

**EXECUTIVE DRAFT 2**  
**9-22-10**

# **Essex County**

## **WORKPLACE VIOLENCE PREVENTION PROGRAM**



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**9-22-10**

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## **WORKPLACE VIOLENCE PREVENTION PROGRAM**

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# SECTION 1 – INTRODUCTION

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## ***POLICY STATEMENT***

Essex County is committed to providing its employees with a work environment that is safe, secure, and free from violence. The County also considers the safety of its residents, vendors, contractors, and the general public to be of paramount importance and strives to provide them the same type of protections while on County property.

In accordance with the New York State Workplace Violence Prevention Act, Essex County has developed a Workplace Violence Prevention Program. As a part of this program, the County conducted a comprehensive risk evaluation of the entire workplace. The County will conduct annual reviews to identify risk factors that may increase the likelihood of workplace violence and implement appropriate measures to minimize or eliminate these hazards. In order to achieve this goal, the County encourages the participation and cooperation of employees and their authorized employee representative(s).

The County will not tolerate ANY acts of violence in the workplace, including but not limited to, physical assault (e.g., hitting, pushing), threatening, intimidating, or aggressive behavior, or verbal abuse or harassment. Employees are prohibited from possessing firearms or weapons (e.g., guns, knives (except for pocket knives used in the normal course of the employee's job), explosives, and other items with the intent to inflict harm) in the workplace, even if the employee is licensed to carry the weapon. The only exceptions are law enforcement and security personnel. An employee who has knowledge that a coworker or visitor possesses a weapon on County property must report this to a Department Head immediately.

For the purpose of this program, the workplace is defined as any location away from an employee's home, either permanent or temporary, where the employee performs any work-related duty in the course of employment. This includes, but is not limited to, County-owned buildings and surrounding perimeters, parking lots, work sites, clients' homes, and traveling to and from work assignments.

Any incident of workplace violence or imminent danger must be promptly reported to the Department Head who should thereafter report the incident to the Health and Safety Office or to the Personnel Officer as outlined in Section 5 (Incident Record Keeping, Reporting and Investigation) of this program manual.

Violations of this policy will result in appropriate remedial, disciplinary, and/or legal action, according to the circumstances. An employee will not be subject to criticism, reprisal, retaliation, demotion, discrimination, disciplinary action, or other adverse employment action for making a good faith report of acts pursuant to this program.

This Workplace Violence Prevention Program policy statement will be posted where notices to employees are normally displayed. In addition, a copy of the program manual will be made available to employees, the authorized employee representative(s), and the Commissioner of the New York State Department of Labor at each of the County's work sites during normal working hours.

## ***OVERVIEW OF THE NEW YORK STATE WORKPLACE VIOLENCE PREVENTION ACT***

Based on an increasing awareness of, and in response to, the violence that was occurring in public sector workplaces, the New York State Workplace Violence Prevention Act was passed in 2006. The Act amended NYS Labor Law by adding Section 27-b. Section 27-b requires all state and local government employers to take steps to ensure their employees are provided adequate protection from potential incidents of violence in the workplace.

Among other stipulations, Section 27-b requires Essex County to:

1. Conduct a risk assessment of its work sites to identify and address any existing risk factors that may increase the possibility of workplace violence;
2. Provide training for all employees (upon initial assignment and annually thereafter) which informs them of the risk factors that may be present at their work sites, the measures they can take to protect themselves from such risks, and the steps the employer has implemented to protect employees, such as appropriate work practices, emergency procedures, and use of security alarms and other devices; and
3. Develop and implement a written workplace violence prevention program that lists the risk factors and the methods the employer is using to prevent violence and minimize or eliminate identified hazards.

## ***WHAT IS WORKPLACE VIOLENCE?***

For the purpose of this program, the term "violence" means physically harming another, fighting, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, or threatening or talking of engaging in those activities. Workplace violence is any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening, disruptive behavior, whether physical or verbal, that occurs in the workplace.

Workplace violence incidents are generally categorized into three levels:

Level I -- Disruptive behavior including, but not limited to verbal abuse, shouting, harassment, bullying, intimidation, obscene language or gestures, or making false statements

Level II – Aggressive or threatening behavior including, but not limited to threatening with an object, verbal threats of assault, obscene or threatening calls, being followed or stalked

Level III – Physical assault including, but not limited to pushing, grabbing, striking with an object, sexual assault, stabbing, shooting or homicide

A number of different actions in the work environment can trigger or cause workplace violence. It may even be the result of non-work-related situations, such as domestic violence or "road rage."

Workplace violence can be inflicted by an employee, a supervisor, department head, resident, member of the public, contractor, vendor, family member, or even a stranger.

## **WHAT IS A WORKPLACE VIOLENCE INCIDENT?**

For the purpose of this program, workplace violence incident / workplace violence is defined as one or more of the following:

- a. An attempt or threat, whether verbal or physical, to inflict injury upon another person;
- b. Any intentional display of force which would give a person reason to fear or expect bodily harm;
- c. Intentional and wrongful physical contact with a person without his or her consent that entails some injury or offensive touching;
- d. Harassment of a nature that would give a person reason to fear escalation or make it difficult to pursue a normal life when the harassment arises out of or in the course of employment; or
- e. Stalking a person with the intent of causing fear of material harm to physical safety and health, and when such stalking has arisen through or in the course of employment.

A workplace violence incident may be committed without one person actually touching, striking, or doing bodily harm to another person.

While sexual harassment (as defined in Executive Order #19 and the New York State Human Rights Law) is prohibited by Essex County, it is specifically excluded from the definition of a workplace violence incident. An employee should refer to the sexual harassment policy in Essex County's employee handbook for more information about this topic.

### ***Workplace Violence Imminent Danger***

The Department of Labor defines an imminent danger as any conditions or practices in any place of employment which are such that a danger exists that could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated.

## ***Other Definitions***

The following definitions as set forth in Article 27b of the New York State Labor Law and 12 NYCRR Part 800.6 are to be used, incorporated into and made a part of this program.

**Authorized Employee Representatives** - An employee authorized by the employees or the designated representative of an employee organization recognized or certified to represent the employees pursuant to Article 14 of the Civil Service Law.

**Employee** - A public employee working for an employer.

**Employer** - The State, any political subdivision of the State, any public authority public benefit corporation, and any other governmental agency or instrumentality thereof, except that an employer shall not include, for purposes of this part, any employer defined as such in Section twenty-eight hundred one-a (2801a) of the Education Law.

**Retaliatory Action** - The discharge, suspension, demotion, penalization or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

**Serious Physical Harm** - Physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of the function of any bodily organ or a sexual offense as defined in Article 130 of the Penal Law.

## ***SAVINGS CLAUSE***

Essex County has made every effort to ensure that this Workplace Violence Prevention Program complies with NYS Department of Labor regulations. In the event any of the provisions, portions or applications of this program are found to be invalid or inconsistent with any superseding legal requirements by any tribunal of competent jurisdiction, then the provisions, portions or applications specified in such decision shall be of no force and effect, but the remainder of this program shall continue to be in full force and effect.



## **SECTION 2 – EMPLOYEE AND SUPERVISOR ROLES AND RESPONSIBILITIES**

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### ***EMPLOYEE RESPONSIBILITIES***

Employee and authorized employee representative involvement in Essex County's Workplace Violence Prevention Program is essential to the program's success. Employees are expected to read, understand, and comply with the County's program and to attend ongoing education and training on workplace violence. Any questions should be directed to the employee's Department Head or to the Health and Safety Officer.

Employees must promptly report any violations of the County's Workplace Violence Prevention Program or any workplace violence imminent danger in accordance with the reporting procedures outlined in Section 5 (Incident Recordkeeping, Reporting, and Investigation) of this program manual.

### ***Protective and Restraining Orders***

An employee who applies for or obtains a protective or restraining order which lists specific workplace locations as being protected areas must provide the employee's Department Head a copy of the petition and declaration used to seek the order. The Department Head is to notify the Health and Safety Officer, County Manager and/or the County Attorney immediately. A copy of any temporary or permanent protective or restraining order that was granted must also be provided. The County will follow confidentiality procedures that recognize and respect the privacy of the reporting employee.

### ***SUPERVISOR RESPONSIBILITIES***

Department Heads are responsible for communicating the Workplace Violence Prevention Program to employees and answering any of their questions. Department Heads are expected to enforce the program in a fair and consistent manner and ensure all aspects of the program under their area of responsibility are properly met.

If an employee notifies his/her Department Head of an actual or potential workplace violence incident or submits a completed Workplace Violence Incident Report (Form-1), the Department Head is responsible for following the reporting procedures as outlined in Section 5 (Incident Recordkeeping, Reporting, and Investigation) of this program manual.

## ***HAZARD REDUCTION TEAM***

Essex County will establish a Hazard Reduction Team to administer the Workplace Violence Prevention Program. The responsibilities of each individual team member shall be determined by the County Health and Safety Officer. The listing of the County's Hazard Reduction Team members is available in the Office of the Health and Safety Officer.

The team's responsibilities will include, but will not be limited to:

- Conducting a comprehensive risk evaluation of the entire workplace to identify any factors or situations that may place employees at risk of violence;
- Conducting employee surveys and interviews to obtain feedback on the risk factors employees believe are present in the workplace, to determine if there have been previous workplace violence incidents, etc.;
- Developing and implementing risk reduction strategies and plans for responding to acts of violence;
- Coordinating employee training and education programs relating to workplace violence;
- Investigating workplace violence incidents and implementing any necessary measures to reduce or eliminate the likelihood of similar incidents occurring;
- Reviewing the Workplace Violence Prevention Program at least annually, to include analyzing Workplace Violence Incident Reports to identify trends in the types of incidents that occurred during the year and to determine the effectiveness of the mitigating actions taken; and
- Updating the Workplace Violence Prevention Program as needed.

## **SECTION 3 – RESPONSE PROCEDURES**

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### ***DURING AN INCIDENT***

If a threatening situation arises:

- Try to remain calm;
- Remove yourself from the threat as soon as possible;
- Immediately call, or alert others to call, for on-site assistance from the appropriate resource (e.g., supervisor, police, ambulance). Refer to the County's emergency evacuation plan for the appropriate emergency contact number; and
- Notify coworkers as soon as practical to enable them to also reach safety if danger is imminent and applicable to them.

### ***POST INCIDENT***

If a workplace violence incident occurs or an employee submits a Workplace Violence Incident Report, a member of the Hazard Reduction Team or a designee will conduct a thorough investigation of the situation.

The County will respect the privacy and confidentiality rights of employees during investigations to the greatest extent possible, although the County cannot guarantee complete confidentiality.

Based on the specific situation and the results of the team's investigation, appropriate measures will be taken, if needed, to eliminate or reduce the likelihood of similar workplace violence incidents occurring in the future. If the workplace violence incident was related to a threat, all employees who might be affected if the threat-maker were to carry out such threat will be given proper notification. Throughout the investigation, the County will maintain open lines of communication with employees, visitors, and the public to answer questions and alleviate anxiety.

Essex County will provide information to potential or actual victims about the options available to them, such as obtaining a restraining order against the threat maker, obtaining follow-up medical care, if applicable, and/or the availability of any counseling services through an Employee Assistance Program (EAP) or a similar resource.

## ***DEALING WITH CONFLICT***

There is no sure way to tell whether someone will become violent. However, there are often warning signs before violence occurs. These warning signs do not mean that the individual will actually become violent, but in combination, they should be a cause for concern. Warning signs of potentially violent individuals include:

- Written, oral, or implied threats or intimidation
- Fascination with weaponry or acts of violence
- Theft or sabotage of projects or equipment
- Alcohol or drug abuse in the workplace
- Expressions of hopelessness or heightened anxiety
- Intention to hurt self or others
- Lack of concern for the safety of others
- Externalization of blame
- Irrational beliefs and ideas
- Romantic obsession
- Displays of excessive or unwarranted anger
- Feelings of victimization
- Inability to take criticism
- New or increased sources of stress at home or work
- Productivity and/or attendance problems

## ***DEALING WITH POTENTIALLY VIOLENT INDIVIDUALS***

### **Do's**

- Do project calmness. Move and speak slowly, quietly, and confidently.
- Do listen attentively and encourage the person to talk
- Do let the speaker know that you are interested in what he or she is saying
- Do maintain a relaxed yet attentive posture
- Do acknowledge the person's feelings and indicate that you can see he or she is upset
- Do ask for small, specific favors such as asking the person to move to a quieter area
- Do establish ground rules. State the consequences of violent or threatening behavior.
- Do employ delaying tactics that give the person time to calm down. For example, offer a glass of water.
- Do be reassuring and point out choices
- Do help the person break down big problems into smaller, more manageable problems
- Do accept criticism. When a complaint might be true, use statements such as, "You're probably right" or "It was my fault." If the criticism seems unwarranted, ask clarifying questions.
- Do arrange yourself so that your exit is not blocked
- Do make sure there are three to six feet between you and the other person

### **Don'ts**

- Don't make sudden movements that may seem threatening
- Don't speak rapidly, raise your volume, or use an accusatory tone
- Don't reject all demands
- Don't make physical contact, jab your finger at the other person, or use long periods of eye contact
- Don't pose in challenging stances, such as directly opposite someone, hands on hips, or with arms crossed
- Don't challenge, threaten, or dare the individual. Never belittle the other person.
- Don't criticize or act impatient
- Don't attempt to bargain with a threatening individual
- Don't try to make the situation seem less serious than it is
- Don't make false statements or promises you cannot keep
- Don't try to impart a lot of technical or complicated information when emotions are high
- Don't take sides or agree with distortions
- Don't invade the individual's personal space

## SECTION 4 – TRAINING AND EDUCATION

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All employees will receive training and education on the risks of workplace violence. Training will be provided at the time of hire and at least annually thereafter. Additional training may be required prior to starting a new job assignment, if new laws relating to workplace violence are enacted or there are changes in any current laws, or if the County makes significant changes in its Workplace Violence Prevention Program.

At a minimum, the County's employee training and education will address the following:

- Overview of the New York State Workplace Violence Prevention Act and NYS Labor Law Section 27-b
- Overview of the County's Workplace Violence Prevention Program
- Workplace location of the County's Workplace Violence Prevention Program manual and procedures for obtaining a copy
- Definition of workplace violence and the three levels of workplace violence
- Methods of recognizing and responding to the three levels of violence
- Standard response action plan for violent situations
- Procedures for reporting a workplace violence incident or imminent danger
- How and when incidents will be investigated by the County
- The risk factors identified in the Hazard Reduction Team's risk evaluation and determination
- Measures employees can take to protect themselves from identified risks
- Procedures, policies, safety devices, and/or work environment accommodations that have been implemented to protect employees based on the results of the risk evaluation

Specialized training and education shall be provided to those employees who are at higher risk of workplace violence based on their job duties and/or work site location, such as law enforcement personnel.

Employees will be provided access to a copy of the County's Workplace Violence Prevention Program and will be required to sign a Policy Acknowledgement Form (Form-3) and a Training Acknowledgement Form (Form-4). These signed acknowledgement forms will be placed in the employee's personnel file.

