

MAYOR
Megat Grenier

VILLAGE CLERK
Don Handerman



TRUSTEES
Steve C. Boulet
Diane Foley
Seth Harris
Aileen L. Nicoll

Village of Menands

Village of Menands Workplace Violence Prevention Policy Statement

Village of Menands 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 Village of Menands employees where any work-related duty is performed 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. Authorized Employee Representative(s) will, at a minimum, be involved in:

- The evaluation of the physical environment;
- The development of the Workplace Violence Prevention Program and;
- The review of workplace violence incident reports at least annually to identify trends in the types of incidents in the workplace and review of the effectiveness of the mitigating actions taken.

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.

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

Designated Contact Person:

Village Clerk
(518) 434-2922

MAYOR
Megan Grenier

VILLAGE CLERK
Don Handorham



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WORKPLACE VIOLENCE PREVENTIVE PROGRAM

1. All employees will be trained on Workplace Violence annually
2. The Workplace Violence Policy will be posted in every Department
3. Workplace Violence reporting forms will be placed in each Department
 - a. Employees will report any Workplace Violence incident to their Department Head or the Menands Police Dispatcher
 - b. The Menands Police are notified
 - c. EMS is to be contacted if there are any injuries
 - d. The reporting form is to be completed
4. A Workplace Violence Response team will be contacted
5. A Workplace Violence Response team will consist of the following:
 - a. Menands Police Department
 - b. Chief of Police and Detective Sergeant
 - c. Department head
 - d. Village Clerk
6. An investigation will be completed for all cases of Workplace Violence
 - a. Copy of investigation kept in the Village Office
7. Workplace Violence check sheet will be completed January and July of each year
8. A Workplace Violence Assessment will be completed and reported back to employees after each assessment is complete. Copies of the assessments will be kept on file in the Village Office.
9. Every month the Village Clerk will review all injuries from previous months and record findings.
10. In December of each year the Workplace Violence program will be reviewed and updated with the following people:
 - a. Village Clerk
 - b. Department Heads
 - c. Union Reps
 - d. Mayor
11. Any changes or added risk factors will be added to Workplace Violence check sheet



Village of Menands

WORKPLACE VIOLENCE INSPECTION CHECKLIST

Inspection completed on _____

TRAINING

1. Are workers trained in the emergency response plan (for example, escape routes, notifying the proper authorities)?
☐ Yes ☐ No ☐ Sometimes Notes _____
2. Are workers trained to report violent incidents or threats?
☐ Yes ☐ No ☐ Sometimes Notes _____
3. Are workers trained in how to handle difficult clients or patients?
☐ Yes ☐ No ☐ Sometimes Notes _____
4. Are workers trained in ways to prevent or defuse potentially violent situations?
☐ Yes ☐ No ☐ Sometimes Notes _____
5. Are workers trained in personal safety and self-defense?
☐ Yes ☐ No ☐ Sometimes Notes _____

FACILITY DESIGN

1. Is there someone responsible for Village of Menands security?
☐ Yes ☐ No ☐ Sometimes Notes _____
Who is it? _____
2. Is adequate and trained staffing available to protect workers against assaults or other violence?
☐ Yes ☐ No ☐ Sometimes Notes _____
3. Are there enough exits and adequate routes of escape?
☐ Yes ☐ No ☐ Some Notes _____
4. Can exit doors be opened only from the inside to prevent unauthorized entry?
☐ Yes ☐ No ☐ Some Notes _____
5. Is the lighting adequate to see clearly in indoor areas?
☐ Yes ☐ No ☐ Some Notes _____
6. Are there employee-only work areas that are separate from public areas?
☐ Yes ☐ No ☐ Some Notes _____
7. Could someone hear a worker call for help?
☐ Yes ☐ No ☐ Some Notes _____
8. Can workers observe clients in waiting areas?
☐ Yes ☐ No ☐ Some Notes _____
9. Do areas used for client interviews allow co-workers to observe any problems?
☐ Yes ☐ No ☐ Some Notes _____
10. Are waiting and work areas free of objects that could be used as weapons?
☐ Yes ☐ No ☐ Some Notes _____

11. Are chairs and furniture secured to prevent use as weapons?
☐ Yes ☐ No ☐ Some Notes _____
12. Is furniture in waiting and work areas arranged to prevent employees from becoming trapped?
☐ Yes ☐ No ☐ Some Notes _____
13. Is a secure place available for employees to store their personal belongings?
☐ Yes ☐ No ☐ Some Notes _____
14. Are private, locked restrooms available for staff?
☐ Yes ☐ No ☐ Some Notes _____

