



Dear Brothers and Sisters:

Every day too many workers are unnecessarily put in harm's way.

Injuries and deaths related to workplace violence should not be tolerated any more than any other kinds of on-the-job death and injury. CSEA will continue to fight until every job site across the state becomes a safer place to work.

Assessing the worksite for potential risks is one of the simplest yet most important activities for worksite security. Many public employers have recognized the value of this responsibility and have worked effectively with CSEA to identify and address potential risks. Unfortunately, not all public employers have been responsive.

That's why CSEA is pursuing the Worksite Security Act (S. 6441; A. 9691) through the New York State Legislature. The legislation would require public employers with more than 20 employees to assess risk and develop a plan of action to prevent potential workplace violence. The bill would also establish a complaint procedure for workers to call attention to the potential for violence.

Attached is a worksite security survey...it is a very valuable tool for assessing worksite risks. Please complete the survey as soon as possible on your return from this conference, either in cooperation with management or as a union activity with input from your members. If you identify serious risks that need immediate attention, bring them to the attention of management and seek a remedy.

You should also forward a completed copy of your survey, regardless of your findings, to the CSEA Occupational Safety and Health Department, 143 Washington Avenue, Albany, New York 12210. It will help in pressing our case for the legislation.

In Solidarity,

Danny Donohue





Secure Worksite Survey

Name: _____
Local/Unit: _____
Employer: _____
Phone: _____
E-mail: _____

Was this survey conducted with the cooperation of management or a union project?

L/M Cooperation _____ Union _____

Survey Questions: Please answer the following questions. If the questions does not apply to your worksite please indicate by N/A.

A key component of a worksite security plan is a structure that continually looks at issues of violence and security, ensuring that it is protective and up-to-date. Definitions are listed in the Appendix at the end of this survey.

The first element of a successful security plan is the **commitment of management**. This means: management has appointed a responsible person to follow through with the plan, devotes resources to implementation, and allows workers to use work time to address problems, and acts quickly to resolve problems identified.

1) Is your management committed to security at your workplace? Yes _____ No _____ N/A _____

The second – just as important as the first – is **employee involvement**. This means: the union(s) is/are involved in all aspects of the plan, the union appoints representatives to the committee overseeing the plan, provides a non-punative process to report issues of violence and security.

2) Are workers involved in all aspects of the security plan? Yes _____ No _____ N/A _____

Each worksite should have a **written plan** that addresses anti-violence policy. This should include: a risk assessment, hazard prevention and control, employee training, early detection and record keeping.

3) Does your workplace have a written plan? Yes _____ No _____ N/A _____

Risk assessment includes analyzing records that are available to the employer, i.e. SH-900s, incident reports, workers compensation reports, etc. Risk assessment also includes survey of the workers, physical arrangement of the workplace, employee awareness level, etc.

4) Does your workplace conduct security risk assessments? Yes _____ No _____ N/A _____

Once issues are identified, the employer must implement (with worker input) ways to prevent assault incidents or **hazard prevention and control**. This may include: limiting access to the work area, installing proper lighting, training on skills dealing with difficult people, alarm systems, field work emergency procedures, accounting for field staff, “buddy system”, etc.

5) Does your employer implement steps to ensure hazard prevention?
Yes_____ No_____ N/A _____

Employees must be aware of the security plan and have a level of **training** that informs them of the reporting of incidents as well as follow-up.

6) Does your employer provide adequate security training to all workers?
Yes_____ No_____ N/A _____

Installing a metal detector or providing radios often doesn't solve the larger issues of violence in the workplace and security issues. The employer must have a **process of evaluating** the effectiveness of their security plan, encourage workers to bring issues to their attention – ideally through a labor management forum – and provide counseling when the workplace experiences an assault incident.

7) Does your employer continually update your security plan? Yes_____ No_____ N/A _____

WORKPLACE SURVEY AND SECURITY ANALYSIS

The following is a checklist that will assist you in a quick assessment of your worksite. Please answer all questions that apply to your working circumstances.

