Workplace Violence Prevention Program

2016
In accordance with the City University of New York’s commitment to the prevention of workplace violence, the Guttman Community College ("College") adopts the following Workplace Violence Prevention Program.

1. Purpose

It is the policy of Guttman Community College ("College") to promote a safe environment for all members of the community, free from violence, harassment and other threatening behavior. Any act of violence, such as physical attack, property damage, direct or indirect threat will not be tolerated. The College's Workplace Violence Prevention Program seeks to ensure that any incident, complaint or report of workplace violence is taken seriously and dealt with appropriately.

Workplace violence is any physical assault or act of aggressive behavior occurring where an employee performs any work during the course of his or her employment, including but not limited to:

a) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
b) A display of force that would give an employee reason to fear or expect bodily harm;
c) Physical contact with an employee without his or her consent that causes injury, or
d) Stalking an employee in a manner that may cause the employee to fear for his or her physical safety or mental health.

Individuals who engage in workplace violence may be removed immediately from College property and are subject to disciplinary or personnel action up to and including termination, consistent with College and University policies, rules and collective bargaining agreements, or referral to law enforcement authorities for civil or criminal prosecution.

2. Scope

All College employees, students and visitors to the campus are required to comply with this anti-violence policy. Employees who observe or experience colleagues, students or visitors engaging in violent or threatening behavior should report that behavior immediately to their supervisor, Public Safety at 646-313-8101, or the Office of Human Resources. Management and supervisors should set a tone communicating that workplace violence is not tolerated and that the College provides information and support to employees who are victims of such abuse.

3. Existing Safeguards

The College has a CCTV system installed and panic buttons in the Registrar, Bursar, Admissions and Financial Aid Offices. Panic buttons are also located in the offices of the President, Provost, Wellness, the HUB (student service area) and the Information Commons. Additional physical protections include restricted identification cards that access to the main entrance, all offices, classrooms and labs (assigned by workspace); metal detectors are used for events on an as-needed basis, safes in areas that collect money of any kind and classrooms equipped with telephones with one touch speed dial access to Public Safety.

Supplemental work practice controls include a Public Safety Station at the main entrance with personnel assigned on a 24/7 basis to monitor arrivals and review activities recorded by cameras located throughout the building. The campus is patrolled by Public Safety 24/7; authorization and prior notification is required for off-hour access.
The Public Safety Office itself is located in a strategic area on the lower level of the campus. The Office is notified in advance by Human Resources and/or Academic Affairs when meetings are scheduled with students or employees who may present a risk.

Public Safety Officers are issued walkie-talkies, bulletproof vests, collapsible batons, pepper spray and handcuffs. Designated phones have direct line emergency one button access to Public Safety; Panic buttons are also located in the offices of the President, Provost, Wellness, the HUB (student service area) and the Information Commons.

4. Reporting Workplace Violence

To maintain a safe working environment, any imminent threat or incident of workplace violence involving an employee, student or visitor to the Guttman campus must be reported promptly to a supervisor and/or the Office of Public Safety. The phone number of the College’s Office of Public Safety is 646-313-8101.

Members of the College community are also encouraged to report behavior they believe may lead to potential workplace violence. Within 24 hours after an incident occurs or as soon as practicable on receipt of a complaint, an investigation will be conducted by the Office of Public Safety. Complaints involving the Office of Public Safety will be investigated by the Office of Human Resources.

The Office of Public Safety shall maintain all records and initial investigative reports relating to workplace violence incidents at the College. These reports shall include:

a) Workplace location where the incident originated or occurred
b) Time of day/shift when the incident occurred
c) A detailed description of the incident, including events leading up to the incident, the use of workplace resources such as work time, work phones, computers, fax machines, mail or other means
d) How the incident ended
e) Names and job titles of employees involved
f) Name or other identifier of other individual(s) involved
g) Nature and extent of injuries arising from the incident
h) Names of witnesses.

Public Safety will speak with the affected employee as soon as possible after the occurrence and may consult the employee’s immediate supervisor to develop and implement an individualized workplace safety plan. The plan may include, when necessary and appropriate, advising co-workers of the situation, setting up procedures for alerting Public Safety, escort assistance, addressing phone or email harassment, maintaining a photograph of the abuser and/or copies of court orders in a confidential location available to security personnel where necessary, transfer or relocation to a new work site and/or working with Human Resources and the campus workplace violence assessment team to implement other administrative or personnel measures as appropriate.

If there is a reasonable basis to believe that an employee involved with a workplace incident may be the subject of disciplinary action, a copy of the report will be provided to Labor Relations.

5. Incident and Risk Assessment Process

A workplace violence assessment and incident review team, reporting directly to and designated by the College President, shall be comprised of representatives from Public Safety, Human Resources/Labor Relations, Student Services, Academic Affairs and other areas as appropriate. See Appendix I. The Chair, selected by the President, shall set the meeting times, agendas and establish subcommittees as necessary to fulfill the responsibilities of the workplace violence assessment team ("WVAT" or "team").
The team shall be convened as necessary to review specific reports of workplace violence; to evaluate work locations of employees to determine the presence of hazards which could place employees at risk of occupational assaults and to institute hazard control measures when indicated.

On an annual basis, with the participation of authorized employee representatives, the team shall:

a) Examine the prior year’s records on workplace violence incidents to identify patterns or trends in the type and cause of injuries.
b) Review the effectiveness of mitigating actions taken to date
c) Assess relevant policies, work practices, report and record keeping procedures that impact the effectiveness of the Workplace Violence Prevention Program
d) Review survey responses from employees of the College. Survey forms are available to employees on the College’s website and in hard-copy at the College’s Office of Public Safety and Office of Human Resources. Completed survey forms are to be forwarded to the Director of Public Safety, as the WVAT Chair.
e) Make recommendations to the President for improved safety if appropriate, by eliminating or reducing any hazard first through substitution or design, then by administrative controls, or then by personal protective equipment, as applicable.