SECURITY MEASURES

1. Physical barriers (Plexiglas partitions, elevated counters to prevent people from jumping over them, bullet-proof customer windows, etc.)?
☐ Yes ☐ No ☐ Some Notes _____
2. Security cameras or closed circuit TV in high-risk areas?
☐ Yes ☐ No ☐ Some Notes _____
3. Panic buttons (portage or fixed)?
☐ Yes ☐ No ☐ Some Notes _____
4. Alarm systems?
☐ Yes ☐ No ☐ Some Notes _____
5. Metal detectors?
☐ Yes ☐ No ☐ Some Notes _____
6. Door locks?
☐ Yes ☐ No ☐ Some Notes _____
7. Internal phone system to activate emergency assistance?
☐ Yes ☐ No ☐ Some Notes _____
8. Phones with an outside line programmed to the Police Dispatcher?
☐ Yes ☐ No ☐ Some Notes _____
9. Two-way radios, pagers or cellular phones?
☐ Yes ☐ No ☐ Some Notes _____
10. Security mirrors (convex mirrors)?
☐ Yes ☐ No ☐ Some Notes _____
11. Secured entry (buzzers)?
☐ Yes ☐ No ☐ Some Notes _____

OUTSIDE THE FACILITY

1. Do workers feel safe walking to and from the workplace?
☐ Yes ☐ No ☐ Sometimes Notes _____
2. Are the entrances to the building clearly visible from the street?
☐ Yes ☐ No ☐ Sometimes Notes _____
3. Is the area surrounding the building free of bushes or other hiding places?
☐ Yes ☐ No ☐ Sometimes Notes _____
4. Is video surveillance provided outside the building?
☐ Yes ☐ No ☐ Sometimes Notes _____
5. Is there enough lighting to see clearly outside the building?
☐ Yes ☐ No ☐ Sometimes Notes _____
6. Are all exterior walkways visible to security personnel?
☐ Yes ☐ No ☐ Sometimes Notes _____
7. Is there a nearby parking lot reserved for employees only?
☐ Yes ☐ No ☐ Sometimes Notes _____
8. Is the parking lot free of bushes or other hiding places?
☐ Yes ☐ No ☐ Sometimes Notes _____
9. Is there enough lighting to see clearly in the parking lot and when walking to the building?
☐ Yes ☐ No ☐ Sometimes Notes _____
10. Have neighboring facilities and businesses experienced violence or crime?
☐ Yes ☐ No ☐ Sometimes Notes _____

WORKPLACE PROCEDURES

1. Is public access to the building controlled?
☐ Yes ☐ No ☐ Sometimes Notes _____
2. Is other emergency information posted, such as telephone numbers?
☐ Yes ☐ No ☐ Sometimes Notes _____
3. Are special security measures taken to protect people who work late at night (escorts, locked entrances, etc.)?
☐ Yes ☐ No ☐ Sometimes Notes _____
4. Are visitors or clients escorted to offices for appointments?
☐ Yes ☐ No ☐ Sometimes Notes _____
5. Are workers notified of past violent acts by particular clients, patients, etc.?
☐ Yes ☐ No ☐ Sometimes Notes _____
6. Are security devices tested on a regular basis and repaired promptly when necessary?
☐ Yes ☐ No ☐ Sometimes Notes _____

7. Is there enough lighting to see clearly in all areas where workers must go?
☐ Yes ☐ No ☐ Sometimes Notes _____
8. Are there safe places for workers to eat, use the restroom, store valuables, etc.?
☐ Yes ☐ No ☐ Sometimes Notes _____

Work Procedures:

