

# **Town of Oswego Workplace Violence Prevention Policy And Incident Reporting**

It is the Town of Oswego policy to promote a safe environment for its employees. The Town is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Disruptive behavior at one time or another will affect every agency.

Violence, threats, harassment, intimidation and other disruptive behavior in our workplace will not be tolerated; that is; all reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

We need your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on Town premises, whether he or she is a Town employee or not, report it immediately to your department head or the Town Supervisor. Department heads or the Town Supervisor who receive such reports should advise the Town Board regarding investigating the incident and initiating appropriate action. Threats or assaults that require immediate attention should be reported to the New York State Police or Oswego County Sheriff's Department.

We will support all efforts made by Department Heads or the Town Supervisor in dealing with violent, threatening, harassing, intimidating or other disruptive behavior in our workplace and will monitor whether this policy is being implemented effectively.

Designated contact person for all Highway employees is the Highway Superintendent

Office – 315-343-0937

Cell – 315-591-0973

Designated contact person for all other Town of Oswego employees is the Town Supervisor.

Office – 315-343-2424

Cell – 315-591-3673

This policy is to be distributed to all town employees and a signed confirmation statement collected by each department head. Signed confirmation statements are to be stored in employee's personnel files. A copy of this policy shall be posted in each town workplace.

Policy adopted by the Town Board of the Town of Oswego on \_\_\_/\_\_\_/2010.

# Workplace Violence Incident Report

Date of incident \_\_\_\_\_ today's date \_\_\_\_\_  
Time of incident \_\_\_\_\_  
Location of incident \_\_\_\_\_

Employee Name \_\_\_\_\_  
Title \_\_\_\_\_  
Workplace location \_\_\_\_\_

What was the employee doing just prior to the incident?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Incident description (Minimally include the names of involved employees, extent of injuries and names of witnesses):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide information on preventative actions that the Town of Oswego has taken or is considering as a result of the incident to prevent against further like occurrences:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

After the occurrence of a workplace violence incident, the Town of Oswego shall consider global (all town work sites) prevention enhancements, which may be necessary to properly protect employees.

The employer is responsible for maintaining copies of all reports, which shall be used when the program is reviewed and updated.

June 2010