## **SECTION 5 – INCIDENT RECORDKEEPING, REPORTING, AND INVESTIGATION**

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### ***INCIDENT RECORDKEEPING***

Essex County will maintain accurate records regarding all workplace violence incidents. The County will adhere to all of the requirements of 12 NYCRR Part 801, known as the Public Employer Recordkeeping Rule, which is implemented pursuant to Section 27-a of the Labor Law, for the recording of employee injuries or illnesses due to workplace violence incidents. All workplace violence incident forms will be kept according to the applicable retention and disposition schedules.

Any situation that meets the definition of a workplace violence incident as defined in Section 1 (Introduction) page 4, or any workplace violence injury that results in imminent danger, serious physical harm, death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness will be documented on a Workplace Violence Incident Report. Any recordable injury will also be documented on the SH 900 Log.

If a workplace violence incident meets the definition of a privacy concern case as specified below, before sharing a copy of the Workplace Violence Incident Report Form with any party other than the Department of Labor, the County will remove the name of the employee who was the victim of the workplace violence incident and shall instead enter “PRIVACY CONCERN CASE” in the space normally used for the employee’s name. The County will treat incidents involving the following injuries or illnesses as privacy concern cases:

- (1) An injury or illness to an intimate body part or the reproductive system;
- (2) An injury or illness resulting from a sexual assault;
- (3) Mental illness;
- (4) HIV infection;
- (5) Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person’s blood or other potentially infectious material;
- (6) Other injuries or illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the Report.

## ***INCIDENT REPORTING***

The County will follow all federal, state and local laws and procedures in the reporting of workplace violence incidents.

### ***Internal Reporting Procedures***

Any employee or authorized employee representative who believes that a workplace violence imminent danger exists or that there has otherwise been a violation of the County's Workplace Violence Prevention Program should report such to the employee's Department Head. If the Department Head is unavailable or is a party to the violation, the report should be made to the Health and Safety Officer or Personnel Officer.

An employee is responsible for reporting all incidents of Level I violence in writing within 48 hours of the occurrence using the Workplace Violence Incident Report. All Level II and Level III incidents must be reported immediately using this form.

The Department Head, in turn, is responsible for forwarding copies of the Workplace Violence Incident Report to the Health and Safety Officer. If the Health and Safety Officer is unavailable or is a party to the violation, the report should be made to the Personnel Officer. All Level II and Level III incidents must be forwarded immediately and all Level I incidents must be forwarded within 48 hours.

If, after providing the County a reasonable opportunity to resolve the situation set forth in the Workplace Violence Incident Report, the employee believes that a violation of the County's program still exists or that there continues to be a workplace violence imminent danger, the employee may contact the Commissioner of Labor at the NYS Department of Labor to request an inspection. Such request must be in writing, be signed by the employee or the employee's authorized representative, and include specific information as to the alleged violation or imminent danger. The Commissioner of Labor will provide a copy of the employee's notice to Essex County no later than the time of inspection. The employee may request that his or her name, the names of individual employees, and/or the authorized employee representative's name be withheld from the County.

**An employee is not required to provide written notice to the Department Head if a workplace violence imminent danger exists to the safety of a specific employee or to the general health of a specific person and the employee reasonably believes in good faith that reporting this information to the Department Head would not result in corrective action.**

An employee will not be subject to criticism, reprisal, retaliation, demotion, discrimination, disciplinary action, or other adverse employment action for making a good faith report of acts pursuant to this program.



## ***Law Enforcement Reporting Procedures***

The Department Head or any County Official with knowledge is responsible for reporting any workplace violence incident that may be of criminal or domestic violence nature to the County Attorney, County Manager and Health and Safety Officer who will in turn report the incident to the Essex County District Attorney's office and the Essex County Sheriff's office.

If a pattern of workplace violence incidents involving criminal conduct or serious injury develops, Essex County will work with the District Attorney and/or County Sheriff's Office to develop a protocol to ensure that any future violent crimes occurring in the workplace are promptly investigated and appropriately prosecuted.

If an employee chooses to file a criminal complaint, the County will provide the employee with the protocol and contact information for the District Attorney and/or County Sheriff's Office. The County will not infringe upon the right of an employee to pursue or file a criminal complaint.

## ***DOSH Reporting Requirements***

The County is required to report any workplace violence related fatalities and multiple hospitalizations to the DOSH District Office within eight hours of the incident. (Refer to NYCRR Part 801 for complete information pertaining to employee recordkeeping and PESH reporting requirements). The nearest Division of Safety and Health (DOSH) District Office is located at:

### **Albany District Office**

State Office Campus, Rm. 158, Albany, NY 12240  
(518) 457-1263 (FAX) (518) 457-5545

DOSH will use the same criteria to review complaints as that utilized by the Public Employee Safety and Health (PESH) Program. Whenever there is a workplace violence incident resulting in an employee fatality or multiple employee hospitalizations, DOSH will conduct an on-site inspection. Other valid complaints that do not involve a fatality or multiple hospitalizations may result in an on-site inspection to determine if the County is in compliance with the Workplace Violence Prevention Act.

## ***INCIDENT INVESTIGATION***

### ***Risk Evaluation after a Workplace Violence Incident***

The Hazard Reduction Team will coordinate or perform a risk evaluation and determination immediately after the occurrence of a workplace violence incident. The investigation may take various forms, depending upon the type of incident.

Upon completion of its review, the Hazard Reduction Team will address the cause(s) of the incident and take the necessary steps to eliminate or reduce the likelihood of such an incident occurring again. The team may also make recommendations for revising the Workplace Violence Prevention Program. Any revisions to the program will be put in writing and made available to employees. Employee training will be provided if significant changes to the program are made. The County will also consider global prevention enhancements at all work sites which may be necessary to properly protect employees.

### ***Annual Review of Workplace Violence Incident Reports***

The Hazard Reduction Team is responsible for reviewing and updating the County's Workplace Violence Prevention Program at least annually. Part of this review will include summarizing the Workplace Violence Incident Reports and SH 900 Logs from the previous 12 months so they can be analyzed for any trends in the types of workplace violence incidents occurring and to review the effectiveness of the mitigating actions the County has taken.

## **SECTION 6 – WORKPLACE RISK EVALUATION**

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### ***EVALUATION PROCESS***

As required by Section 27-b of the New York State Labor Law, Essex County performed a risk evaluation of the workplace in general and each work site specifically in the months of April, May and June of 2010.

The work site specific risk evaluation process included:

- An examination of the workplace to determine existing or potential hazards that may place employees at risk for incidents of workplace violence, paying particular attention to the following: working with the public or in public settings, exchanging money with the public, working alone or in small numbers, working late night or early morning, uncontrolled access to the workplace, and having a mobile workplace;
- An examination of past workplace violence incidents to identify any patterns as to the type and cause of injuries, particular work areas, or specific operations or individuals involved;
- A review of occupational injury and illness records (i.e., SH-900 and SH-900.2 logs, C-2 forms), accident reports, and any available insurance, police, or other incident reports in order to identify injuries that may have been the result of workplace violence;
- A survey of employees to gather information regarding violent incidents they may have experienced or witnessed but not reported, as well as to identify conditions that could be contributing to potential incidents.

## **EVALUATION OUTCOMES**

### *Work Site Risk Evaluations*

The risk evaluation entailed conducting a physical inspection of each worksite where one or more County employees perform any duties pertaining to their assigned job functions.

### *Review of Past Workplace Violence Incidents*

A review of accident reports, insurance records, police reports, and other incident reports for the year 2009 was performed by the County and information on injuries due to violence were either recorded or not present for each facility. A review will be made by the County on an annual basis to review reportable incidents of workplace violence, if any.

### *Review of Occupational Injury and Illness Records*

A review of the SH-900, SH-900.1, and SH-900.2 Logs and Workers' Compensation C-2 Forms for the year 2009 was performed by the County and information on injuries due to violence were either recorded or not present for each facility. A review will be made by the County on an annual basis to review reportable incidents of workplace violence, if any.

### *Employee Surveys*

Each County employee was provided with a copy of an Employee Security Survey Form in February 2010 and was asked to complete and return the survey to the County Manager. A copy of this survey form can be found in Section 7.

**It must be recognized that there are no certain means by which workplace violence can be completely prevented, that no process can wholly identify any and all conditions and risk factors that may exist in Essex County's workplace, and that the County's ability to mitigate those conditions and risk factors may be limited by fiscal and administrative constraints.**

Essex County is committed to a safe working environment and will continue to assess substantiated risks that are reported. Essex County has in the past implemented policies and procedures that are designed to lower or eliminate workplace violence. This commitment is further supported by this Program.

**DETAILED RESULTS OF THE WORKPLACE RISK EVALUATION ARE PROVIDED IN THE APPENDICES FOUND IN SECTION 8.**

## **SECTION 7 – FORMS**

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The following forms are to be used in administering Essex County's Workplace Violence Prevention Program:

**FORM-1** – Workplace Violence Incident Report Form

**FORM-2** – Employee Security Survey Form

**FORM-3** – Policy Acknowledgment Form

**FORM-4** – Training Acknowledgment Form

**This form must be used to document any reportable workplace violence incident.** For any Level I incident, an employee must submit this completed form to the Department Head within 48 hours of the occurrence. For all Level II and Level III incidents, this completed form must be submitted immediately. The Department Head is responsible for forwarding this form to Health & Safety Officer or the Personnel Officer within the same timeframes.

Victim's Name	
Job Title	
Department / Location	
Date and Time of Incident	
Location of Incident	
Name / Job Title of Individual Completing Report	
Date Incident Report Completed	
Date Incident Report Received by Health & Safety	

The following are examples of **Level I** types of workplace violence incidents.

- Harassment
- Shouting
- Obscene language
- Obscene gestures
- Verbal abuse
- Bullying
- Intimidation
- False statements

The following are examples of **Level II** types of workplace violence incidents.

- Threatening with an object
- Verbal threats of assault
- Obscene or threatening calls
- Being followed or stalked

The following actions are examples of **Level III** types of workplace violence incidents.

- Pushing
- Grabbing
- Striking with an Object
- Sexual Assault
- Stabbing
- Homicide
- Shooting

Describe each incident separately, including dates, times and locations. If you cannot remember exact dates, times or locations, please provide approximations. Use additional pages if necessary. \_\_\_\_\_

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List any individuals who may have witnessed this incident:

Witness Name	Witness Job Title	Witness Work Phone Number

Assailant / Perpetrator	<input checked="" type="checkbox"/>	Name	Address	County	State
Member of the Public	<input type="checkbox"/>				
Employee's Spouse	<input type="checkbox"/>				
Employee's Significant Other	<input type="checkbox"/>				
Employee's Supervisor	<input type="checkbox"/>				
Coworker	<input type="checkbox"/>				
Former employee	<input type="checkbox"/>				
Other (specify) _____	<input type="checkbox"/>				

\*I attest that the information I have provided is a true and accurate description of my complaint and that I have not willfully or deliberately made false statements. I understand that Essex County prohibits any individual from retaliating against me for filing a complaint and that I am to notify my Department Head, Health & Safety Officer or Personnel Officer if I believe that I am a victim of retaliation.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HEALTH & SAFETY OFFICER SIGNATURE

\_\_\_\_\_  
DATE

**For Internal County Use Only**

Did police respond to the incident?  Yes  No

Was a police report filed?  Yes  No Police Report Number \_\_\_\_\_

Was the victim injured?  Yes  No

If yes, please specify the injuries and the name and location of the facility that provided medical care:

\_\_\_\_\_

Did the victim lose any work days?  Yes  No If yes, number of days \_\_\_\_\_

Has the victim been informed of the crisis counseling services available?  Yes  No

Has the victim received counseling since this incident?  Yes  No

Did the victim have any reason to believe that this incident might occur?  Yes  No

Are you aware of any measure that the County has taken to avert this incident from occurring in the future?

Yes  No Please describe: \_\_\_\_\_

Has the authorized employee representative been notified?  Yes (Date) \_\_\_\_\_  No  N/A

Indicate the steps that have been taken to mitigate future incidents of a similar nature:

Action Taken	Date Completed

Indicate any steps currently being taken by the County to mitigate future incidents and/or any interim protective measures being taken:

Action in Progress and/or Interim Protective Measures	Estimated Date of Completion

Indicate any other work sites, if applicable, that will require similar action to mitigate future incidents:


\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HEALTH & SAFETY OFFICER SIGNATURE

\_\_\_\_\_  
DATE



As part of the County's effort to provide a safe workplace and minimize the potential for workplace violence, we are requesting your feedback by completing the following survey. Although providing your name is optional, if further clarification is needed, it allows us to contact you directly. **Please complete this survey and return it to the in a sealed envelope.**

Name / Job Title: (optional) \_\_\_\_\_

Department: \_\_\_\_\_

Work Location: \_\_\_\_\_

**Workplace violence can be inflicted by an abusive employee, a supervisor, member of the public, family member, or even a stranger.**

The following are examples of **Level I** types of workplace violence. During the last twelve months of your employment, have you been the victim of, or a witness to, any incident(s) of the nature listed below (check all that apply):

- None
- Verbal threat
- Harassment of any kind
- Shouting
- Intimidation/bullying
- Obscene language/gestures

Please describe any incident(s) in greater detail: \_\_\_\_\_

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The following are examples of **Level II** types of workplace violence. During the last twelve months of your employment, have you been the victim of, or a witness to, any incident(s) of the nature listed below (check all that apply):

- None
- Threats of assault
- Obscene calls
- Being followed or stalked

Please describe any incident(s) in greater detail: \_\_\_\_\_

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The following are examples of **Level III** types of workplace violence. During the last twelve months of your employment, have you been the victim of, or a witness to, any incident(s) of this nature (check all that apply):

- None
- Sexual assault
- Striking with hands or feet
- Pushing or grabbing
- Shooting
- Striking with an object
- Assault with biological or chemical material
- Stabbing

Please describe any incident(s) in greater detail: \_\_\_\_\_

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Have you experienced any of the following: (check all that apply)

- Working alone during off hours where you felt unsafe
- Working in isolated areas or where your whereabouts are unknown to coworkers
- Poor security in and around building and parking lots
- Poor lighting in or around building and parking lots

What training do you feel would help create a more productive and safe work environment?

- Conflict resolution
- What to do if subjected to workplace violence
- How to prevent harassment in the workplace
- How to implement effective counseling and corrective discipline
- Other (please specify) \_\_\_\_\_

Please indicate any other concerns with respect to workplace violence that you would like to address: \_\_\_\_\_

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Thank you for completing this survey.

I hereby acknowledge that I received a copy of Essex County's Workplace Violence Prevention Program manual outlining the County's policy, objectives, procedures, and regulations regarding violence in the workplace. I further acknowledge that I have read or will read the contents of the program manual and will contact my Department Head or the Health & Safety Officer with any questions.

I understand that the objectives, procedures and regulations in this program manual will remain in effect unless I am notified of changes.

I understand that Essex County reserves the right to interpret, add to, or revise any part of this program manual, consistent with statutory requirements. Moreover, this program manual may be subject to alteration by changes in federal or state legislation, rules, and/or regulations.

I agree to abide by Essex County's Workplace Violence Prevention Program's policies and procedures.