1. Does a policy exist to allow workers to refuse service to clients or customers in a hazardous situation?
☐ Yes ☐ No ☐ Sometimes Notes _____
2. Is a safe vehicle or other transportation provided by the employer for use in the field?
☐ Yes ☐ No ☐ Sometimes Notes _____
3. Are vehicles used in the field routinely inspected and kept in good working order?
☐ Yes ☐ No ☐ Sometimes Notes _____
4. Is there always someone who knows where each worker is?
☐ Yes ☐ No ☐ Sometimes Notes _____
5. Are name tags required for workers in the field?
☐ Yes ☐ No ☐ Sometimes Notes _____
6. Are workers notified of past violent acts by particular resident?
☐ Yes ☐ No ☐ Sometimes Notes _____
7. Are workers briefed about the area in which they will be working (gang colors, neighborhood culture, language, drug activity, etc.)?
☐ Yes ☐ No ☐ Sometimes Notes _____
8. Can workers effectively communicate with people they meet in the field (same language, etc.)?
☐ Yes ☐ No ☐ Sometimes Notes _____
9. Are people who work in the field late at night or early mornings advised about special precautions to take?
☐ Yes ☐ No ☐ Sometimes Notes _____

NOTES:

POLICE

1. All doors leading into Police Department are locked at all times.
☐ Yes ☐ No ☐ Sometimes Notes _____
2. People have to be buzzed into Police Department.
☐ Yes ☐ No ☐ Sometimes Notes _____
3. The front entrance of Police Department is set-up with bullet proof material.
☐ Yes ☐ No ☐ Sometimes Notes _____
4. Cameras are on place throughout the Police Department.
☐ Yes ☐ No ☐ Sometimes Notes _____
5. When Police Officers go on high risk calls (example: Domestic, Robbery assaults) are units dispatched alone.
☐ Yes ☐ No ☐ Sometimes Notes _____
6. Are Police Officers supplied with proper equipment to insure their safety while working in the field.
☐ Yes ☐ No ☐ Sometimes Notes _____
7. Agreements with other Police Departments are in place if needed for high risk calls.
☐ Yes ☐ No ☐ Sometimes Notes _____
8. Perform "enforcement" functions?
☐ Yes ☐ No ☐ Sometimes Notes _____
9. Have to take something away from people (remove children from the home, turn off utilities, etc.)?
☐ Yes ☐ No ☐ Sometimes Notes _____
10. Have contact with people who behave violently?
☐ Yes ☐ No ☐ Sometimes Notes _____
11. Use vehicles or wear clothing marked with the name of an organization that the public may strongly dislike?
☐ Yes ☐ No ☐ Sometimes Notes _____
12. Perform duties inside people's homes?
☐ Yes ☐ No ☐ Sometimes Notes _____
13. Have contact with dangerous animals (dogs, etc.)?
☐ Yes ☐ No ☐ Sometimes Notes _____

NOTES:

COURT

1. Doors leading to Court and Court Clerk are locked.
☐ Yes ☐ No ☐ Sometimes Notes _____
2. People coming to see Court Clerk must be announced to the Court Clerk.
☐ Yes ☐ No ☐ Sometimes Notes _____
3. People coming to see the Court Clerk must be buzzed in.
☐ Yes ☐ No ☐ Sometimes Notes _____
4. The door is closed and locked when dealing with people coming to see the Court Clerk.
☐ Yes ☐ No ☐ Sometimes Notes _____
5. When Court is in session before going into the Court Room everyone must go through a metal detector.
☐ Yes ☐ No ☐ Sometimes Notes _____
6. People attending Court are led away from the Court Room.
☐ Yes ☐ No ☐ Sometimes Notes _____
7. Are safe guards in place while in Court to insure safety of staff?
☐ Yes ☐ No ☐ Sometimes Notes _____
8. Are cameras in Court Room?
☐ Yes ☐ No ☐ Sometimes Notes _____
9. Are there cameras in Court Clerk's Office?
☐ Yes ☐ No ☐ Sometimes Notes _____
10. Are there cameras in hallway and waiting area.
☐ Yes ☐ No ☐ Sometimes Notes _____

NOTES:

