

**Union and Employee Involvement Sections of the**  
**Workplace Violence Prevention Programs ( WVPP )**  
**Regulations : 12 NYC RR Part 800.6 - Effective 04 / 29 / 2009**

**(b) Purpose and Intent :** It is the purpose of this part to ensure that the risk of workplace assaults and homicides is evaluated by affected public employers **and their employees** and that such public employers design and implement protection programs to minimize the hazard of workplace violence to employees.

**(d) Terms :**

(1) **Authorized Employee Representative.** An employee authorized by the employees or the designated representative of an employee organization recognized or certified to represent the employees pursuant to Article 14 of the Civil Service Law.

(10) **Workplace.** Any location away from an employee's domicile, permanent or temporary, where an employee performs any work-related duty in the course of his or her employment by an employer.

**(e) Management Commitment and Employee Involvement :**

(1) **Workplace Violence Policy Statement:** The employer shall develop and implement a written policy statement on the employer's workplace violence prevention program goals and objectives and **provide for full employee participation through an authorized employee representative.**

**(f) Risk Evaluation and Determination :**

(3) **Evaluation of Physical Environment :** The employer, **with the participation of the authorized employee representatives, shall evaluate the workplace** to determine the presence of factors which may place employees at risk of workplace violence.

**(g) The Workplace Violence Prevention Program :**

(1) Employers with 20 or more full time permanent employees, **with the participation of the authorized employee representative, shall develop a written workplace violence prevention program.** **Such participation shall include soliciting input from the authorized employee representative as to** those situations in the workplace that pose a threat of workplace violence, and on the workplace violence prevention program the employer intends to implement under these regulations.

**(h) Employee Information and Training :**

(1) Upon completion of the workplace violence prevention program, every employer shall provide each employee with information and training on the risks of workplace violence in their workplace or workplaces at the time of the employee's initial assignment and at least annually thereafter. Such information as necessary shall be provided to affected employees whenever significant changes are made to the workplace violence program.

- (i) Employers shall inform employees of the requirements of this Part and the risk factors in their workplace that were identified in the risk evaluation and determination,
- (ii) Employers shall inform employees of the measures that employees can take to protect themselves from the identified risks including specific procedures that the employer has implemented such as incident alert and notification procedures, appropriate work practices, emergency procedures, and use of security alarms and other devices;
- (iii) Employers with 20 or more full-time permanent employees shall inform employees of the location of the written workplace violence program and how to obtain a copy, and shall make it available for reference to employees, authorized employee representatives and the Commissioner in the work area during the regularly scheduled shift.

**(i) Recordkeeping and Recording Of Workplace Violence Incidents :**

(5) The employer, with the participation of the authorized employee representative, shall conduct a review of the 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.

**(j) Employee Reporting Of Workplace Violence Prevention Concerns or Incidents :**

(1) Any employee or his or her authorized employee representative who believes that a serious violation of the employer's workplace violence protection program exists, or that a workplace violence imminent danger exists, shall bring such matter to the attention of a supervisor in the form of a written notice and shall afford the employer a reasonable opportunity to correct such activity, policy or practice.