

CAMP SARADAC

RISK AND SAFETY



City of Saratoga Springs Risk and Safety Manual
Title: Smoking Policy
Date of Origin: 120203
Responsible Party: City of Saratoga Springs
Date of Review: Annual

Title: **Smoking Policy**

Policy:

New York State adopted the Clean Indoor Air Act effective July 24, 2003 to govern smoking within public places and places of employment. The City of Saratoga Springs shall comply with this state statute by providing a smoke-free environment for all employees and visitors per the guidelines established by the NYS Clean Indoor Air Act. This policy governs the smoking of tobacco products including, but not limited to cigarettes, cigars, and pipe tobacco and applies to both employees and non-employee visitors of Saratoga Springs while on City owned property.

Protocol:

1. There will be no smoking of tobacco products within any City of Saratoga Springs owned or operated building at any time. There will be no smoking at the northeast corner of City Hall on Broadway.
2. The Geyser Veteran's Memorial Park and Northside Recreation Complexes are deemed smoke (tobacco) free and no smoking shall be allowed throughout the buildings and grounds per the guidelines established by the Smoke Free Coalition Grant Program.
3. The decision to provide or not provide designated smoking areas outside a City building will be at the discretion of the City Council pursuant to established collective bargaining agreements. This decision shall be based upon state and federal regulations and agreed to in advance by the City Council.
4. Any outside area designated for smoking shall be away from every building egress, every building ventilation system air intake and every place where it will be reasonably necessary for nonsmokers to pass through second hand smoke.
5. The City shall post internationally recognized Smoking and No Smoking signs on City owned premises signifying where smoking is acceptable.
6. All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers as provided by the City at each designated smoking area.
7. There will be no smoking in any vehicle owned or operated by the City of Saratoga Springs.
8. Supervisors shall be responsible for allowing smoking breaks within each of their areas of responsibilities. Any violation of this policy may subject an employee to administrative actions up to and including formal disciplinary action.



City of Saratoga Springs Risk and Safety Manual
Title: Hazard Communications Program
Date of Origin: 123103
Responsible Party: Office of Risk and Safety
Date of Review: Annual

Title: Hazard Communications Program

Policy:

The City of Saratoga Springs maintains a central database of Material Safety Data Sheets that are specific to building occupants and departmental responsibilities in accordance with the United States Department of Labor OSHA Hazard Communication Standard 29 CFR 1910.1200. This law requires the following of all public employers:

"The employer shall maintain in the workplace copies of the required material safety data sheets for each hazardous chemical and shall ensure that they are readily accessible during each work shift to employees when they are in their work area(s)."

"Where employees must travel between workplaces during a workshift, i.e., their work is carried out at more than one geographic location, the material safety data sheets may be kept at the primary workplace facility. In this situation, the employer shall ensure that employees can immediately obtain the required information in an emergency."

Material Safety Data Sheets (MSDS) collected and indexed shall be maintained and communicated by the City Office of Risk and Safety on an annual and ongoing basis in support of the City's "New York State Right to Know Law" Program.

Protocol:

1. Individual departments shall have the responsibility of informing the Office of Risk and Safety of the addition and/or deletion of any chemicals within a workplace.
2. The Office of Risk and Safety shall conduct an annual inventory of chemicals within City workplaces in November of each year.
3. A survey titled "City of Saratoga Springs MSDS Questionnaire" hereby attached as Exhibit A shall be sent to all department heads requesting the identification of chemicals and their manufacturers.
4. The Office of Risk and Safety shall in turn provide copies of Material Safety Data Sheets for those chemicals identified. The MSDS are to be kept in a binder titled "City of Saratoga Springs Material Safety Data Sheets." Department Heads shall be responsible for including updated material in this binder and for making multiple copies as needed.
5. The Office of Risk and Safety shall maintain the central database for the City of Saratoga Springs' Material Safety Data Sheets as part of the "NYS Right to Know Law Program." Additionally, the Police Department, Fire Department, Department of Public Works Garage, Water Treatment Plant, and the Department of Public Safety Garage shall also maintain master MSDS Binders on site for MSDS within their control.
6. The Office of Risk and Safety shall be responsible for the annual education and distribution of the "New York State Right to Know Law" which shall conform to the materials mandated by the New York State Department of Labor herein attached as Exhibit B.
7. The Office of Risk and Safety shall be responsible for delivering an annual report to the City Safety Committee regarding the status of the City's Hazard Communication Program and the education delivered to its employees.
8. The Office of Risk and Safety as Safety Officer shall be the liaison for questions pertaining to the City's compliance with the "New York State Right To Know Law Program" and shall act as the City representative pertaining to "New York State Right To Know Law Program" issues.