DPW

1. Does a policy exist to allow workers to refuse service to clients or customers in a hazardous situation?
☐ Yes ☐ No ☐ Sometimes Notes _____
2. Is a safe vehicle or other transportation provided by the employer for use in the field?
☐ Yes ☐ No ☐ Sometimes Notes _____
3. Are vehicles used in the field routinely inspected and kept in good working order?
☐ Yes ☐ No ☐ Sometimes Notes _____
4. Is there always someone who knows where each worker is?
☐ Yes ☐ No ☐ Sometimes Notes _____
5. Are name tags required for workers in the field?
☐ Yes ☐ No ☐ Sometimes Notes _____
6. Are workers notified of past violent acts by particular resident?
☐ Yes ☐ No ☐ Sometimes Notes _____
7. Are workers briefed about the area in which they will be working (gang colors, neighborhood culture, language, drug activity, etc.)?
☐ Yes ☐ No ☐ Sometimes Notes _____
8. Can workers effectively communicate with people they meet in the field (same language, etc.)?
☐ Yes ☐ No ☐ Sometimes Notes _____
10. Are people who work in the field late at night or early mornings advised about special precautions to take?
☐ Yes ☐ No ☐ Sometimes Notes _____
11. Is public access to the building controlled?
☐ Yes ☐ No ☐ Sometimes Notes _____
12. Is other emergency information posted, such as telephone numbers?
☐ Yes ☐ No ☐ Sometimes Notes _____
13. Use vehicles or wear clothing marked with the name of an organization that the public may strongly dislike?
☐ Yes ☐ No ☐ Sometimes Notes _____
14. Perform duties inside people's homes?
☐ Yes ☐ No ☐ Sometimes Notes _____
15. Have contact with dangerous animals (dogs, etc.)?
☐ Yes ☐ No ☐ Sometimes Notes _____

NOTES:

FIRE DEPARTMENT

1. Is a safe vehicle or other transportation provided by the employer for use in the field?
☐ Yes ☐ No ☐ Sometimes Notes _____
2. Are vehicles used in the field routinely inspected and kept in good working order?
☐ Yes ☐ No ☐ Sometimes Notes _____
3. Is there always someone who knows where each worker is?
☐ Yes ☐ No ☐ Sometimes Notes _____
4. Are workers notified of past violent acts by particular resident?
☐ Yes ☐ No ☐ Sometimes Notes _____
5. Is public access to the building controlled?
☐ Yes ☐ No ☐ Sometimes Notes _____
6. Is other emergency information posted, such as telephone numbers?
☐ Yes ☐ No ☐ Sometimes Notes _____
7. Use vehicles or wear clothing marked with the name of an organization that the public may strongly dislike?
☐ Yes ☐ No ☐ Sometimes Notes _____
8. Perform duties inside people's homes?
☐ Yes ☐ No ☐ Sometimes Notes _____
9. Security cameras or closed circuit TV in high-risk areas?
☐ Yes ☐ No ☐ Some Notes _____
10. Door locks?
☐ Yes ☐ No ☐ Some Notes _____
11. Phones with an outside line programmed to the Police Dispatcher?
☐ Yes ☐ No ☐ Some Notes _____
12. Two-way radios, pagers or cellular phones?
☐ Yes ☐ No ☐ Some Notes _____

NOTES:

MAYOR
Megan Grenier

VILLAGE CLERK
Don Handerhan



TRUSTEES
Steve C. Boulet
Diane Foley
Seth Harris
Aileen L. Nicoll

Village of Menands

RISK ASSESSMENT

January 2017

A. Identify Potential Risks and Vulnerabilities

1. *Village Government Departments*

- A. Police Department - High Risk
- B. Village Court - High Risk
- C. Fire Department – Moderate Risk
- D. Village Office – Moderate Risk
- E. Department of Public Works - Low Risk
- F. Other Departments - Low Risk

2. *How much public contact is there?*

- A. Police Department - High
- B. Village Court - High
- C. Fire Department - High
- D. Village Office - High
- E. Department of Public Works - Moderate
- F. Other Departments - Low

3. *Are there many employee terminations?*

- A. There is a very low turnover rate for the Village of Menands
- B. Less than 2% of employees have been terminated in past 5 years

4. *Is there a high stress level associated with the type of work done in the department?*

- A. Police Department High Stress
- B. Village Court Moderate Stress
- C. Fire Department High Stress
- D. Village Office Low Stress
- E. Department of Public Works Moderate Stress
- F. Other Departments – Low Stress

5. *Does the department handle cash transactions?*

- A. Police Department Yes
- B. Village Court Yes
- C. Fire Department No
- D. Village Office Yes
- E. Department of Public Works Yes
- F. Other Departments No

6. *Do employees work in the field?*

- A. Police Department Yes

- B. Village Court No
- C. Fire Department Yes
- D. Village Office Yes Code Enforcement / Building Inspector Yes
- E. Department of Public Works Moderate Yes

ASSESS PHYSICAL AND ENVIRONMENTAL SECURITY

A. Outside of Facility

- 1. Lighting there is Lights on all sides of building
- 2. Shrubs no shrubs all plantings are low to ground
- 1. Hiding places
 - a. Stairs to parking lot
 - b. Corners of building
 - c. Rear of Firehouse near dumpster
- 2. Obstructions there none around the buildings