6. Campus Site Evaluation

Commencing no later than May on a yearly basis, the team shall conduct a meeting and or a physical site evaluation of the College campus to assess the presence of factors that may place employees at risk of workplace violence. Each union with employees at the College shall be given advance written notice by the Vice President for Administration of the date(s) and time(s) of the site visit(s) and by responsive writing, may designate a representative to participate in the visit. The designee will be provided with identity-redacted incident reports for the prior year if any, and may submit to the WVAT Chair comments about workplace situations that pose a threat of violence. An employee may also request to participate directly in the site visit for his/her work area by contacting the WVAT Chair.

Factors that might place an employee at risk include:

a) Offices that handle the exchange of money, including cash, checks, money orders and credit card receipts.
b) Offices that handle issues stressful to students, such as the Office of Mentoring and Student Success, Information Commons, Admissions Office, Financial Aid Office, Registrar, Public Safety, Wellness, the Office of AccessABILITY and the Student Engagement Office.
c) Offices that handle issues stressful to faculty and staff, such as the Office of the Provost, Public Safety Office and the Office of Human Resources
d) Work sites containing employees who work alone or in small groups: faculty work areas, Information Commons, Public Safety, and Office of Information Technology support.
e) Work sites containing employees who work late at night, early in the morning or on weekends: Public Safety staff, Information Commons, and faculty.

Following the physical site evaluation, the workplace violence assessment and incident evaluation team shall prepare a report of findings, which shall include a list of all high risk factors identified during the physical site evaluation and recommendations on appropriate work practice control measures to address those risk factors. The report shall be submitted to the President for appropriate action. Copies of the report shall be made available on request to employees, their authorized representatives, and the New York State Department of Labor.

7. Training
Under the auspices of the WVAT, the College shall provide training on the risks of workplace violence to its employees at the time of initial employment, at least annually thereafter and on an as-needed basis. The training program shall address the following essential topics:

a) An overview and definition of workplace violence;
b) The College’s commitment to providing a safe workplace;
c) Instructions on how to obtain a copy of the written Policy and Program;
d) A listing of significant identified risk factors;
e) Techniques on how to recognize and avoid potentially violent situations, including de-escalation techniques;
f) How employees can protect themselves and how employees can suggest improvements to the Program;
g) The importance of reporting incidents and how to report such incidents;
h) Where employees can seek assistance during a dangerous situation, and
i) Resources, such as trauma counseling, that may be available to employees after an incident has occurred.

8. Notification of Concern

Any employee or authorized representative who believes that a serious violation of this policy or circumstance of imminent workplace violence exists shall notify his/her supervisor in writing to obtain corrective action. If, after referral and reasonable opportunity to correct the situation, the matter is not resolved and the serious policy violation or imminent danger still exists, the employee or authorized representative may request an inspection by notifying the Commissioner of Labor.

Concerns about this or other types of reportable incidents that are not being adequately addressed may also be brought to the attention of the Esdras Tulier, Deputy to the Vice Chancellor for Human Resources Management, 205 East 42nd Street, New York, NY 10017, (646) 664-3291.

9. Recordkeeping

Accurate records of all workplace violence incidents will be maintained by the Offices of Human Resource and Public Safety, in accordance with applicable record retention guidelines. Injury reports will be maintained in accordance with applicable law and regulation, including New York State Department of Labor and Federal OSHA requirements.

NOTE: Guttman Community College utilizes space at SPS, School of Professional Studies located at 119 W 31st Street as well as The Murphy Institute located at 25 W 43rd Street. Both locations are under the control of The CUNY Graduate Center which maintains all Workplace Violence Programs for the stated locations. The Graduate Center Workplace Violence Prevention Program Policy can be located at http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Security%20and%20Public%20Safety/wpv-prevention-program-(Original).pdf?ext=.pdf
Appendix I

Members of the Workplace Violence Advisory Team (WVAT)- Guttman College

Anastasia Koutsidis  
(Chair) Campus Security Director,  
Office of Public Safety  
Anastasia.Koutsidis@guttman.cuny.edu  
646-313-8001

Nila Bhaumik  
Director of Human Resources,  
Office of Human Resources  
Nila.Bhaumik@guttman.cuny.edu  
646-313-8862

Courtney Stevenson  
Wellness Clinician, Office of Student Engagement  
646-313-8165  
Courtney.stevenson@guttman.cuny.edu

Manny Lopez  
Associate Director of Leadership & Success,  
Office of Student Engagement  
Manny.Lopez@guttman.cuny.edu  
646-313-8121

Marcus Allen  
Associate Professor, Social Sciences,  
Office of Academic Affairs  
Marcus.Allen@guttman.cuny.edu  
646-313-8072

Elielce Yoesoep  
Associate Director of Human Resources,  
Office of Human Resources  
Elielce.Yoesoep@guttman.cuny.edu  
646-313-8173

CUNY’s campus and workplace violence prevention policy is at:


Incidents of workplace violence or behavior that you believe may lead to potential workplace violence must be reported promptly to your supervisor, the Office of Public Safety (Room 015) or the Office of Human Resources (Room
Concerns about domestic violence entering or affecting the workplace may be reported to your Domestic Violence Liaison, a supervisor or to Public Safety, as follows:

Anastasia Koutsidis, (DV Liaison) Public Safety Director, 646-313-8001, Room 008
Department of Public Safety, 646-313-8101, Room 015
Wellness Clinician, 646-313-8165, Room 506
Office of Human Resources, 646-313-8862/8110/8173, Room 707