**City of Saratoga Springs
Office of Risk and Safety
474 Broadway
Saratoga Springs, NY 12866**

**City of Saratoga Springs
Hazard Communications Program**

NYS Right-to-Know Law Program

The *New York State Right-to-Know Law* requires all public employers to develop programs to inform employees of the potential hazards of chemicals found in the workplace. Employers have four areas of responsibility:

Notification: Employers must inform employees of their rights to information, including possible health effects and hazards, concerning all toxic substances present in their workplace.

Information: Employers must respond to employee requests with specific information in written form concerning any toxic substance present in the workplace.

Training: Employers must train employees in the identity, properties and safe use of toxic substances they can expect to encounter in the course of their duties.

Recordkeeping: Employers must keep records of employees exposed to substances with enforceable exposure standards, OSHA Subpart Z.

The City of Saratoga Springs has a formally established Hazard Communications Program that provides education on an annual basis. Its inventory of chemicals within the workplace is updated during the fourth quarter of each year. Updates to the City's MSDS Database are completed and distributed accordingly.

The City of Saratoga Springs maintains both an electronic and paper database of Material Safety Data Sheets within its workplaces. Each department is individually responsible for maintaining material safety datasheets as provided by Risk and Safety Management.

The City of Saratoga Springs' paper database is contained within individual departmental binders titled '*City of Saratoga Springs Material Safety Data Sheets.*'

The City of Saratoga Springs' electronic database may be found at the following Internet address:
<http://hq.msdsonline.com/saratogasp3291>

Should you require information on any chemical within your workplace, please document the chemical product name, its manufacturer, and its use within the workplace. Please send the inquiry to Office of Risk and Safety at the address listed below. Questions pertaining to the *City of Saratoga Springs' NYS Right-to-Know Program* should be addressed to:

**Marilyn Rivers, Office of Risk and Safety
City of Saratoga Springs
474 Broadway
Saratoga Springs, NY 12866
Tel: (518) 587-3550 extension 2612
Email: Marilyn.Rivers@Saratoga-Springs.org**



City of Saratoga Springs Risk and Safety Manual
Title: Bloodborne Pathogen Exposure Control Program
Date of Origin: 041508
Responsible Party: Office of Risk and Safety
Date of Review: Annual

Title: Bloodborne Pathogen Exposure Control Program

Policy:

To provide employees of the City of Saratoga Springs (hereinafter "City") with guidelines for preventing the contraction of the AIDS (HIV) virus, hepatitis B (HBV), hepatitis C (HCV), and other bloodborne pathogens. The safe performance of daily operations may be threatened by bloodborne pathogens that can be contracted through exposure to infected blood and other potentially infectious material. Therefore, it is the policy of the City to continuously provide employees with information and education on the prevention of these diseases provide up-to-date safety equipment and procedures that will minimize their risks of exposure and to institute post-exposure reporting, evaluation and treatment for all employees exposed to these diseases.

Definitions:

Exposure Control Plan: The written plan developed by the City and available to all employees that details the steps taken to eliminate or minimize exposure and evaluate the circumstances surrounding exposure incidents.

Blood: Means any human blood, human blood components (plasma, platelets, and serosanguinous fluids) and products made from human blood.

Body Fluids: Includes blood, semen, breast milk and vaginal fluids or other secretions that might contain these fluids such as saliva, vomit, urine or feces.

Bloodborne Pathogens: Means any disease-producing microorganisms that are present in human blood or OPIM (other potentially infectious materials) and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

HIV & AIDS: The human immunodeficiency virus (HIV), which causes the acquired immunodeficiency syndrome (AIDS). AIDS results from the progressive destruction of an individual's immune system, the body's defense against disease. The virus that causes AIDS is transmitted through sexual contact, exposure to infected blood (or blood components), and from mother to child during pregnancy through amniotic (around the baby) fluid.

Hepatitis B and Hepatitis C: HBV and HCV are viruses that cause liver damage, which may range in severity from mild and inapparent to severe or fatal. These viruses are transmitted through blood (or blood components), semen, vaginal secretions, and saliva contaminated with blood.

Contaminated: Means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Sharps: Means any contaminated object that can penetrate the skin, including but not limited to, needles, knives, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wire.

