

# WORKPLACE VIOLENCE ANNUAL REQUIREMENTS

INFORMATION AND RESOURCES ON HOW TO PREVENT WORKPLACE VIOLENCE

## ANNUAL REQUIREMENTS

The threat of violence is always changing. The regulation has several annual requirements to ensure that the program is working and is up to date.

Each year public employers must:

- Review & analyze all incident report forms to identify trends and to determine if existing control measures are effective.
- Review and update (as needed) the written program to reflect changes or updated controls.
- Update the training program if there are changes.
- Provide the required annual training for all employees.

## TRAINING REQUIREMENTS

Employee training must include:

- The requirements of 800.6.
- All risk factors identified during the risk evaluation and determination.
- Control measures for each risk factor.
- How to properly report an incident.
- How to access the written program.

The regulation requires annual training based upon the review of the incidents, changes to the workplace and updated control measures.

## 12 NYCRR 800.6 Sections (g)(2),(i)(2,4&5)

### *Incident Report Review*

Each year, public employers must review the incident reports of all reported violent acts from the previous calendar year with union representatives. The purpose is to track, analyze and determine if there are any trends in workplace violence. This review will indicate if the control measures put in place are actually preventing violent acts.

### *Program Review and Update*

The written program must also be reviewed to ensure it is addressing the causes of violence. The program must be updated to reflect changes in procedures or the physical work environment. A critical part of the program is a process used to identify where, when, and how incidents occur **AND** how they can be controlled (called the risk evaluation and determination). If there are significant changes to the work environment or the way services are provided OR if a new trend is identified, the risk evaluation and determination must be repeated to address those changes. The most important thing to look at is the response after an incident and to make sure that the program is preventing violent acts; not simply quantifying and categorizing violence.

### *Work Sites with Patterns of "Criminal" Incidents*

Employers that have a pattern of incidents that result from criminal activity, or cause serious injury to employees **MUST** attempt to develop a protocol with local law enforcement or the District Attorney's office to assure that assaults against public employees are quickly investigated and prosecuted. This protocol must be included as part of the written program and communicated to employees as part of annual training. This is especially important for correctional, juvenile justice and mental health settings where the offending individual has been ordered to the facility and where the justice system repeatedly sends the offender back to the facility without completing the legal process.



# ANNUAL REVIEW REQUIREMENTS

## Questions to Ask During the Annual Review

### Incident Review

How many total workplace violence incidents occurred? \_\_\_\_\_

How many resulted in physical violence? \_\_\_\_\_

How many were threats? \_\_\_\_\_

Are there any identifiable “trends”? (See Below)

Are there missing groups of workers or locations that you expected reports from?

Are there reports from groups or locations where you did not expect problems?

Are there patterns of potential criminal acts?

### Program Update

- Is there a new workspace that must be included, evaluated and controlled?
- Have there been any significant changes to the existing workplace?
- Have there been any significant changes to the way things are done?
- Have there been any significant staffing changes?
- Are there places where employees are now working alone?

### Trends to Look Out For

- Similar job titles affected.
- Similar work locations affected.
- Similar days or times of incidents.
- Similar work activities being performed.
- Similar perpetrators of violence.
- Repeated similar incidents.
- Repeated similar response (effective or non-effective).

## WHAT IS NEEDED TO COMPLETE THE ANNUAL REVIEW

- Copy of the complete written program.
- Copies of all incident reports.
- Documentation of previously identified risks or incidents and follow up actions taken.
- The SH-900 log for the same time periods.
- Related reports and documentation.
- Related policies and procedures.
- Ample time and space to review these materials.
- Labor *AND* management representation.

### Annual Requirements Checklist

Annual Training completed? Y / N

Date completed: \_\_\_\_\_

Review of incident reports? Y / N

Date completed: \_\_\_\_\_

Review of written program? Y / N

Date completed: \_\_\_\_\_

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*The life you save could be YOUR OWN.*