B. Access Control

- 1. Door and window locks
 - a. Police Department All doors are locked and have to buzzed in to gain entry into department
 - b. Court Clerk Door is locked
 - a. Has to announced before going to see Court Clerk
 - b. Door to Court Clerk has to be buzzed to be opened
 - c. When Court is in session
 - a. Entry through Firehouse
 - b. Must go through metal detector
 - c. People waiting for court staged in in Fire Hall until called to court
 - d. Police Offices are in waiting area, outside court room and inside court room
 - d. The Firehouse all doors are locked no access for public
 - e. DPW all doors are locked no access for public
- 2. Number of public entrances
 - a. One main entry to Main Building
 - b. On entry for Firehouse
 - c. On entry for DPW
- 3. After hours lock down plan
 - a. All doors and windows are locked prior closing department
- 4. Key control
 - a. Department Heads control keys to employees to give them access to certain doors
 - b. Master set of keys are located in the safe in the Village Office

C. Inside of Facility

- 1. While court is in session people going to court must sign in
- 2. Court Room there are benches instead on chairs
- 3. Inside of Police Department people under arrest are handcuffed to bench
- 4. Electronic security options
 - a. Cameras are located
 - a. Outside of building

- b. Inside Police Department
- c. Inside Courtroom
- d. Court Clerk's Office
- e. Hallway outside Court Room and Clerk's Office
- f. Stairwells
- g. Fire Hall
- b. Panic Alarm in Court Clerk's Office
- c. All Phone have Police Dispatcher programed into phone

IDENTIFY APPROPRIATE PREVENTATIVE ACTIONS TO BE TAKEN

1. Risk Assessments are going to be completed January and July of each year and any changes or risks will be communicated to employees
2. The Village Clerk will monthly a review of employee's injuries
3. Month training program has been setup online or class

IMPLEMENT FACILITY SECURITY IMPROVEMENT

1. More Cameras to be installed

STAFF RISKS AND VULNERABILITIES

- A. Insuring that appropriate doors are locked and procedures are followed
- B. Staff and visitor interactions
- C. Field operations

SAFETY STRATEGIES

- A. Cash control
 1. Court makes deposits every and Village Office as needed
 1. Don't make deposits same time
 2. Don't take same route each time
 3. Don't make bank bag visible

REPORTING ACTUAL OR POTENTIALWORKPLACE VIOLENCE

- A. Incident reports, police reports, report of Workplace Violence are to be sent to the Village Clerk

RESPONDING TO ACTUAL OR POTENTIAL WORKPLACE VIOLENCE

- A. The Menand Police Department
- B. Chief of Police and or Detective Sergeant
- C. Department Head
- D. Village Clerk

VILLAGE CLERK
Don Hamclough



TRUSTEES
Steve C. Boufel
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Seth Harris
Aileen L. Nicoli

Village of Menands

**250 Broadway
Menands, NY 12204
(518) 434-2922
Fax (518) 427-7303**

WORKPLACE VIOLENCE INCIDENT REPORT

1. Date of Incident _____
2. Time of day/shift when the incident occurred _____
3. Workplace Location where incident occurred _____
4. Provide a detailed description of the incident including:
Events leading up to the incident and how the incident ended;
Names and job title of involved employee(s);
Name of other identifier of other individuals involved;
Nature and extent of injuries arising from the incident and;
Name of witness;

[illegible]

Note: Refer to 12 NYCRR Part 800.6 Section (i)(3)(ii) for special instruction on privacy concern cases.
Print additional sheets if necessary.

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INCIDENT REPORT

Village of Menands

Date: _____

Employee

Name: _____

Telephone: _____

Manager

Name: _____

Telephone: _____

Incident:

Date: _____

Time: _____

Location: _____

Description of Incident:

Employee Explanation:

Witness:

Explain: _____

By signing this document, you acknowledge that you have read and understood the information contained herein

Employee

Date

Manager

Date

MAYOR
Megan Grenier

VILLAGE CLERK
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Village of Menands

250 Broadway
Menands, NY 12204
(518) 434-2922
Fax (518) 427-7303

LABOR / MANAGEMENT

Date: January 19, 2017

Village of Menands meet with Representatives for Menands PBA and The Teamsters to identify all risk factors for employees in regards to Workplace Violence. All parties agreed to the checklist form to evaluation building, grounds and work areas for employees to insure a safe environment. After the checklist is complete an assessment will be completed and shared with all employees.