Engineering Controls: Are controls that isolate or remove the bloodborne pathogens hazard from the workplace; i.e., sharps disposal containers, self-sheathing needles, etc.

Exposure Incident: Means a specific eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious materials that result from performance of an employee's duties.

Occupational Exposure: Means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

OPIM: Means other potentially infectious materials to include the following human body fluids or tissues:

1. Semen or vaginal secretions;
2. Cerebrospinal fluid (around the brain), synovial fluid (around the joints), pleural fluid (around the lung), pericardial fluid (around the heart), peritoneal or amniotic fluid (around the baby), or saliva in dental procedures;
3. Any body fluid that is visibly contaminated by blood;
4. Any unfixed tissue or organ from a human (living or dead) and
5. All body fluids in situations where it is difficult or impossible to differentiate between body fluids.

Parenteral: Means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts and abrasions.

Personal Protective Equipment: The specialized clothing or equipment worn or used by employees for protection against the hazards of infection. This does not include standard issue uniforms and work clothes without special protective qualities.

Universal Precautions: Procedures promulgated by the Center for Disease Control (CDC) that emphasize precautions based on the assumption that all blood and body fluids are potentially infectious of the AIDS (HIV) and hepatitis B (HBV) viruses.

Work Practice Controls: Are controls that reduce the likelihood of exposure by altering the manner in which a task is performed; i.e., prohibiting recapping of needles by a two handed technique.

Procedures:

A. General Disease Prevention Guidelines:

1. The City's exposure control plan shall provide the overall strategy for limiting occupational exposure to bloodborne pathogens and responding to potential exposure incidents.
2. The City subscribes to the principles and practices for prevention of bloodborne pathogen exposure as detailed in the "Universal Precautions" prescribed by the CDC and the federal regulations of the Occupational Safety and Health Administration.

B. Workplace Controls & Personal Protective Equipment:

1. In order to minimize potential exposure, employees should assume that all persons are potential carriers of bloodborne pathogens and universal precautions should be implemented for all contacts.
2. When appropriate protective equipment is available, no employee shall refuse to physically assist any person who may carry the HIV, HBV, or HCV.
3. Employees shall use protective gear under all appropriate circumstances unless the employee can demonstrate that in a specific instance, its use would have prevented the effective delivery of emergency health care or would have imposed an increased hazard to his/her safety or the safety of another person. Any such instances shall be reported by the employee and shall be investigated and appropriately documented to determine if changes could be instituted to prevent similar occurrences in the future.
4. Disposable gloves shall be worn when handling any persons, clothing or equipment with body fluids on them.
5. Masks in combination with eye protection devices, such as glasses with solid side shields or chin-length face shields, shall be worn whenever splashes, spray, spatter or droplets of potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
6. Plastic mouthpieces or other authorized barrier/resuscitation devices shall be used whenever an employee performs CPR or mouth-to-mouth resuscitation.
7. All sharp instruments such as knives, scalpels and needles shall be considered contaminated items which should be handled with extraordinary care, and shall be placed in the appropriately provided puncture-resistant container.
 - a. Needles shall not be recapped, bent, broken, removed from a disposable syringe or otherwise manipulated by hand.
 - b. Needles shall be placed in department provided, puncture resistant, and leak proof containers marked as biohazard, when collected for evidence, disposal or transportation purposes.
8. Employees shall not smoke, eat, drink or apply makeup around body fluid spills or containers with such contents.

C. Housekeeping:

1. Supervisors and their subordinates are responsible for the maintenance of a clean and sanitary workplace during the absence of personnel normally assigned this responsibility, and shall conduct periodic inspections, as necessary, to ensure that these conditions are maintained.
2. Supervisory personnel shall make a determination when cleaning and conducting decontamination within the facility or work environment as may be necessary after any such occurrence and assign the appropriate personnel.
3. All equipment and work surfaces must be cleaned and decontaminated after contact with blood and other potentially infectious materials as described in this policy.
4. Any protective covering used in providing emergency medical assistance operations for covering surfaces or equipment shall be removed or replaced as soon as possible following actual or possible contamination.
5. Bins, pails and similar receptacles used to hold actual or potentially contaminated items shall be labeled as biohazard, lined with marked biohazard bags and decontaminated as soon as feasible following contamination as well as inspected and decontaminated on a regularly scheduled basis.

