

**THE CITY UNIVERSITY OF NEW YORK**  
**MACAULAY HONORS COLLEGE**  
**WORKPLACE VIOLENCE PREVENTION PROGRAM**

In accordance with the University's commitment to the prevention of workplace violence, Macaulay Honor College adopts the following as its Workplace Violence Prevention Program (the "Program"):

**1. Purpose**

CUNY's Workplace Violence Prevention Program provides information to the College community about preventing and responding to incidents of workplace violence at the College and seeks to develop programs which will prevent or reduce the likelihood of threats or acts of workplace violence. The Program seeks to ensure that any incident, complaint, or report of workplace violence is taken seriously and dealt with appropriately. The Program implements the Workplace Violence Prevention Policy as set forth therein, workplace violence is defined as any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment, including but not limited to:

- i. An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- ii. Any intentional display of force that would give an employee reason to fear or expect bodily harm;
- iii. Intentional and wrongful physical contact with an employee without his or her consent that entails some injury; and
- iv. Stalking an employee in a manner that may cause the employee to fear for his or her physical safety and health when such stalking has arisen through and in the course of employment.

**2. Scope**

All College employees are required to comply with the Program. In addition, since students and visitors to the College are required to conduct themselves in conformity with existing law, employees who observe or experience students or visitors engaging in violent or threatening behavior should follow the procedures in the Program for reporting such behavior.

**3. Workplace Violence Advisory Team (WVAT)**

- a. The WVAT includes representatives from the Department of Public Safety, Human Resources, Counseling Services, Legal Affairs (including Labor Relations) and/or others, including faculty and staff.
- b. The WVAT Chair, sets the times and agendas for meetings and establishes sub-committees, as necessary, to fulfill the WVAT responsibilities set forth herein and in sections 4.
- c. The link to the College's website where the Chair and members of the WVAT and their contact information is found in Appendix I.

d. Human Resources will coordinate the Workplace Violence Prevention training at the College.

#### **4. Risk Assessment and Evaluation Process**

a. On an annual basis, the WVAT will:

- i. Examine the prior year's relevant records that concern workplace violence incidents to identify patterns in the type and cause of injuries.
- ii. Assess relevant policies, work practices, and work procedures that may impact the Workplace Violence Prevention Program.

b. On April 24, 2019 the WVAT with authorized employee (union) representatives conducted a physical site evaluation of the Macaulay Honor's College's campus building to determine the presence of factors that may place employees at risk of workplace violence. There was no new construction completed since the last walk-through therefore another walk-through was not required during the 2020 annual review.

c. Each authorized employee representative (AER) with members at the College and WVAT members will be provided advance notice, in writing, of the date and time(s) of the site visit(s) and annual program review from the WVAT Chair. Each authorized employee organization will be provided with the opportunity to designate a representative to participate in the site visit(s) by notifying the WVAT Chair in writing of the designated representative. In addition to the AER, an employee may also request to participate directly in the site visit for his/her work area by contacting the WVAT Chair. An e-mail announcing the site visit and inviting participation was sent to the College community prior to the walk-through. If there were incidents of workplace violence the AERs will be provided with incident reports (with names redacted) for the previous year. The AERs may submit any comments to the WVAT Chair regarding situations in the workplace that pose a threat of workplace violence. If a site walk-through is required, it will be completed before the annual review meeting. Issues discovered during the walk-through will be discussed/reviewed during the annual program review.

d. Following the physical site evaluation, the WVAT will prepare a report of the findings, including a list of the high risk factors identified during the physical site evaluation and recommendations on appropriate work practice control measures to address identified risk factors.

e. Physical site evaluation/risk assessment evaluations will be conducted after an incident of workplace violence, as needed and as identified by the Department of Labor, or if it is determined that a significant trend of workplace violence is identified.

f. The WVAT, with the participation of the AERs, conducts an annual program review of the prior year's campus workplace incidents to identify trends in the types of incidents in the workplace and reviews the effectiveness of the mitigating actions taken. If incidents did occur a redacted master summary sheet of all on campus workplace violence incidents would be distributed and discussed. If a walk-through was conducted, the results of the walk through are examined during the annual review meeting. The campus Workplace Violence Prevention Plan and Program are reviewed.

## 5. High Risk Locations/Risk Factors

Factors that might place an employee at risk include but are not limited to:

- Personnel that handle issues stressful to students, such as Academic Advising, Accessibility Services, Wellness Center, Financial Aid, Student Affairs and Public Safety.
- Personnel that handle issues stressful to faculty and staff, such as the Human Resources, Public Safety and the Dean's Office.
- Campus locations where faculty and staff work late at night/early in the morning or on weekends: including Facilities Management, and Public Safety officers.

The College utilizes the following control measures to eliminate or reduce workplace violence hazards:

- ID Card Access
- Sign-in procedure for campus visitor access
- Metal Detectors: utilized at events that Public Safety deems as necessary; with the written consent of the Dean. Public Safety will be conduct bag checks when non-Macaulay students are invited to a campus party.
- Surveillance cameras are located in: elevators, common areas, and other strategic locations
- Daily patrols to ensure safety and security
- Two-way radios: Public Safety and Facilities Management
- A panic button is installed in the Wellness Office – the alarm is heard at the Public Safety desk
- Public Safety in conjunction with MHC personnel, has created an Emergency Response Guide for faculty and staff members
- Stop the Bleed training as well as an Active Shooter table top exercise was also recently taking place and will be offered again

Although there were no incidents of Workplace Violence, there were suggestions of additional safety measures should funding be available:

- An audible alarm on the steps leading to the roof that would ring at the Public Safety desk.
- Additional cameras: for roof, storage closet, and cellar area.
- Rails on the roof should be enforced and a gate should be placed around some of the areas where there are barriers that were identified as too low.

