

## **Indian Lake Library Workplace Safety / Violence Prevention Policy**

The Indian Lake Public Library is committed to the safety and security of its employees. Workplace violence presents a serious occupational safety hazard to the Library, staff, and patrons, and will not be tolerated. Workplace violence includes, but is not limited to, threats (verbal or physical), threatening behavior, or acts of violence against Library employees where any work-related duty is performed. Such acts 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 patrons, following all policies, procedures, and program requirements, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of [NYS Labor Law §27-b](#), and highlights some of the elements that are found within the Library's 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 to which Library employees could be exposed.

Other tools that were utilized during this process included establishing a committee made up of management and authorized employee representatives. The committee will have an ongoing role in this program and will, at a minimum, be involved in:

- the evaluation of the physical environment;
- the development of the Workplace Violence Prevention Program; and
- the review of workplace violence incident reports at least annually to identify trends in the types of incidents in the workplace and review of the effectiveness of the mitigating actions taken.

All employees will participate in annual Workplace Violence Prevention Program training.

The goal of this policy is to promote the safety and well-being of all people in the Library workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All incidents are required to have a completed incident report identifying all persons involved, including witnesses. All Library personnel are responsible for notifying the Library Director of any violent incidents and/or threatening behaviors, including threats they have witnessed, received, or have been told that another person has witnessed or received. An incident report will be completed by the library staff, and the board of trustees will be notified.

Approved and reviewed by the Indian Lake Library Trustees, April 18, 2024

This policy will be reviewed every two years; next in May 2026.