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EMPLOYEE NAME (PLEASE PRINT)

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EMPLOYEE SIGNATURE

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DATE OF SIGNATURE

*A copy of this form is to be placed in the employee's personnel file.*

I hereby acknowledge that I have received training on the dangers of workplace violence, identified risk factors and available prevention methods, and my responsibilities and rights with respect to addressing the potential for workplace violence. I have been informed of the County's policy regarding workplace violence and the program and procedures in place to minimize risks.

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DATE OF TRAINING

---

EMPLOYEE NAME (PLEASE PRINT)

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SIGNATURE OF EMPLOYEE

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DATE OF SIGNATURE

*A copy of this form is to be placed in the employee's personnel file.*

## **SECTION 8 – APPENDICES**

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### **APPENDIX A – Worksite Risk Evaluations Outcomes and Recommendations**

- (1) *Site Specific Recommendations*
- (2) *General Recommendations for All Departments*

### **APPENDIX B – Worksite Risk Evaluation Security Checklists**

## APPENDIX A

### **SITE SPECIFIC RECOMMENDATIONS**

Based on the risk factors identified in the risk evaluation, it is recommended that Essex County implement the following measures in the effort to reduce or prevent workplace violence.

**It must be recognized that there are no certain means by which workplace violence can be completely prevented, that no process can wholly identify any and all conditions and risk factors that may exist in Essex County's workplace, and that the County's ability to mitigate those conditions and risk factors may be limited by fiscal and administrative constraints.**

#### *Individual Worksite Recommendations*

**Department of Public Works – 8053 U.S. Route 9, Lewis, NY**

<b>Engineering Controls:</b>
1. Consider additional lighting in parking lot where the Transportation Department Vehicles are parked.
<b>Work Practice Controls:</b>
1. During hours that the DPW office building has limited staff working, visitor access should be restricted to the side entrance with service window. All doors should be locked and visitors should be directed to the service window to request entrance.
2. Written procedures for dealing with conflicts occurring offsite involving a fellow employee or individual not employed by the County should be developed and reviewed with employees in DPW and Transportation Department.
<b>Training</b>
1. Temporary and seasonal employee must be provided with Workplace Violence Prevention Awareness training.

**County Office Complex, 7551 Court Street, Elizabethtown, NY – Offices of the Department of Social Services**

<b>Engineering Controls:</b>
1. All doors leading to and from restricted employee work areas should be equipped with automatic closing mechanisms.
2. The panic devices that have been installed must be tested to ensure they function properly. Batteries in the “chirper” devices that are used as panic devices must be checked routinely to ensure they are working.
<b>Work Practice Controls:</b>
1. Swipe keys to restricted areas within DSS should not be hung on the wall or left on an employee desk.
2. When an employee has to perform duties offsite, if possible they should be accompanied by another employee. If this is not practical, they should be required to notify a co-worker where they will be going and when they are expected to return. Cell phones should be accessible in case of an emergency.
3. County-owned pool cars should be used by DSS employees in lieu of personal cars whenever possible.
4. Periodic drills should be conducted using panic devices and or “chirpers”.
<b>Floor and Evacuation Plans:</b>
1. Emergency evacuation plans for the County Office Complex building and individual offices of DSS should be reviewed with employees and periodic evacuation drills should be conducted.
2. Updated floor plans of the DSS Offices located in the County Office Complex should be posted.
<b>Training</b>
1. State mandated training requirement for Department of Social Services employees must be complied with and training acknowledgement should be maintained by the Department and copies provided to the County Safety and Health Officer. Employee training needs must be evaluated on an ongoing basis. DSS management, Safety and Health and the employee representative should meet periodically to review the Workplace Violence Program.

**County Office Complex (cont.): Offices of the Treasurer; Personnel; Purchasing; Veterans Affairs; Board of Elections; Real Property, County Attorney and Public Defender**

<b>Engineering Controls:</b>	
1.	Doors to the basement area of this building should be locked at all times to restrict unauthorized access from the hallways.
2.	Doors to restricted employee areas should have automatic closing mechanisms installed to ensure the doors close and lock after employee enters or exists.
3.	A closed circuit camera should be mounted in the stairway and hall outside of the County Attorney and Public Defender's offices and monitors should be placed in the offices to provide employees a view of visitors approaching via stairway and the hallway. Doors should be equipped with automatic locking devices controlled from within.
4.	The service counter in the Treasurer's office should be extended to restrict access to the employee work area and the office of the Treasurer should be closed and locked when unoccupied. Panic devices should be installed at service counter to alert employees in the back that assistance is needed.
5.	Exterior lighting around the entire County Office Complex and the parking lots should be monitored to ensure that light is adequate at difference times of the day and evening. Timers should be checked regularly to ensure functioning properly at all times.
<b>Work Practice Controls:</b>	
1.	In the event an employee has to perform duties offsite they should be required to notify a co-worker where they will be going and when they are expected to return. Cell phones should be carried and accessible.
2.	NYS requires that each municipality address security measures in respective justice courts. Employees of the County Public Defender's office should familiarize themselves with the security measures that have been implemented in the local justice courts they attend.
3.	A department-wide inspection should be made at the end of the business day to ensure no unauthorized visitors remain in the offices after closing. Particular attention should be paid to the basement area of County Office Complex.
<b>Floor and Evacuation Plans:</b>	
1.	Emergency evacuation plans for the County Office Complex building and individual departments should be reviewed with employees and periodic evacuation drills should be conducted.
2.	Updated floor plans of the County Office Complex should be posted.
<b>Training and Use of Personal Protective Devices (if applicable):</b>	
1.	In the event additional protective devices such as panic buttons are installed employees must be trained on proper use.



## Public Safety Building – 702 Stowersville Road, Lewis, NY

<b>Engineering Controls:</b>
1. The door to the loading dock and storage area in rear of building was propped open at the time of evaluation. All doors in the non-secure area should be closed and locked when not in use.
<b>Work Practice Controls:</b>
1. Individual panic devices should be provided to all non-sworn employees working within the secure areas of the facility, including the maintenance staff.
<b>Training and Use of Personal Protective Devices (if applicable):</b>
1. Maintenance staff should be included in training provided to non-sworn staff regarding emergency response and use of panic devices within secure area.
2. NYS training requirements mandated for law enforcement professional must be met and acknowledgements for relevant employee training should be maintained by Department and copies provided to the Safety and Health Officer in order to keep County training records current.

## Probation Dept. - County Office Complex, 7551 Court St., Elizabethtown, NY

<b>Engineering Controls:</b>
1. The installation of panic device in interview rooms or individual alert device should be considered for use in case employee needs assistance.
<b>Work Practice Controls:</b>
1. County-owned pool cars should be used by officers when possible in lieu of using personal cars for offsite visits.
<b>Floor and Evacuation Plans:</b>
1. Emergency evacuation plans for the Probation Department (old Jail building) and individual offices should be developed and reviewed with all employees and periodic evacuation drills should be conducted.
2. Updated floor plans for this building should be developed and posted.
<b>Training and Use of Personal Protective Devices (if applicable):</b>
1. DPCA provides professional development opportunities for new and experienced probation officers. Training needs must be evaluated on an ongoing basis and acknowledgements of specialized training for officers should be maintained by the Department and copies provide to the Safety and Health Officer.

**County Court - County Office Complex, 7559 Court St., Elizabethtown, NY**

<b>Engineering Controls:</b>
1. The door to jury room on second floor should have a lock.
2. Exterior lighting in and around the court house building and parking areas should be checked regularly to ensure that lights are working properly and the lighting is adequate at throughout the day and evening.
3. Upon completion of the construction project that was in progress at the time of this evaluation, an onsite inspection of the court facilities by State Court System security is recommended.
<b>Work Practice Controls:</b>
1. In the event an employee has to perform duties offsite, they should be accompanied by another employee. If this is not practical, they should be required to notify a co-worker where they will be going and when they are expected to return. Cell phones should be carried and accessible.

**County Clerk; DMV; District Attorney - County Office Complex, 7559 Court Street, Elizabethtown, NY**

<b>Engineering Controls:</b>
1. The rear door to the County Clerk's office should have a crash bar and alarm installed in order to prevent unauthorized visitors from gaining access to the secure employee area, without obstructing this as an emergency fire exit.
2. Lighting over the exterior rear door to the building should be repaired.
3. Panic devices should be installed at each work station at the service desk in the DMV. District Attorney's office should have panic device that is easily accessible.
4. Access to all employee work areas of the DMV should be restricted from unauthorized access and performed behind the service counter.
5. Doors to secure employee work areas should have automatic closing mechanisms installed.
<b>Work Practice Controls:</b>
1. NYS requires security measure be addressed in local justice courts in an effort to minimize workplace violence. Employees of the County District Attorney's Office should familiarize themselves with the security measures that have been implemented in the local justice courts they attend and request assistance from local law enforcement as needed.
2. In the event an employee has to perform duties offsite they should be required to notify a co-worker where they will be going and when they are expected to return. Cell phones should be carried and accessible.
3. Employees should be notified when a prisoner exchange is to occur and remain in designated work areas until exchange has been completed.

<b>Floor and Evacuation Plans:</b>
1. Evacuation plans should be developed and periodic evacuation drills should be conducted for all employees working in County Court Building.
<b>Training and Use of Personal Protective Devices (if applicable):</b>
1. In the event protective devices such as panic buttons are installed employees must be trained on proper use.

**Horace Nye Nursing Home – 81 Park Street, Elizabethtown, NY**

<b>Engineering Controls:</b>
1. Exterior lighting around the facility and in employee parking should be checked regularly to ensure all lights are functioning properly and to ensure lighting is adequate throughout the day and evening hours.
2. Key pad access codes should be periodically changed to ensure that no former employees or unauthorized vendors have current access codes to facility doors.
<b>Work Practice Controls:</b>
1. Proper identification should be required of visiting pharmaceutical representatives who may have access to the nurse's stations and locked storage units.
2. Visitors should be required to sign in and out of the facility.
3. A building-wide inspection should be made at the end of the business day to ensure no unauthorized visitors remain in the building after closing. Particular attention should be paid to the basement area of Nursing Home and windows to ensure they are secure.
<b>Training</b>
1. State mandated training requirement for Nursing Home facility employees must be complied with and training acknowledgement should be maintained by the Department and the County Safety and Health Officer. Employee training needs must be evaluated on an ongoing basis. Nursing Home Management, Safety and Health and employee representatives should meet periodically to review the Workplace Violence Program.

**Youth Bureau and Planning Department – Kurtz Building, Park Street, Elizabethtown, NY**

<b>Engineering Controls:</b>
1. Install a buzzer or bell to alert an employee working in the back offices of the Planning Department of a visitor entering the front door.
2. Exterior lighting around the facility and in employee parking should be checked regularly to ensure all lights are functioning properly and to ensure lighting is adequate throughout the day and evening hours.
<b>Work Practice Controls:</b>
1. In the event an employee has to perform duties offsite, they should be required to notify a co-worker where they will be going and when they are expected to return. Cell phones should be carried and accessible.
<b>Training:</b>
1. All seasonal employees should be provided with workplace violence prevention awareness training as a part of orientation.

**Office for the Ageing; Public Health and Dept. of Social Services Adult Protective Services - Armory Building, 132 Water Street, Elizabethtown, NY**

<b>Engineering Controls:</b>
1. Exterior lighting around the facility and in employee parking should be checked regularly to ensure all lights are functioning properly and to ensure lighting is adequate throughout the day and evening hours.
2. Key codes on safes or restricted areas should be changed periodically.
<b>Work Practice Controls:</b>
1. Consistent rules for all employees leaving this building and performing offsite work should be established. Clinicians should be required to number visits. The various departments working within this building should form a task group review safety measures for all employees and to evaluate effectiveness.
2. County-owned pool cars should be used by DSS employees in lieu of personal cars whenever possible.
3. The entrance next to the boiler room should not be left open or unlocked during business hours.
<b>Floor and Evacuation Plans:</b>
1. Evacuation plans must be developed and periodic evacuation drills should be conducted for all employees working in Armory Building.
<b>Training and Use of Personal Protective Devices (if applicable):</b>
1. Additional training needs relating to violence prevention for social service employees and clinicians working in remote locations should be addressed on an ongoing basis and training acknowledgements filed with County.

## **Mental Health – 7513 Court Street, Elizabethtown, NY**

<b>Engineering Controls:</b>
1. Exterior lighting around the facility and in employee parking should be checked regularly to ensure all lights are functioning properly and to ensure lighting is adequate throughout the day and evening hours.
<b>Work Practice Controls:</b>
1. When an employee has to perform duties offsite, if possible they should be accompanied by another employee. If this is not practical, they should be required to notify a co-worker where they will be going and when they are expected to return. Cell phones should be accessible in case of an emergency.
2. County-owned pool cars should be used by Mental Health employees in lieu of personal cars whenever possible.
3. Periodic drills should be conducted using panic devices.
<b>Floor and Evacuation Plans:</b>
1. Evacuation plans must be reviewed with employees and periodic evacuation drills should be conducted in the Mental Health Building.
<b>Training and Use of Personal Protective Devices (if applicable):</b>
1. Additional training needs for County Mental Health professional should be evaluated on an ongoing basis and resources should be identified to meet the training needs. Training acknowledgements for specialized training should be maintained in the department and copies provided to the Safety and Health Officer.
2. The panic buttons that have been installed in the clinician's offices should be tested regularly and emergency drills should be conducted utilizing the panic devices.

## **Building and Maintenance Garage – Court Street, Elizabethtown, NY**

<b>Engineering Controls:</b>
1. The Building and Maintenance employee who is assigned to make nightly rounds of the County Offices should be provided with a two way radio or similar device that will enable direct communication to dispatch in the event of an emergency.
<b>Work Practice Controls:</b>
1. In the event an employee has to perform duties offsite they should be required to notify a co-worker where they will be going and when they are expected to return. Radio or cell phones should be accessible.

**Fairground Maintenance; Soil & Water Conservation District Office – 3 Sisco Street, Westport, NY**

<b>Engineering Controls:</b>	
1.	The side entrance to the fairgrounds maintenance garage should be locked when the building is unoccupied.
2.	Check lighting around the Cooperative Extension building to ensure timers are set and functioning properly.
<b>Work Practice Controls:</b>	
1.	In the event an employee has to perform duties offsite they should be required to notify a co-worker where they will be going and when they are expected to return.
<b>Floor and Evacuation Plans:</b>	
1.	Evacuation plans for the Cornell Cooperative Extension Center should be developed and periodic evacuation drills conducted.

**Fisheries – Fish Hatchery Road, Crown Point, NY**

<b>Work Practice Controls:</b>	
1.	In the event an employee has to perform duties offsite they should be required to notify a co-worker where they will be going and when they are expected to return.