## **6. Workplace Violence Prevention Training**

The annual CUNY Workplace Violence Prevention training is mandatory. All employees must participate in the training on the risks of workplace violence at the time of initial employment and annually thereafter. The College provides training to its employees through Human Resources either via the web. A list is received at Macaulay Honors College from the Graduate Center of faculty and staff who have not completed training from the Graduate Center; those listed are then contacted reminded to complete the training.

The training program address the following essential topics:

- a. An overview and definition of workplace violence;
- b. Techniques on how to recognize and avoid potentially violent situations, including de-escalation techniques;
- c. How employees can protect themselves and soliciting employees for program improvements
- d. The importance of reporting incidents and the procedure for reporting incidents;
- e. Where employees can seek assistance during a dangerous situation;
- f. Resources, such as trauma counseling, that may be available to employees after an incident has occurred.
- g. Active shooter awareness

## **7. Reporting Process/Procedures for Incidents of Workplace Violence**

In order to maintain a safe working environment, incidents of workplace violence must be reported promptly to a supervisor (unless the complaint is made against the supervisor) and/or the Department of Public Safety. The phone number of the Department of Public Safety desk is (212) 729-2901. Members of the College community are encouraged to report behavior they believe may lead to workplace violence.

- a. After an incident has occurred or upon receipt of a complaint, an investigation will be conducted by the Department of Public Safety. Complaints involving employees of the Department of Public Safety will be investigated by Human Resources and referred to Legal Affairs.
- b. Once there's an alleged incident of Workplace Violence reported, Public Safety will write an incident report. Public Safety maintains all records of initial reports and the results of any investigative reports relating to Workplace Violence at the College.

As set forth therein, investigative reports must include:

- i. Workplace location where the incident occurred;
- ii. Time of day/shift when the incident occurred;
- iii. A detailed description of the incident, including events leading up to the incident and how the incident ended;
- iv. Names and job titles of employees involved; including other identifiers and the names of other individuals involved.
- v. Nature and extent of injuries arising from the incident; and
- vi. Names of witnesses.

b. A Director of Public Safety will review the investigation results of incidents and complaints. The report will then be forwarded to the Office of Legal Counsel, where it will be reviewed and appropriate recommendations will be made.

c. When applicable the WVAT, with the participation of the authorized employee representative(s), conducts a review of the Campus Workplace Violence Incidents Report at least annually to identify trends in the types of incidents in the workplace and reviews the effectiveness of the mitigating actions taken.

d. All reports are confidential and non-redacted copies are only distributed on the advice of counsel.

## **8. Report of Violations of the Workplace Violence Prevention Policy and Program**

Any employee or authorized employee representative who believes that the College's Workplace Violence Prevention Program is in violation of CUNY's Workplace Violence Prevention Policy, New York State Department of Labor Regulation Section 800.6 and New York State Labor Law Section 27(b), should bring their concerns to the attention of the proper authorities.

During events involving the threat of imminent danger call 911 and then contact the Department of Public Safety.

Events relating to concerns of other types of reportable incidents should be reported as detailed in Paragraph 7, above, and brought to the attention of the University's Senior University Executive Director of Human Resources Strategic Planning, 217 East 42 St, New York, NY 10017

If you are not satisfied with the College's response to an activity, policy or practice or believe a violation remains after an investigation you may request an inspection by notifying the Commissioner of Labor of the alleged violation. This notice to the Commissioner must be in writing and with a description of the grounds for the notice and must be signed by the employee or authorized employee representative in compliance with New York State Labor Law Section 27(b) and its implementing regulations.

## **9. Retaliation**

No employee is subject to criticism, reprisal, retaliation or disciplinary action by the College for good faith reporting pursuant to the Program. Individuals who make false and malicious complaints of workplace violence, as opposed to complaints that, even if erroneous, are made in good faith, may be subject to disciplinary or other appropriate action.

## **10. Recordkeeping**

All recordkeeping and reporting shall be made in compliance with the applicable law and regulation (currently New York Labor Law Sections 27-a and 27-b and 12 NYCRR Part 800) and the Policy and Program.

## **12. Program Effectiveness and Evaluation/Post-Incident Response**

At least annually or after serious incidents, the WVAT evaluates the effectiveness of the Workplace Violence Prevention Program, including post-incident responses and evaluation processes. The review focuses on incident trends and the effectiveness of the control measures taken by the College. The review also assesses whether the reporting and recordkeeping systems are effective in collecting relevant information.

Edited May 2020

**APPENDIX I  
MEMBERS OF THE WORKPLACE VIOLENCE ADVISORY TEAM**

**Public Safety,  
John Jay College**

Diego Redondo, Chair  
Isabelle Curro  
David Rivera  
Rabiyyah Williams

**Human Resources**

Sara Mazes

**Legal Affairs**

Lori Fox

**Counseling**

**Environmental Health & Safety** Lindsey Kayman  
John Jay College

Student Services      Veronica Maldonado

Amanda Hick      Confidential Executive Coordinator