Signed:

Teamsters: Richard Q.

Menands PBA: [Signature]

Village Clerk: Don Handelman

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- b. Inside Police Department
- c. Inside Courtroom
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- e. Hallway outside Court Room and Clerk's Office
- f. Stairwells
- g. Fire Hall
- b. Panic Alarm in Court Clerk's Office
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- A. The Menand Police Department
- B. Chief of Police and or Detective Sergeant
- C. Department Head
- D. Village Clerk



VILLAGE OF MENANDS
INJURY AND WORKPLACE VIOLENCE EVALUATION



Month	Year	Date of Eval	Findings

Month	Year	Date of Eval	Findings

Month	Year	Date of Eval	Findings

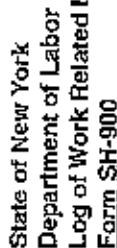
Month	Year	Date of Eval	Findings

Month	Year	Date of Eval	Findings

Month	Year	Date of Eval	Findings

Month	Year	Date of Eval	Findings

Month	Year	Date of Eval	Findings



State of New York
Department of Labor
Log of Work Related Injuries and Illnesses
Form SH-900

Political Subdivision (Employer) _____
 Establishment Name _____
 Street Address _____
 City _____ State _____ Zip Code _____

Calendar Year 20____
Page ____ of ____

1. This form is required by the Commissioner of Labor's Rules and Regulations Part 801 (12 NYCRR Part 801) and must be kept in the establishment for five years. Failure to maintain this form can result in the issuance of a Notice of Violation and Order to Comply.

2. You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria found in 12 NYCRR 801.7 - 801.12 and instructions.

3. Use more than one line for a single case if necessary.

4. This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes. Refer to the instructions (SB-801) for types of fitness and injuries declared as privacy concern cases.

[illegible]

ADDITIONAL FORMS AND INFORMATION: If you require additional forms or information concerning the completion of this form, contact:
New York State Department of Labor, Division of Research and Statistics, 4th Floor, 247 West 54th St., New York, N.Y. 10019.
Telephone (212) 621-9589.

TOTAL

MAYOR

Megan Grenier

VILLAGE CLERK

Don Handerhan



TRUSTEES

Steve C. Boulet

Diane Foley

Seth Harris

Aileen L. Nicoll

Village of Menands

Municipal Building

250 Broadway, Menands, NY 12204

(518) 484-2922

Fax: (518) 427-7303

To: Village Board
From: Don Handerhan, Village Clerk
Re: Mandatory Training
Date: December 29, 2016

To keep in compliance with PESH, I have setup a Online Training Program with PERMA for all employees of the Village of Menands. Each training class takes approximately 30 to 60 minutes to complete. Each employee will be given one hour a month to complete the training while at work. The employee will be given a sheet that explains how to log on and setup an account. Attached you will find a Training Schedule for 2017 and a copy of the logon sheet.

MAYOR
Megan Grenier

VILLAGE CLERK
Don Vanderlian



TRUSTEES
Steve C. Boulet
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250 Broadway
Menands, NY 12204
(518) 434-2922
Fax (518) 427-7303

Course	DPW
HazMat Awareness	Jan
Work Place Violence	Feb
Defensive Driving	Mar
Sexual Harassment	Apr
Working Outdoors in Warm	May
Emergency Preparedness	Jun
Lockout/Tagout	Jul
Stress Management	Aug
Back Safety	Sep
Working in Extreme Temps	Oct
Trenching & Excavation Safety	Nov
Hazard Communications	Dec

Course	PD
HazMat Awareness	Jan
Work Place Violence	Feb
Defensive Driving	Mar
Sexual Harassment	Apr
Working Outdoors in Warm	May
Emergency Preparedness	Jun
Lockout/Tagout	Jul
Stress Management	Aug
Back Safety	Sep
Working in Extreme Temps	Oct
Bloodborne Pathogens	Nov
Hazard Communications	Dec

Course	Fire
HazMat Awareness	Jan
Work Place Violence	Feb
Defensive Driving	Mar
Sexual Harassment	Apr
Working Outdoors in Warm	May
Emergency Preparedness	Jun
Lockout/Tagout	Jul
Stress Management	Aug
Back Safety	Sep
Working in Extreme Temps	Oct
Bloodborne Pathogens	Nov
Hazard Communications	Dec