## **APPENDIX A (continued)**

### ***General Recommendations for All County Departments***

It is recommended that the County develop and implement the following administrative policies and procedures that would be applicable to all departments:

1. Post the Workplace Violence Prevention Policy Statement in each department where it is easily visible to employees and visitors.
2. Conduct training on the County's Workplace Violence Prevention Program for all current employees and within 30 days after a new employee is hired. Thereafter, conduct training on an annual basis. Employee training acknowledgement should be placed in personnel files.
3. Written protocols for dealing with conflicts occurring while working offsite involving a fellow employee(s) or an individual(s) not employed by the County should be developed and/or reviewed with employees in each department. Train all employees on basic conflict resolution techniques and when to call for assistance.
4. Consistently conduct exit interviews at the time employees separate from the County. This will allow the County the opportunity to request all keys, uniforms, ID badges, etc., in the employee's possession as well as gauge the individual's demeanor and the potential risk of workplace violence.
5. For all employees who work off-site, develop procedures for notifying Department Heads when work shifts begin and end.
6. Consider offering a confidential Employee Assistance Program (EAP) to address employees' personal problems. Establish procedures for providing crisis counseling to affected employees after an incident and develop protocols to determine when such counseling should be made available.
7. Consider issuing a single county-wide employee identification card that shall be displayed during work hours.
8. Work sites that handle money should keep it in a locked safe and post signs stating that minimal or no cash is kept on the premises. Deposits should be made daily, if possible, to ensure the amount of money kept on the premises is kept to a minimum. The time of day, person making the deposits and route taken to the financial institution should be varied and monitored by Police, when necessary.
9. Each department should post emergency telephone numbers (including 9911) next to or on every phone. If possible, program emergency telephone numbers into each phone.

## **APPENDIX B**

### ***Worksite Risk Evaluation Security Checklists***

Checklists for the facilities indicated below are shown on the following pages:

1. Department of Public Works – 8053 U.S. Rt. 9 Lewis, NY
2. County Office Complex - 7551 Court Street, Elizabethtown, NY: Department of Social Services
3. County Office Complex(cont.): Treasurer; Personnel; Purchasing; Veterans; Elections; Real Property; County Attorney, Public Defender; Clerk to the Board of Supervisors
4. Public Safety Building - 702 Stowersville Rd, Lewis, NY
5. County Office Complex (cont.): Probation Department
6. County Office Complex (cont.): County Court
7. County Office Complex (cont.): County Clerk; DMV; District Attorney
8. Horace Nye Nursing Home - 81 Park Street, Elizabethtown, NY
9. Kurtz Bldg. - Park Street, Elizabethtown, NY: Youth Bureau and Planning Office
10. Armory Building - 132 Water Street, Elizabethtown, NY: Office for the Aging; Public Health and Social Service Offices
11. Mental Health Building - 7513 Court Street, Elizabethtown, NY
12. Building and Grounds (DPW) - Court Street, Elizabethtown, NY
13. Fairground Maintenance Building; Soil & Water Conservation District - 3 Sisco Street, Westport, NY
14. Fisheries – Fish Hatchery Rd., Crown Point, NY



## WORKPLACE RISK EVALUATION SECURITY CHECKLIST

<b>Facility:</b>	<b>Department of Public Works – Lewis, NY</b>
<b>Evaluation Done By:</b>	<b>Public Sector HR Consultants LLC</b>
<b>Date of Evaluation:</b>	<b>3-30-2010</b>

<b>A. Work Site Evaluation</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are all work areas at this facility being evaluated?	x		Department of Public Works offices and Transportation Department office; maintenance facilities; parking lots and fuel
<b>B. Control Measures</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>1. Engineering Controls</b>			
a. Door controls	x		Manual key and lock system for doors; automatic garage doors can be controlled from inside the DPW garage; parking lot behind maintenance building is gated
b. Door detectors		x	No alarms with the exception of fire alarm
c. Lighting in parking lot	x		Adequate lighting in main parking lot; Canopy being installed over fuel tanks with additional lighting
d. Light switcher	x		Dusk to dawn lighting in parking lot; some exterior lighting is on a timer
e. Motion detectors	x		Limited to lighting over the gas tanks in parking lot
f. Sound detection		x	
g. Intrusion panel		x	
h. Interior lighting	x		Considered adequate in Highway Office building and maintenance facility
i. Monitors		x	No surveillance equipment at this location at the time of this evaluation
j. Video surveillance		x	
k. Closed circuit		x	
l. Mirrors		x	
m. Stationary metal detector		x	

n. Hand-held metal detector		x	
o. Panic button		x	
p. Interoffice phone system	x		Phones in each office, meeting room and garages
q. Mobile phones	x		County-issued cell phones for certain employees; personal cell phones may be used in event of emergency
r. Radio - Dispatch	x		DPW vehicles equipped with radios and monitored by dispatch in garage
s. Safe on premises (e.g., wall, drop, gun locker)	x		Applicable to the Transportation Department only
t. Structural modifications			
1) Safety glass		x	
2) Partitions	x		Individual offices and partitions between desks
3) Other	x		Service window with pass through at entrance may be used if employee is working alone in DPW office
u. Structural changes planned		x	
<b>2. Work Practice Controls</b>			
a. Security guard usage:		x	
1) At entrances		x	
2) Local law enforcement	x		Sheriff's Department and State Police as needed
3) Liaison established with local police or state prosecutors	x		Sheriff's Department fuel cars at this location on regular basis
b. One entrance used		x	Highway Office facility has two entrances; one entrance used during summer hours; maintenance garage bay doors closed at time of evaluation; Sign Maintenance Building access limited to one entrance
c. Exits kept clear	x		
d. Doors locked when building is closed to public	x		
e. Procedures for opening/closing building		x	Last employee to leave locks door; Employee checks facilities nightly

f. Visitor sign in/out log		x	
g. Visitors escorted while on premises	x		Limited access by the public to the maintenance buildings; public access to the DPW office building was not restricted at time of evaluation
h. Reception area available	x		
i. Separate interview area	x		Individual offices may be used as needed
j. Countertops that separate visitors from work areas		x	Entrances to the DWP office building may be locked and service window at side entrance may be used in lieu of "open door policy"
k. Desks clear of object		x	Professional office environment – sharp objects stored in desk drawer; Maintenance facilities well maintained
l. Money kept on premises	x		Applicable to Transportation Department; minimal amount of cash
m. Emergency phone numbers posted	x		Numbers were posted at desks but not programmed in all phones
n. ID badges	x		Consider one county-wide id for all employees to be displayed during work hours
o. Identifying shirts		x	Reflective clothing as required for safety purposes
p. Off-site work performed by some employees	x		Highway and Transportation Department employees
q. Safety procedures for off-site workers		x	No written procedures for offsite work performed by Highway Department Employees at time of evaluations; Transportation Department employee handbook should include procedures
r. Rules for employees leaving building		x	
s. Staffing needs evaluated for high risk times and locations	x		Seasonal employees – employee orientation program must include workplace violence policy information
t. Employee handbook	x		County Employee Handbook distributed to all employees at time of hire
u. Pre-employment background checks	x		Conducted by the Personnel Officer and required for all employees
v. Exit interviews		x	The County has a policy; application varied by department
w. Procedures for dealing with conflict situations		x	DWP has an internal policy regarding "horseplay"; no written procedures for dealing with external conflicts

x. Union/employees represented	x		Mike McGinn, CSEA President was advised of evaluations and provided with opportunity to participate
y. Harassment complaint process	x		County Employee Handbook contains harassment policy and complaint procedure
z. Employee Assistance Program (EAP)		x	No standalone program; County employee health insurance providers offer some coverage for assistance
aa. PESH forms	x		Documentation for this location is posted as required; logs are maintained in the office of the Board of Supervisors
<b>C. Floor and Evacuation Plans</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Evacuation plans	x		Review for accuracy and update as needed
2. Floor plans posted	x		Review for accuracy and update as needed
b. Exits/areas with security equipment marked	x		Exits clearly marked in each building
<b>D. Training</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Workplace violence training has been conducted for all employees	x		Workplace violence prevention awareness training for County employees was conducted in 2007-2008 by ErgoWorks
2. Workplace violence training is conducted upon hire		x	Training had not been provided to employees hired after the training that was presented in 2007-2008
3. Workplace violence training is conducted annually		x	Subsequent mandatory annual training had not been conducted as of the date of this inspection
4. Other relevant training conducted		x	
5. Training records maintained	x		Training records for County-wide employee training is maintained by the Health & Safety Officer

## WORKPLACE RISK EVALUATION SECURITY CHECKLIST

<b>Facility:</b>	<b>Essex County Office Complex (DSS)</b>
<b>Evaluation Done By:</b>	<b>Public Sector HR Consultants LLC</b>
<b>Date of Evaluation:</b>	<b>5-5-2010</b>

<b>A. Work Site Evaluation</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are all work areas at this facility being evaluated?	x		Dept. of Social Services occupy offices on three floors; employee parking in rear lot and across the street in lot next to Stewarts;
<b>B. Control Measures</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>1. Engineering Controls</b>			
a. Door controls	x		Doors to restricted employee areas accessed with County-issued swipe card keys (swipe cards should remain on employee and not hung on the wall for general use – 2 <sup>nd</sup> floor office )
b. Door detectors		x	
c. Lighting in parking lot		x	Lighting considered adequate by employees interviewed in the employee parking in the rear of this building and in the lot across the street next to the Stewarts shop
d. Light switcher	x		Exterior lighting on timers – should be checked regularly to ensure functioning properly
e. Motion detectors		x	No alarm devices at this location installed at the time of this evaluation with the exception of fire alarm system
f. Sound detection		x	
g. Intrusion panel		x	
h. Interior lighting	x		Manual controls – considered adequate at time of evaluation. If upgrades are made to his location, motion sensitive lighting should be installed
i. Monitors		x	No surveillance equipment at this location at the time of this evaluation
j. Video surveillance		x	

k. Closed circuit		x	
l. Mirrors	x		Positioned inside lobby of Court Street entrance to provide employees in reception view of visitors in waiting room
m. Stationary metal detector		x	No metal detection devices at facility at time of evaluation
n. Hand-held metal detector		x	
o. Panic button	x		There is silent panic alarm in the interview room as well as panic devices are not permanently installed – “Chirpers” hanging on the wall in the interview room and several offices – Must be tested and should be hardwired silent alarms
p. Interoffice phone system	x		Located in each office and meeting rooms
q. Mobile phones	x		Cell phones and pagers available for case workers offsite as needed
r. Radio - Dispatch		x	
s. Safe on premises (e.g., wall, drop, gun locker)	x		Located in restricted employee area of facility
t. Structural modifications			
1) Safety glass	x		Service window in reception area of DSS - reinforced glass partition
2) Partitions	x		Employees behind a permanent barrier and service window in reception area of Court Street entrance
3) Other		x	
u. Structural changes planned		x	Update this section as needed
<b>2. Work Practice Controls</b>			
a. Security guard usage:	x		Two full-time employees assigned as security personnel during business hours to assist DSS staff during business hours
1) At entrances	x		Security personnel in reception office at Court Street entrance
2) Local law enforcement	x		Sheriff’s Office and NYS Police

3) Liaison established with local police or state prosecutors	x		Case workers perform work throughout the County and cooperate with local police as well as County and State Law enforcement
b. One entrance used		x	Public entrance on Park street and public entrance on Court St. to waiting room and reception
c. Exits kept clear	x		
d. Doors locked when building is closed to public	x		
e. Procedures for opening/closing building	x		An employee from Building and Grounds checks facility nightly to ensure all doors and windows have been secured
f. Visitor sign in/out log	x		Appointments documented
g. Visitors escorted while on premises	x		Applicable to restricted areas such as offices and meeting rooms
h. Reception area available	x		Lobby and waiting area outside restricted employee area
i. Separate interview area	x		Processing room and interview room that may be monitored outside restricted employee work area
j. Countertops that separate visitors from work areas	x		
k. Desks clear of object		x	Professional work environment- keep desks clear of sharp objects - scissors and letter openers should be store in desk drawers
l. Money kept on premises	x		Transferred to Treasurers office on a regular basis
m. Emergency phone numbers posted		x	Some employees have posted by phones –should be programmed in 9911
n. ID badges	x		One county-wide id should be issued
o. Identifying shirts		x	
p. Off-site work performed by some employees	x		Social workers provide services throughout the County; case worker routinely offsite
q. Safety procedures for off-site workers	x		DSS procedural manual reviewed quarterly; County cars used; law enforcement assistance as needed
r. Rules for employees leaving building	x		Notify other employee of location, departure and expected time of return

s. Staffing needs evaluated for high risk times and locations	x		High risk individual and situations identified and security present or police contacted for assistance
t. Employee handbook	x		DSS Employee Handbook distributed at time of hire and reviewed quarterly
u. Pre-employment background checks	x		Conducted by the Personnel Officer and required for all employees
v. Exit interviews		x	The County has a policy; application varied by department
w. Procedures for dealing with conflict situations	x		Refer to DSS policy and procedures
x. Union/employees represented	x		Mike McGinn, CSEA President provided with opportunity to participate
y. Harassment complaint process	x		County Employee Handbook contains t policy and complaint procedure
z. Employee Assistance Program (EAP)		x	County employee health insurance some coverage for assistance; County mental health professional may provide support
aa. PESH forms	x		Documentation for this location is posted as required; logs are maintained in the office of the Board of Supervisors
<b>C. Floor and Evacuation Plans</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Evacuation plans	x		Review for accuracy and update as needed
2. Floor plans posted	x		Review for accuracy and update as needed
b. Exits/areas with security equipment marked	x		Exits clearly marked in each building
<b>D. Training</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Workplace violence training has been conducted for all employees	x		Workplace violence prevention awareness training for County employees was conducted in 2007-2008 by ErgoWorks
2. Workplace violence training is conducted upon hire		x	Training had not been provided to employees hired after the training that was presented in 2007-2008
3. Workplace violence training is conducted annually		x	Subsequent mandatory annual training had not been conducted as of the date of this inspection
4. Other relevant training conducted	x		Staff development coordinator provides training per state requirements
5. Training records maintained	x		Training records for County-wide employee training is maintained by the Health & Safety Officer



## WORKPLACE RISK EVALUATION SECURITY CHECKLIST

<b>Facility:</b>	<b>Essex County Office Complex (cont.)</b>
<b>Evaluation Done By:</b>	<b>Public Sector HR Consultants LLC</b>
<b>Date of Evaluation:</b>	<b>5-5-2010</b>

