were not noted in the records review or the security inspection. (See sample survey, Appendix B.)

Final Recommendations:

Based on the records review, workplace security inspections and workplace survey, the Workplace Violence Prevention Group has identified the following issues that need to be addressed:

Workplace Practices:

Management has instituted the following as a result of the workplace violence hazard assessment and the recommendations made by the Workplace Violence Prevention Group:

These changes were completed on (). Policies and procedures developed as a result of the Workplace Violence Prevention Group's recommendations:

Training and Instruction

We have established the following policy on training all employees with respect to workplace violence and security. All employees, including County Board Members, other elected and/or appointed officials of the county, shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the Workplace Violence Prevention Program is first established and annually thereafter. Training shall be provided to all new employees and to other employees for whom training has not previously been provided. It shall also be provided to all employees, and County Board Members, other elected and/or appointed officials of the county that have been given new job assignments for which specific workplace security training for the job assignment has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace violence and security training and instruction includes, but is not limited to, the following:

- Explanation of the Workplace Violence Prevention Program including measures for reporting any violent acts or threats of violence.
- Recognition of workplace security hazards including the risk factors associated with the four types of violence.
- Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.
- Ways to defuse hostile or threatening situations.
- Measures to summon others for assistance.
- Employee routes of escape.
- Notification of law enforcement authorities when a criminal act may have occurred.
- Emergency medical care provided in the event of any violent act upon an employee.
- Post-event trauma counseling for those employees desiring such assistance.

In addition, we provide specific instructions to all employees regarding workplace security hazards unique to their job assignment, to the extent that such information was not already covered in other training.

We have chosen the following items for training and instruction for managers, supervisors and employees:

- Crime awareness.
- Location and operation of alarm systems, panic buttons and other protective devices.
- Communication procedures.
- Proper work practices for specific workplace activities, occupations or assignments, such

Incident Investigation

Our procedures for investigating incidents of workplace violence threats and physical injury include:

- Reviewing all previous incidents.
- Visiting the scene of an incident as soon as possible.
- Interviewing threatened or injured employees and witnesses.
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determining the cause of the incident.
- Taking corrective action to prevent the incident from recurring.
- Recording the findings and corrective actions taken.
- Other:

Dated: December 15, 2014

Filed: December 15, 2014

Charity Bender
 Deputy Clerk-Board of Supervisors

APPROVED AS TO FORM AND LEGALITY.

[Signature]
 County Attorney

STATE OF NEW YORK
COUNTY OF SCHOHARIE ss:

I, the undersigned, Clerk of the Board of Supervisors of the County of Schoharie, New York, DO HEREBY CERTIFY that I have compared the above copy of a resolution with the original resolution adopted by the Board of Supervisors of said County on the _____ day of _____, 2014, at a regular meeting of said Board and said copy is a true copy of said resolution and of the whole thereof.

I, FURTHER CERTIFY, that at the time said resolution was adopted said Board was comprised of 16 members, with total weighted vote of _____ and votes were cast as follows: Yes _____, No, _____, Absent _____,

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Board this _____ day of _____, 2014.

Clerk,
Board of Supervisors of the County of Schoharie