Course	Office
Office Safety	Jan
Work Place Violence	Feb
Defensive Driving	Mar
Sexual Harassment	Apr
Ethical Decision Making	May
Emergency Preparedness	Jun
Safety Data Sheets	Jul
Stress Management	Aug
Back Safety	Sep
Workplace Ergonomics	Oct
Bloodborne Pathogens	Nov
Hazard Communications	Dec



January 24, 2017

Don Handerhan
Village Clerk
Village of Menands
250 Broadway
Menands, NY 12204

Dear Mr. Handerhan:

This is to confirm that I conducted Workplace Violence Prevention Training (2 sessions) for the Village of Menands' employees on January 19, 2017.

Sincerely,

Ronni M. Travers, SPHR
President

VILLAGE OF MENANDS SIGN IN SHEET

TOPIC: Workplace Violence + Harassment DATE: January 19, 2017
PRESENTED BY: Ronni Travers, Public Sector HR Consultants

First	Last	Department	Print	Sign
Steve	Boulet	Board		
Diane	Foley	Board		
Seth	Harris	Board		
Aileen	Nicoll	Board		
Meg	Grenier	Board		
Lisa	Proskin	Court		
Susan	Dube	Court	<u>Susan T. Dube</u>	<u>Susan T. Dube</u>
Robert	Becher	Court		
Kimberly	Musella	Court	<u>Kim Musella</u>	<u>Kim Musella</u>
Mike	Hagmann	DPW	<u>Mike Hagmann</u>	<u>Mike Hagmann</u>
Sean	Connors	DPW	<u>SEAN CONNORS</u>	<u>Sean Connors</u>
Marc	Boyer	DPW	<u>Marc Boyer</u>	<u>Marc Boyer</u>
Rick	Ognan	DPW	<u>Rick Ognan</u>	<u>Rick Ognan</u>
Joshua	Kinneston	DPW	<u>JOSEPH KINNESTON</u>	<u>Joshua Kinneston</u>
Mark	Carnegie	DPW	<u>MARK CARNegie</u>	<u>Mark Carnegie</u>
Matthew	Galuski	DPW	<u>Matt Galuski</u>	<u>Matt Galuski</u>
John	Sheehy	DPW	<u>JOHN SHEEHY</u>	<u>John Sheehy</u>
Marty	Thompson	DPW	<u>MARTY THOMPSON</u>	<u>Marty Thompson</u>
Harry	Hourbour	DPW		
Kelvin	Schoonmaker	DPW	<u>Kelvin Schoonmaker</u>	<u>Kelvin Schoonmaker</u>
Mike	O'Brien	Police	<u>MIKE O'BRIEN</u>	<u>Mike O'Brien</u>
Frank	Lacoste	Police	<u>FRANK LACOSTE</u>	<u>Frank Lacoste</u>
Ryan	St Gelais	Police	<u>Ryan St-Gelais</u>	<u>Ryan St-Gelais</u>
Ed	Barnes	Police	<u>Ed Barnes</u>	<u>Ed Barnes</u>
Zachary	Bourdeau	Police	<u>Zach Bourdeau</u>	<u>Zach Bourdeau</u>
Mike	Dambro	Police		
John	Favata	Police		
John	Murphy	Police		
Aaron	St Gelais	Police		
Scott	Westfall	Police	<u>Scott Westfall</u>	<u>Scott Westfall</u>
Paul	Stone	Police		
Jacquelin	Goves-Spenc	Police		
Anthony	Agresta	Police		
Ralph	Southworth	Police		
Kenneth	Fuchs	Police		

Marcus Decker	Police		
Carlos Nazario	Police		
David Bushey, Jr.	Police		
Christopher Kowalski	Police		
Tressa Young	Police		
Lori Dudek	Police		
Crystallir Kleinhans	Police		
Brendon O'Donovan	Police		
Mara Walter	Police		
Paul Reuss	Village Office	PAUL REUSS	Paul Reuss
Donald Handerhan	Village Office	Don Haderhan	Don Haderhan
Doreen Gadani	Village Office	Doreen Gadani	Doreen Gadani
Bill Smith	Village Office		
Cheryl Lyon	Village Office	Cheryl Lyon	Cheryl Lyon
Sheila Hyatt	Village Office		
Lyle Darmetko	Village Office		
Bill Giering	Village Office		
Diane Leonard	Village Office		
Kevin Franklin	Village Office		
Stephen Rehfuss	Village Office		
Dianne MacFarland	Village Office		

