

WORKPLACE VIOLENCE AND INCIDENT REPORTING POLICY

PURPOSE

Albany Public Library is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our institution, staff, and patrons. Threats, threatening behavior or acts of violence against employees, visitors, patrons, or other individuals by anyone on Albany Public Library property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

POLICY

This policy is designed to meet the requirements of NYS Labor Law §27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Other tools that were utilized during the process included establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process and investigating workplace violence incidents or allegations. All employees will participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. Albany Public Library has identified response personnel that include a member of management and an employee representative. If appropriate, Albany Public Library will provide counseling services or referrals for employees.

All Albany Public Library personnel are responsible for notifying the contact person designated below (or their immediate supervisor) of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Inquiries regarding this policy or requests for a printed copy should be directed to: Executive Director, Albany Public Library, 161 Washington Avenue, Albany, NY 12210 – 518-427-4300.

RESPONSIBILITY

Human Resources Generalist

PROCEDURE

As stated above

APPROVED/REVIEWED

Adopted	March 2013
Amended	May 2015
Reviewed	June 2021