

BUFFALO

SEWER AUTHORITY

Title	Workplace Violence Prevention Policy	Effective Date	8/26/2024
Approved by	Oluwole A. McFoy, P.E., General Manager	Date Revised	

A. GENERAL STATEMENT OF POLICY

Buffalo Sewer is committed to providing a safe and healthy workplace for all employees, free from threats, intimidation, and acts of violence. Workplace violence, in any form, will not be tolerated. This policy outlines the responsibilities, procedures, and preventive measures to ensure a secure working environment.

B. SCOPE

This policy applies to all employees of the Buffalo Sewer Authority, contractors, volunteers, and visitors.

C. ADMINISTRATION

This policy and procedure will be administered by the Human Resources Department

D. Definitions

- Workplace Violence: Any physical assault, threatening behavior, or verbal abuse occurring in the work setting. This includes but is not limited to:
 - Physical Assault: Hitting, shoving, kicking, or any physical contact intended to cause harm.
 - Threats: Any expression of intent to inflict harm, whether verbal, written, or behavioral.
 - Harassment: Repeated, unwanted behavior that causes psychological distress.
 - Verbal Abuse: Use of offensive, threatening, or degrading language.

E. Responsibilities

- Employees:
 - Report any incidents or threats of workplace violence immediately to Louis Perfetto, Safety Officer at 716-507-1550 or email lperfetto@buffalosewer.org, Human Resources at 716-851-4664 or email bsa_hr@buffalosewer.org and/ or your direct Supervisor.
 - Participate in training programs and follow established procedures.
 - Cooperate with investigations of workplace violence incidents.
- Supervisors and Managers:
 - Enforce workplace violence policies and ensure a safe environment.
 - Respond promptly to reports of violence or threats.
 - Facilitate access to support resources for affected employees.
- Human Resources (HR):
 - Develop and implement workplace violence prevention programs.
 - Maintain records of reported incidents and follow-up actions.
 - Provide training and resources to employees and supervisors.
 - HR will conduct a thorough investigation of the all-workplace violence incidents and interview involved parties and witnesses, review evidence, and document findings.

- Safety Department:
 - Assist in responding to and investigating incidents of workplace violence.
 - Implement security measures to prevent workplace violence.
 - Conduct regular safety assessments of the workplace.

F. Reporting Procedures

- Immediate Reporting:
 - Employees must report any incident or threat of workplace violence to Louis Perfetto, Safety Officer at 716-507-1550 or email lperfetto@buffalosewer.org , Human Resources at 716-851-4664 or email bsa_hr@buffalosewer.org and your direct Supervisor.
- In case of imminent danger, call emergency services (911)
- Documentation:
 - Complete a Workplace Violence Incident Report Form detailing the incident, involved parties, and any witnesses.
 - Submit the form to HR: bsa_hr@buffalosewer.org, within 24 hours of the incident.
- Confidentiality:
 - All reports of workplace violence will be handled confidentially to the extent possible.
 - Information will be shared only with individuals necessary to investigate and respond to the incident.
- Retaliation: Retaliatory action against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence or who has been involved in reporting, investigating or responding to workplace violence is a violation of this policy.

G. Response Procedures

- Immediate Response:
 - Ensure the safety of all employees. Remove the threat if possible and provide first aid if needed.
 - Notify law enforcement if the situation involves criminal behavior or poses an immediate threat.
- Investigation:
 - HR will conduct a thorough investigation of the incident.
 - Interview involved parties and witnesses, review evidence, and document findings.
- Follow-Up Actions:
 - If warranted, take appropriate disciplinary action per CBA, up to and including termination.
 - Provide support and resources to affected employees, including but not limited to EAP Services
 - Review and update workplace violence prevention measures based on the investigation's findings.

H. Training, Awareness, and Notification

This policy, was developed in conjunction with our Union partners, is designed to meet the requirements of New York State Labor Law Art. 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 includes a workplace evaluation that is designed to identify the risks of workplace violence to which our employees could be exposed.

Authorized Employee Representative(s) will, at a minimum, be involved in:

- evaluating the physical environment.
- developing the Workplace Violence Prevention Program; and reviewing workplace violence; incident reports but not limited to; SH-900 logs, policies, and procedures, etc. annually to identify trends in the types of incidents reported, if any;
- and reviewing the effectiveness of the mitigating actions taken;
- and annually reviewing the BSA's Workplace Violence Program.

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. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received. The reporting form attached to this Policy as Appendix A may be utilized in filing a report.

Designated Contact Person: Charles Riley
Title: Executive Secretary
Department: Administration
Phone: 716-851-4664 ext. 4215
E-mail: criley@buffalosewer.org

G. Evaluation and Continuous Improvement

- Incident Review:
 - Regularly review reported incidents to identify trends and areas for improvement.
 - Solicit feedback from employees on the effectiveness of the policy and training programs.
 - An examination of any records of workplace violence incidents throughout the previous year; an assessment of any relevant policies, work practices, and work procedures that may impact employee's risk of workplace violence; and an evaluation of the physical workplace to determine what factors are present that could put employees at risk of workplace violence will be reviewed yearly by HR in conjunction with the Workplace Violence Committee.
- Policy Updates:
 - Update the workplace violence policy and procedures as needed to reflect changes in laws, regulations, and best practices.

Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

DISTRIBUTION

This Policy and Procedure will be distributed to all employees of the Buffalo Sewer Authority.