VILLAGE OF MENANDS HARASSMENT IN THE WORKPLACE

Test Your Knowledge

Indicate whether the following statements are true or false:

True	False	
_____	_____	1. Men in male dominated workplaces should change their behavior when a woman begins working there.
_____	_____	2. The use of ethnic stereotypes in the workplace cannot create a hostile work environment unless the stereotype is directed at a specific co-worker.
_____	_____	3. Sexually suggestive visuals or objects in a workplace do not create a liability unless an employee complains about them and management allows them to remain.
_____	_____	4. It is considered sexual harassment if a supervisor dates a subordinate employee.
_____	_____	5. Telling jokes with a racial or sexual meaning or tone violates the Village's harassment policy.
_____	_____	6. The lack of harassment complaints is a good indication that harassment is not occurring.
_____	_____	7. Posting sexually or racially oriented cartoons in public or semipublic places is an example of workplace harassment.
_____	_____	8. Gender-specific profanity could support a female employee's claim of sexual harassment even if the words were not directed at her.
_____	_____	9. Wearing "sexually seductive" clothing in the workplace violates the Village's Harassment Policy.

**VILLAGE OF MENANDS
WORKPLACE VIOLENCE PREVENTION**

Workplace Violence Exposure Questionnaire

	YES	NO
1. Do you handle cash receipts and maintain cash on hand in your department?	_____	_____
2. Do you have to enter a resident's home in the course of your job?	_____	_____
3. Have you ever engaged in an open, escalating disagreement with a member of the public?	_____	_____
4. Do you work alone or during early or late hours?	_____	_____
5. Have you ever had a physical altercation with another employee?	_____	_____
6. Do you have to deal with irate members of the public face to face?	_____	_____
7. Have you been made aware of the resources available through the Village's Health Insurance / Employee Assistance Program if needed?	_____	_____
8. Have you filed an order of protection against a spouse or other individual and neglected to notify your employer?	_____	_____
9. Do you ALWAYS comply with departmental safety guidelines and/or security protocols implemented by the Village to reduce the risk of workplace violence?	_____	_____

MAYOR
Megan Grenier

VILLAGE CLERK
Don Handerhan



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Village of Menands

250 Broadway
Menands, NY 12204
(518) 434-2922
Fax (518) 427-7303

January 26, 2017

Employees were given the results on Workplace Violence Assessment. During the training, they were also given further information on reporting Workplace Violence and the procedure that will be followed.


Don Handerhan
Village Clerk



VILLAGE OF MENANDS

Workplace Violence Assessment

<u>Name</u>	<u>Department</u>	<u>Date</u>
Paul E. Breen	DCP	1/26/17
William F. [Signature]	Village Office	1/26/17
Charles [Signature]	Village Office	1/26/17
Regina Dodani	Village Office	1/26/17
Rusan T. Lube	Court	1/26/17
KAMuseela	Court	1/26/17
JOSH KINNESTON	DPW	1/26/17
Rick [Signature]	DPW	1/26/17
[Signature]	DPW	1/26/17
John [Signature]	DPW	1/26/17
[Signature]	DPW	1/26/17
Marty [Signature]	DPW	1/26/17
Man D. Boyer	DPW	1/26/17
Matty [Signature]	DPW	1/26/17
Mark J. [Signature]	DPW	1-26-17
Ynes [Signature]	PD	1-27-17



VILLAGE OF MENANDS

Workplace Violence Assessment

<u>Name</u>	<u>Department</u>	<u>Date</u>
Zachary Bourdeau	PD	1/26/17
Edward Barnes	PD	1/26/17
Ryan St. Germain	RD	1-26-17
FRANCIS X. LACASSE JR.	PD	1-26-17
Sam St. Germain	PD	1-26-17
[Signature]	PD	1-26-17
St. Germain	PD	1/26-17
Charles P. Kulini	PD	1/26/17
P.J. Stone	PD	1/26/17
Dave Bayliss	PD	1/26/17
John N. Farkas	PP	1/26/17



VILLAGE OF MENANDS

Workplace Violence Assessment

Name

DepartmentDate[illegible]