<b>A. Work Site Evaluation</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are all work areas at this facility being evaluated?			Offices and storage areas in three story building including: Personnel; Purchasing; Clerk to the Board of Supervisors; Veterans; Board of Elections; Real Property; Treasurer; County Attorney; Public Defender's office; IT; Audit; Mail; Printing; employee and visitor parking lots
<b>B. Control Measures</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>1. Engineering Controls</b>			
a. Door controls	x		Manual key locks on all exterior doors; interior doors to individual department and offices manual locks
b. Door detectors		x	Fire alarms only
c. Lighting in parking lot	x		Adequate at time of evaluation, however (evaluate at different times of day and night and location to determine if improvements are needed)
d. Light switcher	x		Exterior lighting in parking lots and on exterior points of building on timers/sensors and should be checked regularly to ensure they are working properly and bulbs are replaced
e. Motion detectors		x	No interior or exterior alarm systems at this location at the time of evaluation
f. Sound detection		x	
g. Intrusion panel		x	
h. Interior lighting	x		Adequate lighting throughout facility at time of evaluation
i. Monitors		x	No electronic surveillance system at this facility at the time of evaluation
j. Video surveillance		x	

k. Closed circuit		x	
l. Mirrors		x	
m. Stationary metal detector		x	No metal detection devices at this location at the time of evaluation
n. Hand-held metal detector		x	
o. Panic button		x	Panic buttons should be installed at service counter in treasurer's office Service counter should be extended to prevent unauthorized visitor from entering employee work area.
p. Interoffice phone system	x		County Offices are connected and four digit extensions posted
q. Mobile phones	x		County-issued cell phones are limited and personal cell phone usage during working hours is against County policy (except in event of emergency)
r. Radio - Dispatch		x	
s. Safe on premises (e.g., wall, drop, gun locker)	x		Safes are located in various departments
t. Structural modifications			
1) Safety glass		x	
2) Partitions	x		Service counter and/or desks provide barrier between employees and visitors
3) Other	x		
u. Structural changes planned		x	
<b>2. Work Practice Controls</b>			
a. Security guard usage:		x	
1) At entrances	x		Applicable to the Department of Social Services only – two security personnel located at front office
2) Local law enforcement	x		County Sheriff's Office
3) Liaison established with local police or state prosecutors	x		County Sheriff's Office and NYS Police
b. One entrance used		x	Multiple public entrances into the County Office Complex from the front of

			the building on Court Street, entrances on Park Street side of building and entrances from the parking lot behind the complex that may be used by employees and visitors
c. Exits kept clear	x		
d. Doors locked when building is closed to public	x		The offices located in the complex open at 8:00 am and close between 4 and 5pm
e. Procedures for opening/closing building	x		An employee from Building and Grounds checks facility nightly to ensure all doors and windows have been secured
f. Visitor sign in/out log		x	During business hours the building is open to the general public with no sign in/out required
g. Visitors escorted while on premises		x	Inside departments visitors are escorted to private offices
h. Reception area available	x		Hall ways outside departments
i. Separate interview area	x		Individual offices provide private area if needed
j. Countertops that separate visitors from work areas	x		Varies by department – service counters and/or desks between employees work areas and visitors: camera or service window for Public Defender and County Attorney
k. Desks clear of object		x	Professional work environment- keep desks clear of sharp objects - scissors and letter openers should be store in desk drawers
l. Money kept on premises	x		Deposits made on a regular basis; Sheriff's department should called upon for assistance when needed
m. Emergency phone numbers posted	x		Some employees have numbers posted next to or near desk phones;
n. ID badges	x		ID's should be required during working hours – displayed
o. Identifying shirts		x	
p. Off-site work performed by some employees	x		Varies by Department
q. Safety procedures for off-site workers		x	No written protocols for employees who are required to perform duties offsite
r. Rules for employees leaving building		x	No written rules to notify another employee of departure or anticipated time of return

s. Staffing needs evaluated for high risk times and locations		x	
t. Employee handbook	x		County Employee Handbook distributed to all employees at time of hire
u. Pre-employment background checks	x		Conducted by the Personnel Officer and required for all employees
v. Exit interviews		x	The County has a policy; application varied by department
w. Procedures for dealing with conflict situations		x	No written procedures for dealing with internal or external conflicts
x. Union/employees represented	x		Mike McGinn, CSEA President was advised of evaluations and provided with opportunity to participate
y. Harassment complaint process	x		County Employee Handbook contains harassment policy and complaint procedure
z. Employee Assistance Program (EAP)		x	No standalone program; County employee health insurance providers offer some coverage for assistance
aa. PESH forms	x		Documentation for this location is posted as required; logs are maintained in the office of the Board of Supervisors
<b>C. Floor and Evacuation Plans</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Evacuation plans	x		Review for accuracy and update as needed
2. Floor plans posted	x		Review for accuracy and update as needed
b. Exits/areas with security equipment marked	x		Exits clearly marked in each building
<b>D. Training</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Workplace violence training has been conducted for all employees	x		Workplace violence prevention awareness training for County employees was conducted in 2007-2008 by ErgoWorks
2. Workplace violence training is conducted upon hire		x	Training had not been provided to employees hired after the training that was presented in 2007-2008
3. Workplace violence training is conducted annually		x	Subsequent mandatory annual training had not been conducted as of the date of this inspection
4. Other relevant training conducted		x	
5. Training records maintained	x		Training records for County-wide employee training is maintained by the Health & Safety Officer

## WORKPLACE RISK EVALUATION SECURITY CHECKLIST

<b>Facility:</b>	<b>Essex County Public Safety Building</b>
<b>Evaluation Done By:</b>	<b>Public Sector HR Consultants LLC</b>
<b>Date of Evaluation:</b>	<b>5/6/2010</b>

<b>A. Work Site Evaluation</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are all work areas at this facility being evaluated?		x	Emergency Services 911 call center, training rooms, storage areas, and the administrative offices for Emergency Services and the Sheriff's Office evaluated; County Correctional Facility including male and female housing units subject to NYS Commission of Corrections standards; NY State Police Zone 3 Headquarters not part of the evaluation
<b>B. Control Measures</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>1. Engineering Controls</b>			
a. Door controls	x		Key card access controlled through Sheriff's Office
b. Door detectors	x		"Secure area" controlled and alarmed; access must be granted from within
c. Lighting in parking lot	x		Adequate – occupied and monitored 24/7
d. Light switcher	x		Automatic controls – timers and photo cell
e. Motion detectors		x	
f. Sound detection		x	
g. Intrusion panel		x	
h. Interior lighting	x		Adequate – monitored 24/7
i. Monitors	x		Sheriff's Office and various monitors throughout the correctional facility
j. Video surveillance	x		Interior and exterior points of "secure" and "unsecure" areas throughout facility and exterior points
k. Closed circuit	x		

l. Mirrors	x		Positioned throughout facility as needed
m. Stationary metal detector	x		Located in the "secure" area of the correctional facility
n. Hand-held metal detector	x		Available as needed
o. Panic button	x		Individual panic devices provided to non-sworn individuals who provide services within the "secure" area; not provided to maintenance employees who may be working within "secure" area
p. Interoffice phone system	x		
q. Mobile phones	x		County issued cell-phones for employees and personal cell phones may be used in the event of an emergency
r. Radio - Dispatch	x		Law enforcement and emergency responders vehicles equipped with radios and monitored by emergency services
s. Safe on premises (e.g., wall, drop, gun locker)	x		Weapons lockers positioned outside "secure" area as required by Commission of Corrections standards
t. Structural modifications			
1) Safety glass	x		Bullet proof glass in various areas throughout the facility
2) Partitions	x		Employee work areas are separated from public and access is restricted
3) Other		x	
u. Structural changes planned		x	
<b>2. Work Practice Controls</b>			
a. Security guard usage:	x		Facility is staffed 24/7 with County Officers and NYS Police
1) At entrances	x		
2) Local law enforcement	x		Essex County
3) Liaison established with local police or state prosecutors	x		NYS Police

b. One entrance used		x	One entrance used by the public; employees have access to building via side entrances and automatic bay doors
c. Exits kept clear	x		
d. Doors locked when building is closed to public	x		Note: back door by loading dock was propped open at time of evaluation
e. Procedures for opening/closing building	x		
f. Visitor sign in/out log	x		Visitation of the correctional facility is limited to specific days and times during the week
g. Visitors escorted while on premises	x		Public access to employee work areas and the secure area of the facility is restricted at all times
h. Reception area available	x		Lobby to Public Safety Building is open to public
i. Separate interview area	x		Available as needed
j. Countertops that separate visitors from work areas	x		
k. Desks clear of object		x	Professional work environment- keep desks clear of sharp objects - scissors and letter openers should be store in desk drawers
l. Money kept on premises	x		Evidence and personal belongings secure and access restricted to designated officers
m. Emergency phone numbers posted	x		
n. ID badges	x		County-issued ID's provided to employees
o. Identifying shirts	x		Uniforms required for all sworn employees
p. Off-site work performed by some employees	x		Law enforcement and emergency responders are required to perform duties off-site
q. Safety procedures for off-site workers	x		Policy and Procedures manuals enforced for all sworn employees
r. Rules for employees leaving building	x		Policy and Procedures manuals enforced for all sworn employees
s. Staffing needs evaluated for high risk times and locations	x		
t. Employee handbook	x		County Employee Handbook provided to civilian employees at time of hire; Sheriff's Office employees must comply with Policy and Procedures manual

u. Pre-employment background checks	x		Required for all County employees
v. Exit interviews	x		
w. Procedures for dealing with conflict situations	x		Law enforcement and emergency responders receive ongoing training and must comply with departmental guidelines; civilian employees working within "secure" area are provided with guidelines and training
x. Union/employees represented	x		Mike McGinn, CSEA President provided with opportunity to participate
y. Harassment complaint process	x		County Employee Handbook and Sheriff's Policy and Procedures manual contains harassment policy and complaint procedure
z. Employee Assistance Program (EAP)		x	County employee health insurance providers offer some coverage for assistance
aa. PESH forms	x		Documentation for this location is posted as required; logs are maintained in the office of the Board of Supervisors
<b>C. Floor and Evacuation Plans</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Evacuation plans	x		
2. Floor plans posted	x		
b. Exits/areas with security equipment marked	x		
<b>D. Training</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Workplace violence training has been conducted for all employees	x		Workplace violence prevention awareness training for County employees was conducted in 2007 by ERGO Works
2. Workplace violence training is conducted upon hire		x	Applicable only to Emergency Services and maintenance staff; law enforcement and employees working in the secure area of the facility receive regular training specific to their job duties
3. Workplace violence training is conducted annually		x	Exception -law enforcement and employees performing duties in secure area receive ongoing training
4. Other relevant training conducted	x		Training for emergency responders and law enforcement personnel ongoing
5. Training records maintained	x		Records maintained by Sheriff and/or Health & Safety Officer



## WORKPLACE RISK EVALUATION SECURITY CHECKLIST

<b>Facility:</b>	<b>County Office Complex (Old Jail) Probation Department</b>
<b>Evaluation Done By:</b>	<b>Public Sector HR Consultants LLC</b>
<b>Date of Evaluation:</b>	<b>5-14-2010</b>

<b>A. Work Site Evaluation</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are all work areas at this facility being evaluated?	x		Probation office is located in section of the County Complex that was formerly occupied by the County Jail. The facility is now used as offices and storage for the Probation Department
<b>B. Control Measures</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>1. Engineering Controls</b>			
a. Door controls	x		Manual key lock on front door to facility which leads into small lobby – Key pad entry into office area
b. Door detectors		x	No alarms
c. Lighting in parking lot	x		Street parking in front of County Office Complex- overhead street lights; parking for employees and visitors at side and rear of building as well as across the street next to Stewart's store
d. Light switcher	x		Exterior lighting on timers and should be checked routinely to ensure working
e. Motion detectors		x	
f. Sound detection		x	
g. Intrusion panel		x	
h. Interior lighting	x		Manual lighting controls throughout offices and meeting rooms on first and second floors used by Probation Dept.
i. Monitors		x	No electronic surveillance at this location at the time of this evaluation
j. Video surveillance		x	
k. Closed circuit		x	
l. Mirrors	x		Mounted over front entrance to provide visibility to reception area employees

m. Stationary metal detector		x	No metal detections devices at this location at the time of the evaluation
n. Hand-held metal detector		x	
o. Panic button		x	The installation of panic device or individual alert device should be considered for use in case employee needs assistance during an interview in individual offices as well as reception area
p. Interoffice phone system		x	
q. Mobile phones		x	Personal cell phones only – may be used in emergency, however, coverage is undependable and inconsistent throughout the County
r. Radio - Dispatch		x	
s. Safe on premises (e.g., wall, drop, gun locker)	x		
t. Structural modifications			
1) Safety glass	x		Service window at the main entrance but it is not reinforced glass
2) Partitions	x		This is an old building with several sections on the first and second floor used as offices and meeting rooms
3) Other		x	
u. Structural changes planned		x	None at the time of this evaluation
<b>2. Work Practice Controls</b>			
a. Security guard usage:		x	
1) At entrances		x	
2) Local law enforcement	x		County Sheriff's Office and NYS Police
3) Liaison established with local police or state prosecutors	x		County Sheriff, NYS Police and local law enforcement in Towns and Village throughout the County
b. One entrance used	x		One main entrance used by visitors and employees
c. Exits kept clear	x		

d. Doors locked when building is closed to public	x		
e. Procedures for opening/closing building	x		An employee from Building and Grounds checks facility nightly to ensure all doors and windows have been secured
f. Visitor sign in/out log		x	Appointments with officers documented
g. Visitors escorted while on premises	x		Check in at the lobby window and buzzed into office area, then escorted by officer to meeting area or office
h. Reception area available	x		
i. Separate interview area	x		
j. Countertops that separate visitors from work areas		x	Desks and tables in each room but no fixed partitions on counters between employee work area and visitors
k. Desks clear of object		x	Professional work environment- keep desks clear of sharp objects - scissors and letter openers should be store in desk drawers
l. Money kept on premises		x	Deposits are made on a daily basis
m. Emergency phone numbers posted	x		Posted on the wall next to employee desks – program or post 9911
n. ID badges	x		
o. Identifying shirts		x	
p. Off-site work performed by some employees	x		The majority of duties performed by employees conducted offsite and unaccompanied; remote office locations
q. Safety procedures for off-site workers	x		Probation Dept. employees do have access to County-owned cars
r. Rules for employees leaving building	x		Officers are assigned geographic territories and scheduled by Director
s. Staffing needs evaluated for high risk times and locations	x		Needs based upon specific probationer and circumstances involved in meeting/transportation
t. Employee handbook	x		County Employee Handbook distributed to all employees at time of hire
u. Pre-employment background checks	x		Conducted by the Personnel Officer and required for all employees
v. Exit interviews		x	The County has a policy; application varied by department

w. Procedures for dealing with conflict situations	x		Employees provided with specific training and protocols
x. Union/employees represented	x		Mike McGinn, CSEA President was advised of evaluations and provided with opportunity to participate
y. Harassment complaint process	x		County Employee Handbook contains harassment policy and complaint procedure
z. Employee Assistance Program (EAP)		x	No standalone program; County employee health insurance providers offer some coverage for assistance
aa. PESH forms	x		Documentation for this location is posted as required; logs are maintained in the office of the Board of Supervisors
<b>C. Floor and Evacuation Plans</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Evacuation plans		x	To be developed, posted and drills conducted for this facility
2. Floor plans posted		x	Need to develop and post
b. Exits/areas with security equipment marked	x		Fire exit designated
<b>D. Training</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Workplace violence training has been conducted for all employees	x		Workplace violence prevention awareness training for County employees was conducted in 2007-2008 by ErgoWorks
2. Workplace violence training is conducted upon hire		x	Training had not been provided to employees hired after the training that was presented in 2007-2008
3. Workplace violence training is conducted annually		x	Subsequent mandatory annual training had not been conducted as of the date of this inspection
4. Other relevant training conducted	x		The qualifications and training requirements for probation positions are regulated by the NYS Division of Probation and Correctional: safety training needs for County probation officers must be evaluated on an on-going basis; training records must be maintained and kept current
5. Training records maintained	x		Records for County-wide employee training maintained by Health & Safety Officer; Training records for specific departmental and professional training maintained by Director

## WORKPLACE RISK EVALUATION SECURITY CHECKLIST

<b>Facility:</b>	<b>County Office Complex - Essex County Court</b>
<b>Evaluation Done By:</b>	<b>Public Sector HR Consultants LLC</b>
<b>Date of Evaluation:</b>	<b>5-14-2010</b>

