

TOWN OF SHERBURNE

WORKPLACE VIOLENCE PREVENTION POLICY & INCIDENT REPORTING

The Town of Sherburne is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our staff. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Town of Sherburne property or while performing official duties for the Town of Sherburne 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 citizens, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. 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 Workplace Violence Prevention Training Program.

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

All Town of Sherburne 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.

Designated Contact Persons:

Ed Meyer
Title: Town Councilman
Phone: 607-674-4258

Chase Winton
Title: Highway Superintendent
Phone: 607-674-9024

Kathy McDaniel
Title: Town Clerk
Phone: 607-674-4481

Town Board Approval of this Policy: January 14, 2015

The Town of Sherburne is an equal opportunity provider and employer. Complaints of discrimination should be sent to: USDA, Director of Civil Rights, Washington, DC 20550-9410

