

**TOWN OF HUNTINGTON  
WORKPLACE VIOLENCE PREVENTION  
POLICY & INCIDENT REPORT FORM**

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

All Town of Huntington 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.

**Designated Contact Person:**

Name: Lisa Baisley Title: Chief Personnel Officer

Department: Personnel Telephone No.: (631) 351-3026

Location: Town of Huntington, 100 Main Street, Huntington, NY 11743-6991

Date of incident: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. or p.m. (Circle One)

Case Number: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_

Workplace Location: \_\_\_\_\_

What was the employee doing just prior to the incident?

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Incident Description (Minimally include names of involved employees, extent of injuries and names of witnesses): \_\_\_\_\_

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Provide information on preventative actions that the public employer has taken or is considering as a result of the incident to prevent against further like occurrences:

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After the occurrence of a workplace violence incident, the public employer shall consider global (all public employer worksites) prevention enhancements, which may be necessary to properly protect employees.