<b>A. Work Site Evaluation</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are all work areas at this facility being evaluated?			First and second floor of this building occupied by Court and court administration; NYS Assemblywoman's office; lobby and parking lot
<b>B. Control Measures</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>1. Engineering Controls</b>			
a. Door controls	x		Main entrance to building manually locked at end of business and after Court proceedings; Interior doors controlled electronically with key swipe to access areas restricted to employees only. Interior door to officer's locker room should be closed and access restricted; jury room door locks
b. Door detectors	x		Fire alarm system only
c. Lighting in parking lot		x	As court employees and others who work in this building regularly enter and leave after normal business hours (NYS Assemblywoman) and park in the side lot next to building after dark, the lighting and surveillance should be checked regularly for faulty lights and or cameras
d. Light switcher	x		Lights on and around this building and in the parking lots beside and behind the building are on timers – ensure all timers are set and functioning properly at all times
e. Motion detectors		x	
f. Sound detection		x	
g. Intrusion panel		x	
h. Interior lighting	x		Considered adequate at the time of this evaluation

i. Monitors	x		Located at front desk in lobby; monitors in office of Court Clerk and Chambers
j. Video surveillance	x		Cameras positioned throughout Court House monitored by Court Security (NYS Police)
k. Closed circuit	x		Internal system monitored by Court Security (NYS Police)
l. Mirrors	x		
m. Stationary metal detector	x		Positioned at front entrance of Court House staffed by two Officers
n. Hand-held metal detector	x		Available for use as needed by Court security (NYS Police)
o. Panic button	x		Installed in court rooms and various offices (including DMV, County Clerk and DA's offices) in Court House and wired to sound silent alarm to Officers in Lobby and audible alarms in Court rooms
p. Interoffice phone system	x		
q. Mobile phones		x	Employees may have personal cell phones; County policy prohibits use during work hours
r. Radio - Dispatch		x	Court employees do not have radios on person or in vehicles (exception - NYS Police officers assigned to facility)
s. Safe on premises (e.g., wall, drop, gun locker)	x		Safes located in various offices
t. Structural modifications			
1) Safety glass	x		Holding area for detainees and attorney meeting rooms
2) Partitions	x		
3) Other		x	
u. Structural changes planned	x		The court rooms on the first and second floor were under construction at the time of this evaluation;
<b>2. Work Practice Controls</b>			
a. Security guard usage:	x		Staffed with Court Officers during business day and court proceedings
1) At entrances	x		NYS Police stationed at front desk in lobby of Court house

2) Local law enforcement	x		County Sheriff's Office
3) Liaison established with local police or state prosecutors	x		
b. One entrance used	x		Public must use the main entrance into lobby and pass through metal detection
c. Exits kept clear	x		
d. Doors locked when building is closed to public	x		
e. Procedures for opening/closing building	x		NYS Police conducts sweep of Court at end of day. An employee from Building and Maintenance checks facility nightly to ensure all doors and windows have been secured
f. Visitor sign in/out log		x	
g. Visitors escorted while on premises		x	After passing through metal detection at front entrance visitors have access to common areas, elevators, stairways - access restricted by key pad entry points
h. Reception area available	x		
i. Separate interview area	x		
j. Countertops that separate visitors from work areas	x		
k. Desks clear of object		x	Professional work environment- keep desks clear of sharp objects - scissors and letter openers should be store in desk drawers
l. Money kept on premises	x		See general recommendations for all departments
m. Emergency phone numbers posted	x		See general recommendation for all departments
n. ID badges	x		See general recommendation for all departments
o. Identifying shirts		x	Uniformed officers only
p. Off-site work performed by some employees	x		
q. Safety procedures for off-site workers	x		Applicable to law enforcement –develop for non-law enforcement staff
r. Rules for employees leaving building		x	

s. Staffing needs evaluated for high risk times and locations	x		During court proceedings and transfer of detainees
t. Employee handbook	x		County Employee Handbook distributed to all employees at time of hire
u. Pre-employment background checks	x		Conducted by the Personnel Officer and required for all employees
v. Exit interviews		x	The County has a policy; application varied by department
w. Procedures for dealing with conflict situations		x	With the exception of law enforcement , there are no written procedures established
x. Union/employees represented	x		Mike McGinn, CSEA President provided with opportunity to participate
y. Harassment complaint process	x		County Employee Handbook contains harassment policy and complaint procedure
z. Employee Assistance Program (EAP)		x	No standalone program; County employee health insurance providers offer some coverage for assistance
aa. PESH forms	x		Documentation for this location is posted as required; logs are maintained in the office of the Board of Supervisors
<b>C. Floor and Evacuation Plans</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Evacuation plans	x		See general recommendations for all departments
2. Floor plans posted	x		
b. Exits/areas with security equipment marked	x		
<b>D. Training</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Workplace violence training has been conducted for all employees	x		Workplace violence prevention awareness training for County employees was conducted in 2007-2008 by ErgoWorks
2. Workplace violence training is conducted upon hire		x	Training had not been provided to employees hired after the training that was presented in 2007-2008
3. Workplace violence training is conducted annually		x	Subsequent mandatory annual training had not been conducted as of the date of this inspection
4. Other relevant training conducted		x	Exception is law enforcement employees working in Court facility
5. Training records maintained	x		Records for County-wide employee training maintained by Health & Safety Officer



## WORKPLACE RISK EVALUATION SECURITY CHECKLIST

<b>Facility:</b>	<b>County Office Complex Court Building (cont.) County Clerk; DMV; District Attorney (located at 7551 Court Street on the ground floor below the County Court)</b>
<b>Evaluation Done By:</b>	<b>Public Sector HR Consultants LLC</b>
<b>Date of Evaluation:</b>	<b>5-14-2010</b>

<b>A. Work Site Evaluation</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are all work areas at this facility being evaluated?			Offices located on ground level floor of the County Court Building; employee and visitor parking
<b>B. Control Measures</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>1. Engineering Controls</b>			
a. Door controls	x		Main entrance to the Court House is used by the public to access offices of the Clerk, DMV and DA on the ground floor of this building. Doors are manually locked at end of business day and after court hours. Rear entrance to the building may be used by employees and by law enforcement during transport of prisoner. Key pad entry with restricted employee access to interior doors from rear entrance. The interior doors to restricted areas must have automatic closing mechanisms
b. Door detectors		x	Fire alarm only – door from County Clerk’s office into secure area must be secured as this may provide an unauthorized access to DA or restricted employee area and stairways up to Chambers and Court Clerk’s office on third floor building
c. Lighting in parking lot		x	Lighting over the rear entrance to this facility should be improved and checked regularly to ensure functioning properly; Lighting in parking lot behind this building and side parking lot should be monitored for adequacy at different times of the day and evening
d. Light switcher	x		Lights on timers should be monitored to ensure functioning properly at all times

e. Motion detectors		x	
f. Sound detection		x	
g. Intrusion panel		x	
h. Interior lighting	x		Considered adequate at time of this evaluation
i. Monitors	x		Monitored by Court Security at front desk; DA's office has a monitor in the office w/ view outside the office door
j. Video surveillance	x		Cameras positioned throughout Court Building and on ground floor in hallways
k. Closed circuit	x		Internal system
l. Mirrors	x		Positioned in hallways and DMV
m. Stationary metal detector	x		Public access to the DMV, County Clerk and District Attorney is through the front entrance to Court through metal detection and Court Security checkpoint
n. Hand-held metal detector	x		Available and used as needed at front entrance by Court Security personnel
o. Panic button	x		Permanently installed in County Clerk's office and DMV (s/b installed at each desk) ; DA office has distress device at front desk – confirm DA has operational panic device at desk
p. Interoffice phone system	x		Phones in each office and meeting rooms
q. Mobile phones	x		
r. Radio - Dispatch		x	
s. Safe on premises (e.g., wall, drop, gun locker)	x		County Clerk and DMV
t. Structural modifications			
1) Safety glass		x	
2) Partitions	x		DMV employees behind counter w/protective barriers; Clerk's office service counter only
3) Other	x		DMV (desk outside restricted area has to be accessed by employees – this desk should be enclosed/restrict all employee work areas)

u. Structural changes planned		x	
<b>2. Work Practice Controls</b>			
a. Security guard usage:	x		Staffed with Court Officers during business day and court proceedings
1) At entrances	x		NYS Police stationed at front desk in lobby of Court house
2) Local law enforcement	x		County Sheriff's Office and local police may be called upon by employees of the District Attorney's office while performing duties in local justice courts throughout the County
3) Liaison established with local police or state prosecutors	x		
b. One entrance used	x		Public must use the main entrance into lobby and pass through metal detection
c. Exits kept clear	x		
d. Doors locked when building is closed to public	x		
e. Procedures for opening/closing building	x		NYS Police conducts sweep of Court at end of day. An employee from Building and Maintenance checks facility nightly to ensure all doors and windows have been secured
f. Visitor sign in/out log	x		Visitor log in County Clerk's office
g. Visitors escorted while on premises		x	After passing through metal detection at front entrance visitors have access to common areas, elevators, stairways - access restricted by key pad entry points
h. Reception area available		x	
i. Separate interview area	x		Private offices are available if needed
j. Countertops that separate visitors from work areas	x		DMV and employees in the office of the County Clerk behind service counters
k. Desks clear of object		x	Professional work environment- keep desks clear of sharp objects - scissors and letter openers should be store in desk drawers
l. Money kept on premises	x		Deposits made to bank on regular basis

m. Emergency phone numbers posted	x		Numbers are accessible and lists are posted on some desks
n. ID badges	x		County-issued ID's vary from department to department
o. Identifying shirts		x	
p. Off-site work performed by some employees	x		Employees in the DA's office regularly offsite at justice courts throughout the County
q. Safety procedures for off-site workers		x	
r. Rules for employees leaving building		x	
s. Staffing needs evaluated for high risk times and locations		x	
t. Employee handbook	x		County Employee Handbook distributed to all employees at time of hire
u. Pre-employment background checks	x		Conducted by the Personnel Officer and required for all employees
v. Exit interviews		x	The County has a policy; application varied by department
w. Procedures for dealing with conflict situations		x	Some notification of prisoner transfer to employees in Clerk's office - No written procedures for dealing with internal or external conflicts
x. Union/employees represented	x		Mike McGinn, CSEA President provided with opportunity to participate
y. Harassment complaint process	x		County Employee Handbook contains harassment policy and complaint procedure
z. Employee Assistance Program (EAP)		x	County employee health insurance providers offer some coverage for assistance
aa. PESH forms	x		Documentation for this location is posted as required; logs are maintained in the office of the Board of Supervisors
<b>C. Floor and Evacuation Plans</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Evacuation plans	x		Develop or update for the employees working on the ground floor of this building and conduct periodic drills
2. Floor plans posted	x		
b. Exits/areas with security equipment marked	x		

<b>D. Training</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Workplace violence training has been conducted for all employees	x		Workplace violence prevention awareness training for County employees was conducted in 2007-2008 by ErgoWorks
2. Workplace violence training is conducted upon hire		x	Training had not been provided to employees hired after the training that was presented in 2007-2008
3. Workplace violence training is conducted annually		x	Subsequent mandatory annual training had not been conducted as of the date of this inspection
4. Other relevant training conducted		x	
5. Training records maintained	x		Records for County-wide employee training maintained by Health & Safety Officer

## WORKPLACE RISK EVALUATION SECURITY CHECKLIST

<b>Facility:</b>	<b>Horace Nye Nursing Home</b>
<b>Evaluation Done By:</b>	<b>Public Sector HR Consultants LLC</b>
<b>Date of Evaluation:</b>	<b>5-19-2010</b>

<b>A. Work Site Evaluation</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are all work areas at this facility being evaluated?			Two story facility; laundry and storage in basement and residents, business offices and nursing on main floor; parking
<b>B. Control Measures</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>1. Engineering Controls</b>			
a. Door controls	x		Main entrance used by employees and visitors is open until 9pm; side entrances locked at all times with restricted access; Keys to building controlled by Administrator
b. Door detectors	x		Device worn by some residents as emergency monitoring system will activate door alarm if resident attempts to leave the building; additional entrances have keypad controls and are alarmed
c. Lighting in parking lot	x		Facility occupied 24/7 and employees indicated the lighting in the employee parking lot and walkways need improvements
d. Light switcher	x		Exterior lighting on timers – all should be inspected on regular basis to ensure working properly; manual lights in lobby
e. Motion detectors		x	
f. Sound detection		x	
g. Intrusion panel		x	
h. Interior lighting	x		Appeared adequate at time of this evaluation
i. Monitors	x		Video is recorded and may be viewed but is not monitored at all times
j. Video surveillance	x		Cameras mounted on ceiling in hallway and areas in various points of facility

k. Closed circuit	x		Recorded for three days – can be reviewed internally as needed
l. Mirrors	x		Positioned above the nurses' station
m. Stationary metal detector		x	
n. Hand-held metal detector		x	
o. Panic button		x	Internal code established and called over speaker if assistance is needed
p. Interoffice phone system	x		Confirm that all phones are programmed with 9911
q. Mobile phones		x	Employees are not allowed to use personal cell phones during work hours
r. Radio - Dispatch	x		Internal system used for emergency responder drills conducted routinely
s. Safe on premises (e.g., wall, drop, gun locker)	x		Secured in business office of this facility; pharmaceuticals secured in lockers inside locked closets
t. Structural modifications			
1) Safety glass		x	
2) Partitions	x		Administrative staff have private offices; nursing stations have locked offices/medical supply rooms
3) Other		x	
u. Structural changes planned		x	
<b>2. Work Practice Controls</b>			
a. Security guard usage:		x	
1) At entrances		x	
2) Local law enforcement	x		Sheriff and NYS Police as needed
3) Liaison established with local police or state prosecutors	x		Sheriff's Office
b. One entrance used	x		Main entrance into lobby is used by visitors, vendors and employees
c. Exits kept clear	x		
d. Doors locked when building is closed to public	x		

e. Procedures for opening/closing building	x		Main entrance closed at 9 p.m. An employee from Building and Grounds checks facility nightly to ensure all doors and windows have been secured
f. Visitor sign in/out log	x		Manual log is placed in lobby – not being used regularly or required
g. Visitors escorted while on premises		x	Residents may receive visitors at anytime in their rooms
h. Reception area available	x		Lobby seating area for visitors
i. Separate interview area	x		Conference room and offices if needed
j. Countertops that separate visitors from work areas	x		Business and administration offices have physical barriers; not applicable in residential and nursing area
k. Desks clear of object		x	Professional work environment- keep desks clear of sharp objects - scissors and letter openers should be store in desk drawers
l. Money kept on premises	x		Business administration office and residents may have lockbox in room
m. Emergency phone numbers posted	x		See general recommendation for 9911
n. ID badges	x		ID required for all employees at all times; pharmaceutical rep should provide id upon arrival
o. Identifying shirts		x	
p. Off-site work performed by some employees	x		Medical transport of resident – one employee unless need for more than one is determined
q. Safety procedures for off-site workers	x		No family members allowed in the medical transport vehicle; location and time of pick up documented; request assistance from law enforcement if necessary
r. Rules for employees leaving building	x		Meals and paid breaks onsite; must notify supervisor and leave keys before leaving building
s. Staffing needs evaluated for high risk times and locations	x		Assistance if needed in the event of unruly family member in facility; during transport of resident; hospital emergency assistance available
t. Employee handbook	x		County Employee Handbook and Nursing Home employee policies and procedures manual distributed to all employees at time of hire



u. Pre-employment background checks	x		Conducted by the Personnel Office and required for all employees; volunteers provided orientation
v. Exit interviews	x		The County has a policy; application varied by department
w. Procedures for dealing with conflict situations	x		Internal code established for employees to assist in the event of unruly visitor
x. Union/employees represented	x		Mike McGinn, CSEA President provided with opportunity to participate
y. Harassment complaint process	x		County Employee Handbook contains harassment policy and complaint procedure
z. Employee Assistance Program (EAP)		x	No formal program; County employee health insurance providers offer some level of assistance; County mental health professionals accessible to staff
aa. PESH forms	x		Documentation for this location is posted as required; logs are maintained in the office of the Board of Supervisors
<b>C. Floor and Evacuation Plans</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Evacuation plans	x		Established and practiced on a regular basis
2. Floor plans posted	x		Posted where employees, visitors and residents can see
b. Exits/areas with security equipment marked	x		
<b>D. Training</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Workplace violence training has been conducted for all employees	x		Workplace violence prevention awareness training for County employees was conducted in 2007-2008 by ErgoWorks
2. Workplace violence training is conducted upon hire		x	Training had not been provided to employees hired after the initial training was presented in 2007-2008
3. Workplace violence training is conducted annually		x	Subsequent mandatory annual training had not been conducted as of the date of this inspection
4. Other relevant training conducted	x		Employee training levels vary; additional training needs evaluation should be ongoing as employees deal with potentially aggressive residents
5. Training records maintained	x		County-wide employee training records maintained by Health & Safety Officer; Nursing Home training records maintained at by Administrator

