

**Buffalo & Erie County Public Library**

**PERSONNEL POLICIES AND PROCEDURES MANUAL**

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**SUBJECT: Workplace Violence**

**CHAPTER: VIII**

**SECTION: 5**

**EFFECTIVE DATE: 2/07**

**REVISION DATE: Modified for the B&ECPL 3/11, 1/1/15**

**I. STATEMENT OF POLICY**

The Buffalo & Erie County Public Library is committed to the safety and security of its employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on B&ECPL property or work sites will be thoroughly investigated and appropriate action will be taken, including summoning law enforcement 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.

## II. GUIDELINES

### A. Compliance

1. This policy is designed to meet the requirements of NYS Labor Law 27b, and highlights some of the elements that are found within the Erie County Workplace Violence Prevention Program.
2. The process involved in complying with this law included a workplace evaluation that was designed to identify workplace violence hazards.
3. 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.
4. All employees will participate in Workplace Violence Prevention training on a yearly basis.
5. 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.
6. When appropriate, the B&ECPL will provide counseling services or referrals for employees.

## B. Reporting

1. All B&ECPL personnel are responsible for notifying the contact person designated below of any concerns about the Workplace Violence Prevention Program, violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.
2. A Workplace Violence Incident Form must be completed.
  - a. The form is available on the employee Intranet or in Human Resources.
  - b. This form should be printed out, completed and sent to the department head and the Assistant Deputy Director of Human Resources.

## C. Protection from Retaliation

The B&ECPL will not in any way retaliate against an individual who files a Workplace Violence incident report or makes a complaint of Workplace Violence, or against any participant in any investigation, nor will it permit any supervisor/ manager or employee to do so.

## D. Designated Contact Person

Name: Jeannine Doyle

Title: Assistant Deputy Director, Human Resources/Labor Relations

Phone: 858-7190

Location: 1 Lafayette Square, Buffalo, New York