6. Broken and potentially contaminated glassware, needles or other sharp instruments shall not be retrieved by hand but by other mechanical means and shall not be stored in a manner that requires that they be retrieved manually.

7. Employees shall remove clothing that has been contaminated with bodily fluids as soon as practical and with as little handling as possible. Any contacted skin area shall be cleansed in the prescribed fashion.

8. Contaminated laundry and personal protective equipment shall be bagged or containerized at the location where it is used in department approved leak proof containers but shall not be sorted, rinsed or cleaned at that location. (I.E. contaminated disposable gloves and glasses at scene of an incident shall be bagged and properly disposed of in an appropriate container at a Department specified location.)

9. Only employees specifically designated by the supervisory personnel shall empty or discard actual or potentially contaminated waste materials from a department provided container located on site. All such disposal shall conform to established federal, state and local regulations.

D. Disinfection:

1. Any unprotected skin surfaces that come into contact with body fluids shall be thoroughly washed as soon as possible with hot running water and soap at least 15 seconds before rinsing and drying.

- a. Alcohol or antiseptic towelettes may be used where soap and water are unavailable.
- b. Disposable gloves should be rinsed before removal and hands and forearms should then be washed.
- c. Skin surfaces shall be washed as soon as feasible following the removal of any protective equipment.
- d. All open cuts and abrasions shall be covered with waterproof bandages before reporting to duty.

2. Mucous membranes that come into contact with blood or body fluids shall be thoroughly flushed with cool tap water as soon as possible after the exposure.

3. Disinfection procedures shall be initiated whenever body fluids are spilled or an individual with body fluids or his person is transported in a department vehicle as follows:

- a. A supervisor shall be notified and the vehicle taken to a City garage facility as soon as possible.
- b. Affected vehicles shall be immediately designated with the posting of an appropriate biohazard warning sign upon arrival at a City garage while awaiting disinfection. The warning sign should identify the areas that are contaminated whenever such is not personally communicated to the personnel responsible for cleaning and disinfecting the vehicle.
- c. Service garage personnel shall wear the appropriate protective equipment while engaging in cleanup and disinfection of a vehicle which has been contaminated with body fluid spills. They shall remove any excess body fluids from the vehicle with an absorbent cloth, paying special attention to any cracks, crevices or seams that may be holding fluids.
- d. The affected areas should be disinfected using hot water and approved germicidal detergent and allowed to air dry.

4. Non-disposable equipment and surfaces upon which body fluids have been spilled shall be disinfected as follows:

- a. Put on appropriate protective gloves and other equipment necessary for cleanup.
- b. Wear eye and face protection if there is risk of splashing.
- c. Wear shoe covers if the amount of contaminated fluid is great.

- d. Wipe up any excess body fluids with disposable absorbent materials.
 - e. Department provided one step germicidal detergent shall be used to clean the area or equipment. The area may then be sprayed with hospital disinfectant and deodorant in accordance with their labeled directions for use.
 - f. Upon completion of the cleanup procedure, remove contaminated items and place in the City-approved containers.
 - g. Always remove protective gloves last, washing hands in the appropriate manner after removal.
5. Uniforms or any other work related article of clothing upon which body fluids have been spilled shall be removed without unnecessary delay in the appropriate manner, double bagged in a City approved leak proof container and clearly marked as biohazard.
6. An incident report detailing the circumstances of contamination shall be forwarded to the Department Head and Office of Risk and Safety. The contaminated clothing will be sent out for professional cleaning by the Department in question.

E. Supplies:

1. Supervisors are responsible for continuously maintaining an adequate supply of disease control supplies in a convenient location for all affected personnel in their department. This includes, but is not limited to, ensuring that:
 - a. Personal protective equipment in appropriate sizes, quantities and locations are available; and
 - b. First aid supplies and disinfecting materials are readily available at all times.
2. Those employees who have responsibility for the provision of emergency medical services shall be issued communicable disease personal protective equipment for use as needed in their assignments. These supplies will include disposable gloves, reusable utility gloves, face/eye protective devices, barrier resuscitation pocket mask and liquid health care personal hand rinse.

F. Vaccination:

1. An employee of the City who is determined to be at risk for occupational exposure to the hepatitis B virus shall be provided with the opportunity to take the HBV vaccination series and Hepatitis B Antibody testing. The vaccination and testing shall be at no cost per federal regulatory guidelines.
2. An HBV vaccination shall be provided to any employee determined to be at risk, if they so desire, only if the employee has not previously received the vaccination series. HBV vaccination shall not be provided to an employee if such is deemed inadvisable for medical reasons by competent medical authority or the member declines, in writing, on the proscribed form.