## WORKPLACE RISK EVALUATION SECURITY CHECKLIST

<b>Facility:</b>	<b>Kurtz Bldg – Youth Bureau &amp; Planning</b>
<b>Evaluation Done By:</b>	<b>Public Sector HR Consultants LLC</b>
<b>Date of Evaluation:</b>	<b>5-19-2010</b>

<b>A. Work Site Evaluation</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are all work areas at this facility being evaluated?	x		Two story building – Planning Dept. on first floor and Youth Bureau on second floor; employee parking lot
<b>B. Control Measures</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>1. Engineering Controls</b>			
a. Door controls	x		Manual key and lock on front door and two side entrances
b. Door detectors		x	Employee seated in back office on first floor may not hear front door open; entrance to second floor offices is located on the first floor which may make it difficult for employee on second floor to know when visitor entering front door
c. Lighting in parking lot	x		Small parking area for employees and visitors well lit from overhead and street lighting
d. Light switcher	x		Timers – ensure that all are functioning properly
e. Motion detectors	x		Light over stairway leading to second floor office is motion sensitive
f. Sound detection		x	
g. Intrusion panel		x	
h. Interior lighting	x		Adequate in offices and hallways
i. Monitors		x	
j. Video surveillance		x	
k. Closed circuit		x	
l. Mirrors		x	
m. Stationary metal detector		x	

n. Hand-held metal detector		x	
o. Panic button		x	
p. Interoffice phone system	x		Phones in each office
q. Mobile phones		x	Employees' personal cell phones may be used in event of emergency
r. Radio - Dispatch		x	
s. Safe on premises (e.g., wall, drop, gun locker)		x	
t. Structural modifications			
1) Safety glass		x	
2) Partitions	x		Individual office spaces on first and second floor
3) Other		x	
u. Structural changes planned		x	
<b>2. Work Practice Controls</b>			
a. Security guard usage:		x	
1) At entrances		x	
2) Local law enforcement	x		Sheriff's Department and State Police are available as needed
3) Liaison established with local police or state prosecutors	x		Youth Bureau works closely with County Sheriff and State Police
b. One entrance used		x	One entrance to Planning on 1st floor; side door to office is locked and used as emergency exit; Youth Bureau on 2nd floor interior stairway; emergency exit/entrance located at the rear of the building – exterior stairway to second floor. Door is locked and designated emergency exit only.
c. Exits kept clear	x		
d. Doors locked when building is closed to public	x		
e. Procedures for opening/closing building		x	Last employee to leave locks door; Checked nightly by Bldg. & Maint. Empl.

f. Visitor sign in/out log		x	
g. Visitors escorted while on premises		x	
h. Reception area available	x		
i. Separate interview area	x		Private offices may be used as needed
j. Countertops that separate visitors from work areas	x		Varies by office – desk or countertop between employee and visitor
k. Desks clear of object	x	x	Professional work environment- keep desks clear of sharp objects - scissors and letter openers should be store in desk drawers
l. Money kept on premises	x		Minimal amount kept on premises
m. Emergency phone numbers posted	x		Numbers were posted at desks - not programmed in all phones for 9911
n. ID badges	x		County-issued ID badges - employees should display while working offsite
o. Identifying shirts		x	
p. Off-site work performed by some employees	x		Summer program
q. Safety procedures for off-site workers	x		Included in the orientation process
r. Rules for employees leaving building	x		Employees complete a schedule indicating where they will be working
s. Staffing needs evaluated for high risk times and locations	x		Seasonal employees – employee orientation program must include workplace violence policy information
t. Employee handbook	x		County Employee Handbook distributed to all employees at time of hire
u. Pre-employment background checks	x		Conducted by the Personnel Office and required for all employees
v. Exit interviews	x		The County has a policy; application varied by department
w. Procedures for dealing with conflict situations		x	No written procedures for employees to follow
x. Union/employees represented	x		Mike McGinn, CSEA President provided with opportunity to participate
y. Harassment complaint process	x		County Employee Handbook contains harassment policy and complaint procedure
z. Employee Assistance Program (EAP)		x	Not a standalone program; County employee health insurance providers offer some coverage for assistance

aa. PESH forms	x		Documentation is maintained in the office of the Board of Supervisors
<b>C. Floor and Evacuation Plans</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Evacuation plans	x		
2. Floor plans posted	x		
b. Exits/areas with security equipment marked	x		
<b>D. Training</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Workplace violence training has been conducted for all employees	x		Workplace violence prevention awareness training for County employees was conducted in 2007-2008 by ErgoWorks
2. Workplace violence training is conducted upon hire		x	Training had not been provided to employees hired after the initial training was presented in 2007-2008
3. Workplace violence training is conducted annually		x	Subsequent mandatory annual training had not been conducted as of the date of this inspection
4. Other relevant training conducted	x		Youth Bureau supervisor had participated in conflict resolution training
5. Training records maintained	x		Records for County-wide employee training maintained by Health & Safety Officer

## WORKPLACE RISK EVALUATION SECURITY CHECKLIST

<b>Facility:</b>	<b>Office for the Aging; Public Health and Dept. of Social Service Office located on Water Street</b>
<b>Evaluation Done By:</b>	<b>Public Sector HR Consultants LLC</b>
<b>Date of Evaluation:</b>	<b>5-20-2010</b>

<b>A. Work Site Evaluation</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are all work areas at this facility being evaluated?	x		Two story building - Office for the Aging; Public Health; Dept. of Social Service office for Adult Protective Services; employee and visitor parking; garage
<b>B. Control Measures</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>1. Engineering Controls</b>			
a. Door controls	x		Manual key and lock on front and side entrances to building; main entrance from lobby to interior offices is restricted and access must be granted from within or accessed via keypad; interior office doors manually lock; interior storage area is gated and locked with restricted employee access
b. Door detectors		x	Fire alarm only
c. Lighting in parking lot	x		Lighting considered adequate at time of evaluation
d. Light switcher	x		Lighting in parking lot on timer – some lights were on during the day – check timer
e. Motion detectors		x	
f. Sound detection		x	
g. Intrusion panel		x	
h. Interior lighting	x		Adequate lighting throughout building
i. Monitors		x	
j. Video surveillance		x	
k. Closed circuit		x	

l. Mirrors		x	
m. Stationary metal detector		x	
n. Hand-held metal detector		x	
o. Panic button		x	
p. Interoffice phone system	x		
q. Mobile phones	x		County-issued cell phones managers; pagers provided to home health aides; personal cell phones may be used in an emergency but reception is limited
r. Radio - Dispatch		x	
s. Safe on premises (e.g., wall, drop, gun locker)	x		Limited employee access; key code should be changed frequently
t. Structural modifications			
1) Safety glass	x		Main entrance leads to lobby; employee work area is separated by Plexiglas window and service counter
2) Partitions	x		To gain entry into the office area from lobby, a visitor must be granted access by employee from within
3) Other		x	
u. Structural changes planned		x	
<b>2. Work Practice Controls</b>			
a. Security guard usage:		x	
1) At entrances		x	
2) Local law enforcement	x		Sheriff and NYS Police may be called upon in event of emergency
3) Liaison established with local police or state prosecutors	x		Sheriff Office and District Attorney
b. One entrance used	x		One public entrance; two side entrances used by employees and for deliveries by vendors – side entrance to the boiler room should not be used unless building and maintenance is unable to use front entrance

c. Exits kept clear		x	One ground floor exit was blocked and designated area for nursing mothers
d. Doors locked when building is closed to public	x		
e. Procedures for opening/closing building	x		Last employee to leave is responsible for locking doors; An employee from Building and Grounds checks facility nightly to ensure all doors and windows have been secured
f. Visitor sign in/out log		x	
g. Visitors escorted while on premises	x		Once visitor is granted access beyond the lobby they are escorted to the employee's office
h. Reception area available	x		Lobby area is open to public
i. Separate interview area	x		Conference rooms and private offices are available as needed
j. Countertops that separate visitors from work areas	x		Service window and countertop separate public entrance and lobby;
k. Desks clear of object		x	Professional work environment- keep desks clear of sharp objects - scissors and letter openers should be store in desk drawers
l. Money kept on premises	x		Develop deposit procedures for Public health – offsite clinics and Office for Aging
m. Emergency phone numbers posted	x		Varied by employee desk
n. ID badges	x		County Employee ID's issued to all employees and displayed while working off site
o. Identifying shirts		x	
p. Off-site work performed by some employees	x		Home health aides and public health clinicians provide services offsite
q. Safety procedures for off-site workers	x		Office for Aging, Public Health and Social Services have written procedures
r. Rules for employees leaving building	x		Varies by department – employees required to sign in and sign out; work assignments vary by employee and some start work day offsite. Clinicians should number all visits
s. Staffing needs evaluated for high risk times and locations		x	na
t. Employee handbook	x		County Employee Handbook distributed to all employees at time of hire



u. Pre-employment background checks	x		Conducted by the Personnel Office and required for all employees
v. Exit interviews	x		The County has a policy; application varied by department
w. Procedures for dealing with conflict situations		x	No written procedures for dealing with external conflicts
x. Union/employees represented	x		Mike McGinn, CSEA President was advised of evaluations and provided with opportunity to participate
y. Harassment complaint process	x		County Employee Handbook contains harassment policy and complaint procedure
z. Employee Assistance Program (EAP)		x	Employee health insurance providers offer some level of assistance; County mental health professionals available
aa. PESH forms	x		Documentation for this location is posted as required; logs are maintained in the office of the Board of Supervisors
<b>C. Floor and Evacuation Plans</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Evacuation plans	x		Periodic drills should be practiced
2. Floor plans posted	x		Posted prominently in various locations on each floor
b. Exits/areas with security equipment marked	x		Exit signs illuminated and signs posted
<b>D. Training</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Workplace violence training has been conducted for all employees	x		Workplace violence prevention awareness training for County employees 2007-2008 by ErgoWorks
2. Workplace violence training is conducted upon hire		x	Training had not been provided to employees hired after the initial training was presented in 2007-2008
3. Workplace violence training is conducted annually		x	Subsequent mandatory annual training had not been conducted as of the date of this inspection
4. Other relevant training conducted	x		Employee training levels vary by department and position
5. Training records maintained	x		Training records for County-wide training programs maintained by Health & Safety Officer

## WORKPLACE RISK EVALUATION SECURITY CHECKLIST

<b>Facility:</b>	<b>Mental Health Services</b>
<b>Evaluation Done By:</b>	<b>Public Sector HR Consultants LLC</b>
<b>Date of Evaluation:</b>	<b>6-2-2010</b>

<b>A. Work Site Evaluation</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are all work areas at this facility being evaluated?	x		One story building located on Court Street; employee and visitor parking
<b>B. Control Measures</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>1. Engineering Controls</b>			
a. Door controls	x		Manually secured with key and lock; Public access to waiting room from the lobby must be granted from within office
b. Door detectors	x		Fire alarm system - lock box in lobby entrance for emergency access in the event fire alarm is activated after business hours
c. Lighting in parking lot	x		Adequate lighting in employee and visitor parking from overhead lights and street lights at time of this evaluation
d. Light switcher	x		Check timers and switches to ensure all lighting is working properly
e. Motion detectors		x	
f. Sound detection		x	
g. Intrusion panel		x	
h. Interior lighting	x		Adequate lighting throughout the facility observed during this evaluation
i. Monitors		x	
j. Video surveillance		x	
k. Closed circuit		x	
l. Mirrors	x		Visitors are visible to employees from lobby entrance
m. Stationary metal detector		x	
n. Hand-held metal detector		x	

o. Panic button	x		Test periodically; should be installed in each office where staff meet with clients
p. Interoffice phone system	x		
q. Mobile phones		x	Clinicians may have personnel cell phones; Pagers for on-call clinicians
r. Radio - Dispatch		x	
s. Safe on premises (e.g., wall, drop, gun locker)		x	
t. Structural modifications			
1) Safety glass	x		Service window between employee and lobby at front entrance to building
2) Partitions	x		Reception and administration separate area from lobby and waiting room
3) Other		x	
u. Structural changes planned		x	
<b>2. Work Practice Controls</b>			
a. Security guard usage:		x	
1) At entrances		x	
2) Local law enforcement	x		Sheriff and NYS Police available in the event of emergency at facility or offsite
3) Liaison established with local police or state prosecutors	x		
b. One entrance used	x		Public enters through lobby and must be buzzed into waiting area; side doors were locked at time of evaluation
c. Exits kept clear	x		
d. Doors locked when building is closed to public	x		
e. Procedures for opening/closing building	x		No written procedures – last employee out locks; Employee from Building and Grounds checks facility nightly to ensure all doors and windows have been secured
f. Visitor sign in/out log	x		Client must sign in for their appointment upon arrival
g. Visitors escorted while on premises	x		Clients remain in waiting room until their scheduled meeting time with staff

h. Reception area available	x		Waiting area with adequate seating for clients and visitors
i. Separate interview area	x		Individual offices and meeting rooms area available as needed
j. Countertops that separate visitors from work areas	x		Not in every room/office; appropriate for this work environment
k. Desks clear of object		x	Professional work environment- keep desks clear of sharp objects - scissors and letter openers should be store in desk drawers
l. Money kept on premises	x		Minimal amount of cash at this location and weekly deposits are made to the Treasurer
m. Emergency phone numbers posted	x		See General Recommendation
n. ID badges	x		County-issued id provided to each employee
o. Identifying shirts		x	
p. Off-site work performed by some employees	x		County cars are available if needed; clinicians may start day offsite
q. Safety procedures for off-site workers	x		Unaccompanied visits are made on a regular basis and staff so sign in and out; advised to avoid high risk situations and call for police assistance if needed
r. Rules for employees leaving building	x		Case workers and clinicians are required to use sign in and out sheets
s. Staffing needs evaluated for high risk times and locations	x		Patient transfers are evaluated as additional staff may be needed and are assigned accordingly
t. Employee handbook	x		County Employee Handbook distributed to all employees at time of hire
u. Pre-employment background checks	x		Conducted by the Personnel Office and required for all employees
v. Exit interviews	x		The County has a policy; application varied by department
w. Procedures for dealing with conflict situations	x		Should be in writing and reviewed
x. Union/employees represented	x		Mike McGinn, CSEA President provided with opportunity to participate
y. Harassment complaint process	x		County Employee Handbook contains harassment policy and complaint procedure
z. Employee Assistance Program (EAP)		x	Profession staff may provide support to other staff as needed
aa. PESH forms	x		Documentation maintained in the office of the Board of Supervisors

