

WATER AUTHORITY OF GREAT NECK NORTH
POLICY TO PREVENT VIOLENCE IN THE WORKPLACE

As Amended September 20, 2010
As Re-Adopted February 3, 2025

1. Purpose.

1.1. The purpose of this policy is to ensure that the risk of workplace assaults and homicides is evaluated by the Water Authority and its employees and that the Water Authority designs and implements a workplace violence protection program to prevent and minimize the hazard of workplace violence to its employees.

2. Definitions. For the purposes of this policy:

2.1. "Commissioner" means the Commissioner of the Department.

2.2. "Department" means the New York State Department of Labor.

2.3. "Retaliatory action" means the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of such employee's employment.

2.4. "Supervisor" means any person within the Water Authority's organization who has the authority to direct and control the work performance of an employee, or who has the authority to take corrective action regarding the violation of a law, rule, or regulation to which an employee submits written notice.

2.5. "Workplace" means any location away from an employee's domicile, permanent or temporary, where an employee performs any work-related duty in the course of his or her employment by the Water Authority.

3. Risk evaluation and determination.

3.1. The Water Authority shall evaluate its workplace or workplaces to determine the presence of factors or situations in such workplace or workplaces that might place employees at risk of occupational assaults and homicides. Examples of such factors shall include, but not be limited to:

3.1.1. Working in public settings;

3.1.2. Working late night or early morning hours;

3.1.3. Exchanging money with the public;

3.1.4. Working alone or in small numbers;

3.1.5. Uncontrolled access to the workplace; and

3.1.6. Areas of previous security problems.

4. The Water Authority shall use the following methods to attempt to prevent incidents of occupational assaults and homicides at workplaces:

- 4.1. Making high-risk areas more visible to more people;
- 4.2. Installing good external lighting;
- 4.3. Using drop safes or other methods to minimize cash on hand;
- 4.4. Posting signs stating that limited cash is on hand;
- 4.5. Providing training in conflict resolution and nonviolent self-defense responses; and
- 4.6. Establishing and implementing reporting systems for incidents of aggressive behavior.

5. Employee information and training.

5.1. The Water Authority shall make this Policy available, upon request, to its employees, their designated representatives, and the Department.

5.2. The Water Authority shall provide its employees with the following information and training on the risks of occupational assaults and homicides in their workplace or workplaces at the time of their initial assignment and annually thereafter:

5.2.1. Employees shall be informed of the requirements of this Policy, the risk factors in their workplace or workplaces, and the location and availability of this Policy; and

5.2.2. Employee training shall include at least:

5.2.2.1. The measures employees can take to protect themselves from such risks, including specific procedures the Water Authority has implemented to protect employees, such as appropriate work practices, emergency procedures, and the use of security alarms and other devices; and

5.2.2.2. The details of this Policy.

6. Application.

6.1. Any employee or representative of employees who believes that a serious violation of this Policy exists or that an imminent danger exists shall bring such matter to the attention of a supervisor in the form of a written notice and shall afford the Water Authority a reasonable opportunity to correct such activity, policy, or practice. In the event that an employee or representative of employees reasonably believes that the employee's supervisor will not take corrective action, such employee or representative of employees may bring such matter to the attention of the Superintendent and/or the Chairperson in the form of a written notice and shall afford the Water Authority a reasonable opportunity to correct such activity, policy, or practice. This referral shall not apply where imminent danger or threat exists to the safety of a specific employee and the employee or representative of employees reasonably believes in good faith that reporting to a supervisor, the Superintendent, or the Chairperson would not result in corrective action, in which event the employee or representative of employees may immediately

request an inspection by giving notice to the Commissioner of such violation or danger pursuant to paragraph 6.2 of this Policy.

6.2. If following a referral of such matter to the employee's supervisor, the Superintendent, or the Chairperson's attention and after a reasonable opportunity to correct such activity, policy, or practice the matter has not been resolved and the employee or representative of employees still believes that a violation of the Policy remains, or that an imminent danger exists, such employee or representative of employees may request an inspection by giving notice to the Commissioner of such violation or danger. Such notice and request shall be in writing, shall set forth with reasonable particularity the grounds for the notice, shall be signed by such employee or representative of employees, and a copy shall be provided by the Commissioner to the Superintendent no later than the time of inspection, except that on the request of the person giving such notice, such person's name and the names of individual employees or representatives of employees shall be withheld. Such inspection shall be made forthwith.

6.3. A representative of the Water Authority and an authorized employee representative shall be given the opportunity to accompany the Commissioner during an inspection for the purpose of aiding such inspection. Where there is no authorized employee representative, the Commissioner shall consult with a reasonable number of employees concerning matters of safety in the workplace.

6.4. The authority of the Commissioner to inspect any premises pursuant to such an employee complaint shall not be limited to the alleged violation contained in such complaint. The Commissioner may inspect any other area of the premises in which he or she has reason to believe that a serious violation of this Policy exists.

6.5. The Water Authority shall not take any retaliatory action against any employee because the employee does any of the following:

- 6.5.1. Makes an application pursuant to paragraph 6.1;
- 6.5.2. Requests an inspection as authorized in paragraph 6.2;
- 6.5.3. Accompanies the Commissioner as authorized in paragraph 6.3;

6.6. The Commissioner may, upon his or her own initiative, conduct an inspection of any premises occupied by the Water Authority if he or she has reason to believe that a violation of this Policy has occurred or if he or she has a general administrative plan for the enforcement of this Policy or similar policies, including a general schedule of inspections, which provide a rational administrative basis for such inspecting.

Approved by the Board of Directors:

Resolution #: 10-09-08

Date:

September 20, 2010