

## Mechanicville City School District

### **Policy #6190 Workplace Violence Prevention Policy Statement**

The Mechanicville City School District prioritizes the safety and security of our employees. Workplace violence poses a significant occupational safety risk to our agency, staff, stakeholders, and students. Workplace Violence encompasses any physical assault or aggressive behavior occurring during the performance of work-related duties by public employees. This includes attempts or threats, whether verbal or physical, to cause physical harm, intentional displays of force causing fear of bodily harm, wrongful physical contact without consent resulting in injury, or stalking with the intent to instill fear of material harm.

Acts of violence against District employees, occurring while performing work-related duties, will undergo a thorough investigation, with appropriate action taken, including involving law enforcement when necessary. Every employee plays a role in fostering a mutually respectful environment for colleagues and clients. Adherence to all policies, procedures, and practices is expected to contribute to a safe and secure work environment.

This policy aligns with NYS Labor Law 27b and 12 NYCRR 800.6 and encapsulates key elements of our Workplace Violence Prevention Program. Compliance includes a workplace evaluation to identify potential risks of workplace violence. Authorized Employee Representative(s) will be actively engaged in evaluating at minimum the following:

- Evaluating the physical environment
- Developing the Workplace Violence Prevention Program
- Reviewing incident reports annually to identify trends in incident types, and assess the effectiveness of mitigating actions.

All employees are required to participate in the annual Workplace Violence Prevention Training Program. The primary objective is to promote the safety and well-being of everyone in our workplace. Immediate response to any incidents of violence or threatening behavior upon notification is paramount. Personnel must promptly notify the designated contact person of any violent incidents, threatening behavior, or witnessed threats.

#### **Designated Workplace Violence Administrator/Officer Contact:**

Primary Contact		Secondary Contact	
Name	Colleen DiCaprio	Name	Kevin Kolakowski
Title	Business Manager	Title	Superintendent
Department	Administration/Finance Dept.	Department	Administration
Phone	518-664-5727 x1100	Phone	518664-5727 ext. 1103
Location	Administration/High School	Location	District Office

BOE First Reading: January 4, 2024  
District Clerk: Catherine L. O'Brien