G. Exposure, Evaluation & Treatment:

1. A bloodborne exposure incident occurs when an employee is exposed to the blood or "OPIM" (other potentially infectious material as defined in sub. III.J of this policy) of another person which effects any body orifice (mouth, eyes, ears, etc.) or skin openings (open cut, etc.) of the employee.
2. Any employee who meets the exposure criteria as outlined above, shall report such exposure without unnecessary delay to a supervisor and implement universal precautions outlined in the exposure control plan such as disinfection of affected body areas and equipment, and removal of clothing soiled with body fluids.
3. The supervisor, upon ascertaining that the employee's exposure does meet the bloodborne exposure incident criteria, shall:

- a. Provide the employee with the appropriate Incident forms and instruct the employee to proceed with the forms to a medical facility providing emergency care;
 - b. Notify the Office of Risk and Safety in writing about the exposure incident, including all pertinent data. If the supervisor receives a completed medical evaluation form, he shall immediately forward it to the Office of Risk and Safety;
 - c. Ensure that the appropriate personnel have disinfected all equipment and department areas as soon as possible.
 - d. Ensure that the proper City Incident report and Workers Compensation Injury Report are completed, detailing the occupational exposure.
4. The City shall ensure continued testing of the exposed employee for evidence of infection and provide psychological counseling as determined necessary by the health care official. It shall be the responsibility of the exposed employee to schedule all follow-up examinations, testing and medical treatment as deemed necessary and associated with the exposure incident.
5. The employee will receive the health care providers written opinion on the evaluation and information on any conditions resulting from the exposure that require further evaluation or treatment. Unless disclosure to an appropriate department official is authorized by the employee or by law, the employee's medical evaluation, test results and any follow-up procedures shall remain confidential.
6. Any person responsible for potentially exposing an employee of this City to a communicable disease shall be encouraged to undergo testing to determine if the person has a communicable disease. Upon conferring with the City Attorney, criminal charges may be sought against the person if they intentionally exposed an employee of this City to a communicable disease.
7. Employees who test positive for HIV, HBV or HCV may continue working as long as they maintain acceptable performance and do not pose a safety and health threat to themselves, the public or other employees of their Department.
- a. Each department will make all work decisions concerning the employee's work status solely on the medical opinions and advice of the City's health care officials.
 - b. A department may require an employee to be examined by City health care officials to determine if he/she is able to perform his/her duties without hazard to himself/herself or others.
8. All employees of the City shall treat employees who have contracted a communicable disease fairly, courteously and with dignity.

H. Record Keeping:

- 1. The Supervising Officer shall complete Bloodborne Pathogen Exposure Incident Investigation Form 12a for every occupational exposure incident.
- 2. The Human Resource Administrator shall maintain an accurate record for each employee with occupational exposure that includes vaccination status, form 12a, and 12 series forms containing medical evaluation received from the medical facility. These records shall be filed by the Human Resource Administrator in the employee's personnel file and be retained for the duration of the employee's employment plus thirty years in accordance with 29CFR 1910.20 and 29CFR1910.1030, and may not be disclosed or reported without the express written consent of the employee.

I. Training:

- 1. The City shall ensure that all employees with risk of occupational exposure are provided with instruction on prevention of bloodborne diseases prior to their initial assignment.

2. All affected employees shall receive department specific annual refresher training and additional training whenever job tasks or procedures are modified in a manner that may alter their risk of exposure.
3. All trainees shall have access to applicable federal and state regulations pertaining to the regulation of bloodborne pathogens.
4. The Office of Risk and Safety shall ensure that complete records are maintained on employee training to include information on the dates and content of training sessions, names and qualifications of persons conducting the training and the names and job titles of all persons attending the training sessions. These records shall be maintained as is required by law.

Reference: City of Saratoga Springs Police Department General Order Section 3.1 titled "*Bloodborne Disease Exposure Control*," Effective 03/29/2008.



City of Saratoga Springs
Employee Policy and Procedures Manual
Title: Workplace Violence Prevention Program
Date of Origin: 020607
Responsible Party: Risk and Safety Management
Date of Review: Annual
Last Review: 020607

Title: Workplace Violence Prevention Program

A. Policy:

The City of Saratoga Springs is dedicated to the security, safety and overall well being for all of our employees. The City's goal is to invest, as best we can, in the safety and security of our workplace so we can provide our employees with the environment they need to be productive for our constituents.