- Is this facility located in an area the local police consider as a high crime area or "bad neighborhood"? Or, do employees have to enter these areas? Yes____ No____
- Is this facility provided with security guards? Yes____ No____

BUILDING EXTERIOR AREAS

- Are exterior walkways and parking areas visible to personnel in or around the building? Yes____ No____
- Visible to security personnel? Yes____ No____
- Provided with video surveillance? Yes____ No____
- Are workers comfortable walking to vehicles before or after work? Yes____ No____
- Does shrubbery and plantings offer concealment to would be attackers? Yes____ No____
- Is the lighting of parking lots and sidewalks adequate? Yes____ No____

ACCESS TO BUILDINGS

- Is parking provided inside of the building? Yes____ No____
- Is it controlled by an attendant, video surveillance or other? Yes____ No____

TYPES OF SURVEILLANCE

- Is access from the parking area to building work areas controlled and channeled to a reception area? Yes____ No____
- Is access to work areas of the building through a reception area? Yes____ No____
- Are employees in the reception area provided with adequate protections from the general public seeking to enter the building? Yes____ No____
- Would the receptionist be capable of stopping anyone from entering? Yes____ No____
- Is the receptionist a security guard? Yes____ No____
- Is the reception area physically separated from the remainder of the building with locked door or other physical barriers which would prevent unauthorized entry? Yes____ No____
- Are visitors or clients escorted to offices for business appointments? Yes____ No____

- Are employees required to show "ID" to gain entrance to the building? Yes____ No____
- Are those persons authorized to be in the building required to display an "ID" card or visitors pass? Yes____ No____
- Is security available to monitor those who have gained access and are in work areas? Yes____ No____

WORKING IN INSTITUTIONAL SETTINGS

- Are emergency devices, such as radios, alarms, etc., in working order? Yes____ No____
- Is specialize training given to dealing with potentially violent clients/inmates? Yes____ No____
- Is critical incident stress debriefing offered after an assault incident? Yes____ No____
- Does the employer conduct a proper investigation, rather than blame the worker? Yes____ No____

FIELD WORK/TRANSPORTATION

- Are procedures in place for workers who must perform field work in high risk neighborhoods? Yes____ No____
- Are procedures which provide for a buddy system or police escort in place when field workers must visit clients with a history of assaultive behavior? Yes____ No____
- Do workers in field assignments have a means of communications to call for assistance? Yes____ No____
- Are proper workzone set up for road work? Yes____ No____
- Is there a policy requiring police support around a high hazard roadwork area? Yes____ No____

Risk Factors - Indicate if any or all of the following apply to your working circumstances.

- ___ Exchange of money with the public.
- ___ Working alone or in small numbers.
- ___ Working late nights or early mornings.
- ___ Working in high crime areas.
- ___ Guarding valuable property or possessions.
- ___ Working in community settings.
- ___ Working in public settings.
- ___ Working with clients who have the potential.
- ___ To assault and/or harass workers.
- ___ Working on busy highways and roads.

- Are work practices evaluated to assess if current service delivery methods contribute to client hostility? Yes____ No____
- Are incidents reported in writing? Yes____ No____
- Are incidents evaluated? Yes____ No____

PHYSICAL ARRANGEMENT OF THE WORK AREA

- Are furniture and partitions arranged to prevent entrapment of employees? Yes____ No____
- Is access to the work area controlled? Yes____ No____
- Is the lighting appropriate and adequate? Yes____ No____
- Are waiting areas designed so that clients can be observed from a safe area? Yes____ No____
- Are payment windows provided when money is handled in the work area? Yes____ No____
- Are high risk areas under observation when employees are in the work area? Yes____ No____
- Are work practices requiring a buddy system in place when employees are working with known potentially assaultive clients or patients? Yes____ No____
- Do work practices keep desks clear of objects which could be used as weapons? Yes____ No____
- Is there an alarm system in place for summoning assistance in the event of a potential assault incident? Yes____ No____
- Are waiting areas designed to keep chairs and other furniture from being used as weapons? Yes____ No____
- Are there work stations available which are secluded, yet observable for interviewing high risk clients? Yes____ No____

TRAINING

- Have employees in this work area been trained in the employer's violence prevention policies? Yes____ No____
- Are these policies being implemented by both the employees and supervision? Yes____ No____

Please Provide a Story/Incident that Conveys the Problem of Workplace Violence:

Other Comments/Observations:

APPENDIX

DEFINING VIOLENCE:

Assault Incident

An assault incident may be committed without one person actually touching, or striking, or doing bodily harm to another person and is defined as one or more of the following:

- (a) An attempt to threat, whether verbal or physical, to inflict injury upon another person.
- (b) An 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 which would give the person reason to fear escalation, or makes it difficult to pursue a normal work life or private life when the harassment arises out of or in the course of employment.
- (e) Stalking a person with the intent of causing fear when such stalking has arisen in the course of the victim's employment.
- (f) Sexual Harassment by co workers as defined in Executive Order #19 and the New York State Human Rights Law is specifically excluded from this definition.

DEFINING WORKPLACE:

Any location, either permanent or temporary, where a public employee performs any work related duty. This includes, but is not limited to, the buildings and surrounding perimeters, parking lots, roads and highways, field locations, travel to and from work assignments and client homes.