

**12 NYCRR Part 800.6**  
**Public Employer Workplace Violence**  
**Prevention Programs**  
**Seven Steps to Comply with 800.6**



**LOCAL 1000, AFSCME, AFL-CIO**  
Occupational Safety & Health  
Department

- 1. Establish a Workplace Violence Committee.**
  - Labor-Management Committee (authorized employee representatives & managers with authority).
  - Employees are given time to attend committee meetings.
  - Set time, date & frequency of meetings.
  - Inform staff who is on the committee to encourage communication.
  
- 2. Develop and Implement a Workplace Violence Policy Statement.**
  - Address all potential "types" of workplace violence.
  - Should not contradict established contractual procedures.
  - Discuss the incident alert & notification procedure.
  - Provide for employee involvement.
  
- 3. Conduct a Risk Evaluation and Determination to Identify Hazards.**
  - Record Examination;
    - Review any & all appropriate records,
    - Identify trends,
    - Determine the level of relative risk and focus resources at problem areas.
  - Review Relevant Policies and Procedures;
    - Any and all affected work procedures must be assessed.
  - Evaluate the Work environment;
    - Physically inspect the work environment,
    - Address all jobs & work locations,
    - Use a combination of methods to identify risk factors; physical inspections, employee surveys, focus groups, hazard mapping, & others.
  
- 4. Implement Hazard Control Measures.**
  - Protective devices, procedures, or rules used to prevent workplace violent incidents.
  - Must address all specific hazards identified in the workplace examination.
  
- 5. Develop a Written Workplace Violence Prevention Program.**
  - List the risk factors identified in the workplace examination.
  - List the specific hazard control measures implemented for each risk factor identified.
  - Provide for a workplace violence incident reporting system.
  - Include an outline or lesson plan of the training program for workers.
  - Provide for recordkeeping of violent incidents.
  - Should address crisis counseling and relationships with local law enforcement if necessary.
  - Update annually.
  
- 6. Worker Training.**
  - Must train all workers at initial hire & annually thereafter.
  - Requirements of Part 800.6.
  - Risk factors identified in their workplace.
  - Control methods implemented to protect workers.
  
- 7. Program Evaluation and Modification**
  - Compare & contrast the data reviewed in the Record Examination annually.
  - Review & identify trends from the previous year's workplace violence incident reports.
  - Adjust or modify the workplace violence prevention program as necessary.