

**New York State Office of Parks, Recreation
and Historic Preservation**

WORKPLACE VIOLENCE PREVENTION POLICY

The mission of the Office of Parks, Recreation and Historic Preservation (OPRHP) is to provide safe and enjoyable recreational and interpretive opportunities for all New York State residents and visitors, and to be responsible stewards of our valuable natural, historic and cultural resources.

In order to fulfill this mission, agency staff must be able to pursue their work-related responsibilities free from workplace violence. Workplace violence is generally defined by the New York State Department of Labor as a physical assault or act of threatening or aggressive behavior occurring where a public employee performs a work-related duty. OPRHP's objective is to take steps to prevent incidents of workplace violence and to respond to mitigate the effects of workplace violence if it does occur.

All supervisors and employees are responsible for maintaining a safe and secure workplace, utilizing safe work practices, fostering mutual respect, and following all policies, procedures, and health and safety program requirements.

The Director of Law Enforcement (for all Park Police personnel) and the Director of Health, Safety and Emergency Management (for Operations and non Park Police administrative staff) are responsible for the development and implementation of a workplace violence prevention program including provisions for completing a workplace violence hazard assessment with annual reviews, development of prevention strategies, and employee training. Opportunities shall be provided to authorized employee representatives to participate in the written program development, workplace assessments, and prevention strategy development in accordance with § 27-b of the state Labor Law.

Any workplace violence incident that poses an immediate threat to an employee's or visitor's safety should be reported directly to the New York State Park Police or other local law enforcement entity and then to the employee's supervisor.

All other potential workplace violence instances such as threatening behavior or language should be reported directly to the employee's immediate supervisor. An employee who is unable to report a workplace violence incident to his or her immediate supervisor may report non-emergency incidents to the Director of Health, Safety and Emergency Management (for Operations 518 486-2922) or Director of Law Enforcement (for Park Police 518 474-4029).

A copy of this policy shall be conspicuously posted at each workplace.

This policy is effective immediately.

Dated: April 22, 2010



Carol Ash
Commissioner