

# City of Olean

## Workplace Violence Prevention Statement

### Policy & Incident Reporting

The City of Olean is committed to the safety and security of our 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 the City of Olean's property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice 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.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees would be exposed to. 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 and allegations. All employees will participate in the annual Workplace Violence Prevention Training Program.

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. The City of Olean has identified response personnel that include a member of management and an employee representative. If appropriate, the City of Olean will provide counseling services or referrals for employees.

All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

An employee has the right to file a complaint with the NYS Dept of Labor PESH Office if the employer does not address the employee's written complaint/concern within a reasonable period of time.

#### Designated Contact Person:

Name: Frank Caputo  
Title: City Clerk  
Phone: 716-376-5604

# **City of Olean**

## **Workplace Violence Prevention Program**

### **Policy Statement:**

The City of Olean prohibits workplace violence. Any form of violence, threats of violence, intimidation, harassment, coercion, and other threatening behavior towards people or property will not be tolerated. Complaints involving workplace violence will not be ignored and will be given the prompt attention they deserve. Individuals who violate this policy may be removed from City property and are subject to disciplinary and/or personnel action up to and including termination consistent with City policies, rules, and collective bargaining agreements. Individuals who violate this policy may also be referred to law enforcement authorities for criminal prosecution. Complaints of sexual harassment are covered under the City of Olean's Policy against Sexual Harassment.

Any violation of this policy should be reported to your immediate supervisor. If the supervisor is the perpetrator of the violation then you should go up the chain of command continuing all the way to the Mayor's Office, if necessary. If you are unhappy with the way the City of Olean has addressed the situation, then you can notify the NYS Commissioner of Labor.