<b>C. Floor and Evacuation Plans</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Evacuation plans	x		Review with all staff and conduct periodic drills
2. Floor plans posted	x		
b. Exits/areas with security equipment marked	x		
<b>D. Training</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Workplace violence training has been conducted for all employees	x		Workplace violence prevention awareness training for County employees was conducted in 2007-2008 by ErgoWorks
2. Workplace violence training is conducted upon hire		x	Training had not been provided to employees hired after the initial training was presented in 2007-2008
3. Workplace violence training is conducted annually		x	Subsequent mandatory annual training had not been conducted as of the date of this inspection
4. Other relevant training conducted	x		Employee training levels vary; training for mental health professionals is relevant as duties may include dealing with conflict and potentially threatening individuals; follow state guidelines
5. Training records maintained	x		Training records for County-wide training programs maintained by Health & Safety Officer

## WORKPLACE RISK EVALUATION SECURITY CHECKLIST

<b>Facility:</b>	<b>Building and Grounds (DPW) – Maintenance Building (Court Street)</b>
<b>Evaluation Done By:</b>	<b>Public Sector HR Consultants LLC</b>
<b>Date of Evaluation:</b>	<b>6-2-2010</b>

<b>A. Work Site Evaluation</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are all work areas at this facility being evaluated?	x		Maintenance garage located behind the County Office Complex
<b>B. Control Measures</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>1. Engineering Controls</b>			
a. Door controls	x		Standard key and lock; overhead garage bay doors
b. Door detectors		x	No alarms
c. Lighting in parking lot	x		Adequate lighting in main parking lot
d. Light switcher	x		Lighting in main parking lot on timers and should be check regularly to ensure functioning properly
e. Motion detectors		x	
f. Sound detection		x	
g. Intrusion panel		x	
h. Interior lighting	x		Adequate lighting inside facility
i. Monitors		x	No surveillance inside this building
j. Video surveillance		x	
k. Closed circuit		x	
l. Mirrors		x	Open floor plan with adequate visibility for the employees inside facility
m. Stationary metal detector		x	
n. Hand-held metal detector		x	
o. Panic button		x	NA

p. Interoffice phone system	x		
q. Mobile phones	x		Personnel cell phones
r. Radio - Dispatch		x	Nightly rounds of County facilities made by employee - currently employees do not have radios in the vehicles or on their person – see recommendation
s. Safe on premises (e.g., wall, drop, gun locker)		x	
t. Structural modifications			
1) Safety glass		x	NA
2) Partitions		x	
3) Other		x	
u. Structural changes planned		x	
<b>2. Work Practice Controls</b>			
a. Security guard usage:		x	
1) At entrances		x	
2) Local law enforcement	x		County Sheriff and State Police may be contacted in the event of emergency
3) Liaison established with local police or state prosecutors	x		
b. One entrance used	x		Garage bay doors are open 7 a.m. to 3 p.m. daily
c. Exits kept clear	x		
d. Doors locked when building is closed to public	x		
e. Procedures for opening/closing building	x		
f. Visitor sign in/out log		x	
g. Visitors escorted while on premises		x	
h. Reception area available		x	

i. Separate interview area		x	
j. Countertops that separate visitors from work areas		x	Not applicable as this is maintenance facility and wide open work area for employees only
k. Desks clear of object		x	Tools and materials typically found in a maintenance garage on countertops
l. Money kept on premises		x	
m. Emergency phone numbers posted	x		See General Recommendation
n. ID badges	x		
o. Identifying shirts		x	
p. Off-site work performed by some employees	x		Employee nightly rounds to each of the County building; employees perform duties outside of this building each day
q. Safety procedures for off-site workers	x		Employees are directed to notify police immediately in the event of an emergency
r. Rules for employees leaving building	x		See recommendation
s. Staffing needs evaluated for high risk times and locations		x	
t. Employee handbook	x		County Employee Handbook distributed to all employees at time of hire
u. Pre-employment background checks	x		Conducted by the Personnel Officer and required for all employees
v. Exit interviews		x	The County has a policy; application varied by department
w. Procedures for dealing with conflict situations		x	DPW has policy prohibiting "horseplay" to avoid internal conflicts; no written guidelines for dealing with external conflicts that may potentially turn violent
x. Union/employees represented	x		Mike McGinn, CSEA President was advised of evaluations and provided with opportunity to participate
y. Harassment complaint process	x		County Employee Handbook contains harassment policy and complaint procedure
z. Employee Assistance Program (EAP)		x	No standalone program; County employee health insurance providers offer some coverage for assistance
aa. PESH forms	x		Documentation for this location is posted as required; logs are maintained in the office of the Board of Supervisors



<b>C. Floor and Evacuation Plans</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Evacuation plans	x		
2. Floor plans posted	x		
b. Exits/areas with security equipment marked	x		
<b>D. Training</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Workplace violence training has been conducted for all employees	x		Workplace violence prevention awareness training for County employees was conducted in 2007-2008 by ErgoWorks
2. Workplace violence training is conducted upon hire		x	Training had not been provided to employees hired after the training that was presented in 2007-2008
3. Workplace violence training is conducted annually		x	Subsequent mandatory annual training had not been conducted as of the date of this inspection
4. Other relevant training conducted		x	
5. Training records maintained	x		Training records for County employees maintained by Health & Safety Officer

## WORKPLACE RISK EVALUATION SECURITY CHECKLIST

<b>Facility:</b>	<b>3 Sisco Street, Westport, NY – Offices of the Essex County Soil &amp; Water Conservation District; Fairground Maintenance Building</b>
<b>Evaluation Done By:</b>	<b>Public Sector HR Consultants LLC</b>
<b>Date of Evaluation:</b>	<b>6-4-2010</b>

<b>A. Work Site Evaluation</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are all work areas at this facility being evaluated?	x		County Fair Grounds Maintenance Building is a one story building; Soil & Water Conservation District (SWDC) employee office is located on the second floor of the Cornell Cooperative Extension Center which is at the opposite end of the County Fair Grounds property
<b>B. Control Measures</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>1. Engineering Controls</b>			
a. Door controls	x		Manual key and locks on both the maintenance building and the building where the SWCD employees work
b. Door detectors		x	
c. Lighting in parking lot	x		Adequate lighting in lot next to Cooperative Extension Center where SWCD employees park; adequate exterior lighting on maintenance building where maintenance supervisor parks
d. Light switcher	x		Dusk to dawn lighting and timers – check timers and switches regularly to ensure operating
e. Motion detectors		x	
f. Sound detection		x	
g. Intrusion panel		x	
h. Interior lighting	x		
i. Monitors		x	

j. Video surveillance		x	
k. Closed circuit		x	
l. Mirrors		x	
m. Stationary metal detector		x	
n. Hand-held metal detector		x	
o. Panic button		x	
p. Interoffice phone system		x	Phones in each office
q. Mobile phones	x		Personal cell phones may be used in event of emergency
r. Radio - Dispatch		x	
s. Safe on premises (e.g., wall, drop, gun locker)		x	
t. Structural modifications			
1) Safety glass		x	
2) Partitions		x	
3) Other		x	
u. Structural changes planned		x	
<b>2. Work Practice Controls</b>			
a. Security guard usage:		x	
1) At entrances		x	
2) Local law enforcement	x		Sheriff's Department and State Police as needed
3) Liaison established with local police or state prosecutors	x		
b. One entrance used	x		Public entrance to the Cornell Coop/SWCD office is well marked. Fairgrounds maintenance building entrance is on the side of the building and for employee use only

c. Exits kept clear	x		
d. Doors locked when building is closed to public	x		
e. Procedures for opening/closing building		x	No written procedures in place; last employee to leave building is responsible for locking doors
f. Visitor sign in/out log		x	
g. Visitors escorted while on premises		x	Limited access by the public to the maintenance buildings; public access to the offices located on second floor of the Cornell building was not restricted at time of evaluation
h. Reception area available		x	
i. Separate interview area		x	
j. Countertops that separate visitors from work areas		x	
k. Desks clear of object		x	Office desks neat and maintained in a professional manner; Fairgrounds maintenance facilities well maintained and tools are stored appropriately
l. Money kept on premises	x		SWCD employees may have a minimal amount of petty cash on the premises
m. Emergency phone numbers posted	x		Note - Post 9911 all phones
n. ID badges	x		County-issues to employees, however, they are not required to display or wear ID badges while working on-site or off-site – see General Recommendations
o. Identifying shirts		x	
p. Off-site work performed by some employees	x		Fairgrounds Maintenance Supervisor regularly performs duties away from maintenance building; SWCD employees perform duties offsite
q. Safety procedures for off-site workers		x	No written procedures in place
r. Rules for employees leaving building		x	
s. Staffing needs evaluated for high risk times and locations		x	
t. Employee handbook	x		County Employee Handbook distributed to all employees at time of hire

u. Pre-employment background checks	x		Conducted by the Personnel Office and required for all employees
v. Exit interviews		x	The County has a policy; application varied by department
w. Procedures for dealing with conflict situations		x	
x. Union/employees represented	x		Mike McGinn, CSEA President was provided with opportunity to participate
y. Harassment complaint process	x		County Employee Handbook contains harassment policy and complaint procedure
z. Employee Assistance Program (EAP)		x	Not a standalone program; County employee health insurance providers do offer some level of assistance
aa. PESH forms	x		Documentation is maintained in the office of the Board of Supervisors
<b>C. Floor and Evacuation Plans</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Evacuation plans	x		Plans developed and posted for fire safety purposes
2. Floor plans posted	x		
b. Exits/areas with security equipment marked	x		
<b>D. Training</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Workplace violence training has been conducted for all employees	x		Workplace violence prevention awareness training for County employees was conducted in 2007-2008 by ErgoWorks
2. Workplace violence training is conducted upon hire		x	Training had not been provided to employees hired after the training presented in 2007-2008
3. Workplace violence training is conducted annually		x	Subsequent mandatory annual training had not been conducted as of the date of this inspection
4. Other relevant training conducted		x	
5. Training records maintained	x		Training records for County employees maintained by Health & Safety Officer

## WORKPLACE RISK EVALUATION SECURITY CHECKLIST

<b>Facility:</b>	<b>Fisheries – County Rt. #2, Crown Point</b>
<b>Evaluation Done By:</b>	<b>Public Sector HR Consultants LLC</b>
<b>Date of Evaluation:</b>	<b>6-4-2010</b>

<b>A. Work Site Evaluation</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are all work areas at this facility being evaluated?	x		Office, miscellaneous fishery buildings and maintenance building, parking
<b>B. Control Measures</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>1. Engineering Controls</b>			
a. Door controls	x		Manual key and locks on office and miscellaneous buildings used for storage of equipment and fish tanks; Gated at close of business day
b. Door detectors		x	No alarms with the exception of fire alarm
c. Lighting in parking lot	x		Two employees at this location; minimal public access to facility
d. Light switcher	x		Dusk to dawn lighting in parking lot
e. Motion detectors		x	NA
f. Sound detection		x	
g. Intrusion panel		x	
h. Interior lighting	x		Adequate in office and buildings used by employees; majority of work performed outside
i. Monitors		x	
j. Video surveillance		x	
k. Closed circuit		x	
l. Mirrors		x	NA
m. Stationary metal detector		x	NA
n. Hand-held metal detector		x	

o. Panic button		x	
p. Interoffice phone system	x		Employees have access to a phone in office if needed
q. Mobile phones		x	Personnel cell phones may be used in the event of an emergency
r. Radio - Dispatch		x	
s. Safe on premises (e.g., wall, drop, gun locker)		x	No money transferred or kept on premises
t. Structural modifications			
1) Safety glass		x	NA
2) Partitions		x	NA
3) Other		x	
u. Structural changes planned		x	
<b>2. Work Practice Controls</b>			
a. Security guard usage:		x	
1) At entrances		x	
2) Local law enforcement	x		County Sheriff monitors this location as needed
3) Liaison established with local police or state prosecutors	x		NYS Police and County Sheriff may be contacted in the event of an emergency
b. One entrance used	x		
c. Exits kept clear	x		
d. Doors locked when building is closed to public	x		Office doors locked at all times when unattended by employee; miscellaneous buildings locked at end of day
e. Procedures for opening/closing building	x		Two employees working at this facility – last employee to leave locks doors and gate
f. Visitor sign in/out log		x	
g. Visitors escorted while on premises		x	

h. Reception area available		x	NA
i. Separate interview area	x		Supervisor's offices may be used as needed
j. Countertops that separate visitors from work areas		x	Work performed outside; exterior fish containment areas is fenced in
k. Desks clear of object		x	Office and maintenance building were well maintained
l. Money kept on premises		x	
m. Emergency phone numbers posted	x		
n. ID badges	x		County-issued ID provided to employees
o. Identifying shirts		x	
p. Off-site work performed by some employees	x		
q. Safety procedures for off-site workers		x	No written procedures for offsite work
r. Rules for employees leaving building		x	
s. Staffing needs evaluated for high risk times and locations		x	Two employees assigned to this location
t. Employee handbook	x		County Employee Handbook distributed to all employees at time of hire
u. Pre-employment background checks	x		Conducted by the Personnel Office and required for all employees
v. Exit interviews		x	The County has a policy; application varied by department
w. Procedures for dealing with conflict situations		x	
x. Union/employees represented	x		Mike McGinn, CSEA President provided with opportunity to participate
y. Harassment complaint process	x		County Employee Handbook contains harassment policy and complaint procedure
z. Employee Assistance Program (EAP)		x	Not a standalone program; County employee health insurance providers offer some coverage for assistance
aa. PESH forms	x		Documentation is maintained in the office of the Board of Supervisors
<b>C. Floor and Evacuation Plans</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Evacuation plans		x	Not applicable



2. Floor plans posted		x	Not applicable
b. Exits/areas with security equipment marked	x		
<b>D. Training</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Workplace violence training has been conducted for all employees	x		Workplace violence prevention awareness training for County employees was conducted in 2007-2008 by ErgoWorks
2. Workplace violence training is conducted upon hire		x	Training had not been provided to employees hired after the training was presented in 2007-2008
3. Workplace violence training is conducted annually		x	Subsequent mandatory annual training had not been conducted as of the date of this inspection
4. Other relevant training conducted		x	
5. Training records maintained	x		Training records for County employees maintained by Health & Safety Officer