

# VILLAGE OF BUCHANAN

## WORKPLACE VIOLENCE PREVENTION PROGRAM

The Village of Buchanan is concerned and committed to our employees' safety and health. We refuse to tolerate violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WPVP). The Village has a zero tolerance of workplace violence. The Village will provide adequate authority to responsible parties so that our goals and responsibilities can be met

All managers and supervisors are responsible for implementing and maintaining our WPVP 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 WPVP Program is readily available to all employees from each manager and supervisor.

Our program ensures that all employees, including department heads and supervisors, 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 department heads/managers, 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. All employees are expected to treat each other, their customers, the general public and all others with courtesy, dignity and respect.

A violation of this policy may result in disciplinary action up to and including termination of employment and, civil and/or criminal sanctions, if appropriate.

Our program will be reviewed and updated annually as required.

### **INTRODUCTION**

#### What is Workplace Violence?

The National Institute of Occupational Safety and Health (NIOSH) defines workplace violence as the violent acts, including physical assaults and threats of assault, directed toward persons at work or on duty. Workplace violence is any physical assault, threatening behavior or verbal abuse occurring in the work setting. These incidents could take place on the Village's property or in the community where municipal services are delivered. Example, any angry argument between coworkers, in an employee vehicle parking area before or after work hours is included.

Workplace violence is not just the potential physical assault or threat of assault between a Village employee and a non-employee, but also between Village co-workers. It is possible that various factors in the employees' personal lives can be brought into the workplace environment that could result in workplace violence. The root causes of workplace violence incidents are often NOT conflicts or disputes about the work itself or work assignments.

#### 1. WPV Types of Incidents

- A) Non-specific threats of violence by an employee to another employee or non-employee
- B) Specific threats of violence by an employee to another employee or non-employee
- C) Threats of violence directed against an employee or non-employee
- D) Violent confrontation by a spouse or significant other/domestic partner with an employee over a non-workplace personal/domestic dispute that occurs at the workplace
- E) Threats or threatening conduct by disgruntled or former employees
- F) Violent altercations between co-workers or employee(s) and supervisory staff
- G) Assaults of any type by intruder
- H) Employee bullying of other employees
- I) Verbal abuse and threats directed at or by employees or non-employees
- J) Forms of harassment
- K) Emotional abuse
- L) Other as defined by the situation

## 2. Workplace Violent Prevention Program (WPVP) Threat Team

Village Safety Committee will function as the Workplace Violence Prevention Program (WPVP) Threat Team in making an assessment of the potential WPV incident.

## 3. Hazard Assessment

The Village has identified three tier groups of potential workplace violence exposure. Tier 1 represents the higher level of exposure, Tier 2 having less exposure, and Tier 3 having little or no potential workplace violence exposure.

### Tier 1 – Assessment:

- Exchanging money with the public
- Municipal court justice system
- Issuance of building permits, certificates of occupancy, and other Village code violations enforcement, parking, zoning, inspections
- Traveling alone with cash or checks to make bank deposits
- Others

### Tier 2 – Assessment:

- Working alone, site visits, land development, off-site meetings, etc.
- Working in high crime areas (not identified as frequent for Buchanan)
- Working late at night, early morning hours
- Working away from Village Hall or other offices in scheduled routes of delivery or collection, mail delivery, refuse collection, snow and ice control, etc.
- Guarding valuable sites or property
- Village Hall office staff who interface with the public.
- Other

### Tier 3 – Assessment

- All others not listed in Tier 1 or Tier 2
- All staff in this Tier would require a basic Workplace Violence Program Awareness course
- Other

These Hazard Assessments are further reviewed for the degree of vulnerability into these additional categories:

- Violence by strangers
- Violence by customers, residents, clients, and the public where there is legitimate and purposeful interaction intended
- Violence by co-workers and other personal relationships
- Other

Hazard Assessment will also further identify and list specific Village of Buchanan job position and titles in one of the three Tiers listed above, in addition, coupled with a short job hazard assessment duty.

#### 4. Workplace Violence Hazard Control and Prevention

- a) Village Hall – A panic button is installed in the Clerk’s Office. If the button is pushed and someone is in the police department, they will come over and investigate what is going on. Both entry points to the Police Department are monitored by cameras and visitors can only enter after being a member of the staff unlocks the door. Building Department door will be maintained in locked position and all visitors should check in at Clerk’s Office. Recreation/Senior Office should have door closed at all time. Room has a second point of exit for staff members.
- b) Village Municipal Justice Court –Officers are assigned to the Village Hall during the court days to check in and conduct metal detection screening of individuals needing to access the Court.
- c) Highway Garage- All vehicles not in use shall be locked. Building shall remain locked when Highway Foremen is out on the road. Camera system to be installed.
- d) Wastewater Treatment Plant-All vehicles not in use shall be locked. Building shall remain locked when plant operator or other staff or consultants are not on premises. There is a camera system.

#### **TRAINING AND EDUCATION**

The Village Board will authorize training to be done annually for all Village employees who must be trained as per the exposure Tiers listed in Section 3 Hazard Assessment.

Any new employees will be trained upon hiring.

Village Policy and the WPV Program will be included in the Employee Manual.

Incident Reporting, Investigation, WPV Program follow-up and Evaluation.

The Village would develop and implement a WPV reporting and investigation procedure. This would involve the employee completing the WORK PLACE VIOLENCE POLICY INCIDENT REPORT FORM (see attached), whether or not medical services beyond first aid were provided. The employee’s department head would be responsible for the initial receiving the report and initial WPV incident investigation to further determination the required course of action according the village’s procedures.

The Village WPV program would be reviewed annually and changes made accordingly.

**REPORTING PROCEDURE**

Any Employee should report any incidents of Workplace Violence to their direct supervisor. Unless the incident involves the supervisor. If it does the employee should report the incident of Workplace Violence to the Village Clerk, Administrator or Police Chief. The Village will investigate quickly and discreetly.

**RETALIATION OR DISCRIMINATION**

There will be no Retaliation or Discrimination to any person that reports on any incidents of Workplace Violence.

**WPV RECORDKEEPING**

The Village Clerk or his/her designee will be responsible for all recordkeeping:

1. Initial Report by the employee
2. Follow-up training and sign-in sheets
3. Course rosters, course outline, instructor qualifications
4. Incident reports and incident investigations.
5. Each Department/Division will also maintain a set of records for each employee making a report of an incident.

**WORKPLACE VIOLENCE POLICY ACKNOWLEDGEMENT**

I \_\_\_\_\_ (please print name) acknowledge that I have received my personal copy of the Village of Buchanan Workplace Violence Prevention Program. I understand that it is my responsibility to read and abide by the policy.

Employee Signature: \_\_\_\_\_

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