All incidents pertaining to "employee to employee" issues regarding perceived or alleged workplace harassment shall be reported to the Human Resource Administrator or Department Head in accordance with the City's Employee Policy and Procedures Manual. Referrals to Director of Risk and Safety shall be made as pertinent.

Conduct that constitutes violence will not be tolerated from any City employee. Instances involving assault, criminal conduct or any other tortuous conduct by a City employee will be dealt with in accordance with the law and previously established City policies.

B. Program Objective:

The National Institute for Occupational Safety & Health (NIOSH) defines "violent acts (including physical assaults and threats of assaults) directed toward persons at work or on duty." Workplace violence is any physical assault, threatening behavior or verbal abuse occurring in the work setting.

While workplace violence can occur in any workplace setting, typical examples of employment situations that may pose higher risks include:

- Duties that involve the exchange of money
- Delivery of passengers, goods or services
- Duties that involve mobile workplace assignments
- Working with unstable or volatile persons in healthcare, social service or criminal justice settings
- Working alone or in small numbers
- Working late at night or during early morning hours
- Working in high crime areas
- Duties that involve guarding valuable property or possessions
- Working in community based settings
- Working in areas of previously identified security problems

C. Program Requirements:

The NYS DOL Law requires public employers to perform a risk evaluation of their workplace to:

- determine the presence of factors or situations that might place employees at risk from occupational assaults and homicides;

- prepare a workplace violence prevention program; and
- inform and train employees on the requirements of the NYS DOL Law and the workplace risk factors that were identified.

Public employers with a combined total of 20 or more full-time permanent employees shall develop and implement a written workplace violence prevention program and provide employee training on workplace prevention measures and other information contained within the employers written program. Such employers shall also inform employees of the location and availability of the written workplace violence prevention program.

Employee workplace violence prevention training will be provided at the time of job assignment and annually thereafter.

The written workplace violence program will be proactive, capable of assessing potential threats before they occur, and capable of responding to actual incidents immediately.

D. Risk Factors Identified:

The City of Saratoga Springs recognizes the dynamics of the provisions of public service to the community at large. *Attachment A* is hereby attached as a dynamic to the City's Workplace Violence Program. Additional issues identified will be addressed on an ongoing basis at Safety Committee with recommendations made to departments and City Council on a periodic basis. Opportunities for Improvement and proposed solutions will be periodically reported to City Council as needed. Preliminary issues identified include:

- Duties that involve the exchange of money:
 - Mayor's Department:
 - Building Department
 - Civil Service
 - Community Development
 - Planning and Economic Development
 - Urban Heritage
 - Finance Department:
 - Tax Collections
 - Petty Cash
 - Payroll
 - Accounts Department
 - Public Safety Collections
 - Public Works Collections
 - Engineering
 - Utility
 - Compost
 - Street Openings
 - Carousel Collections
 - Recreation Department Collections
- Delivery of passengers, goods or services:
 - Mayor's Department
 - Finance Department
 - Accounts Department
 - Public Safety

- Police
- Fire
- Public Works
 - Utilities
- Recreation
- Duties that involve mobile workplace assignments:
 - Accounts
 - Public Safety
 - Police
 - Fire
 - Parking Enforcement
 - Public Works
 - Engineering
 - Utilities
 - Recreation
- Working with unstable or volatile persons in healthcare, social service or criminal justice settings:
 - Mayor's Department
 - Finance Department
 - Assessment Department
 - Public Safety
 - Public Works
 - Recreation
- Working alone or in small numbers:
 - Mayor's Department
 - Urban Heritage
 - Finance Department
 - Accounts Department
 - Public Safety
 - Public Works
 - Carousel/Canfield Casino
 - Dispatch
 - Engineering
 - Recreation
- Working late at night or during early morning hours:
 - Police
 - Fire
 - Canfield Casino
 - Public Works
- Working in high crime areas
- Duties that involve guarding valuable property or possessions:
 - Mayor's Department
 - Urban Heritage
 - Finance Department
 - Accounts Department
 - Public Safety Administration
 - Public Works Administration
 - Congress Park
 - Canfield Casino/Carousel
 - Recreation

- Working in community based settings
 - Mayor's Department
 - Finance Department
 - Accounts Department
 - Public Safety
 - Public Works
 - Recreation
- Working in areas of previously identified security problems:
 - Mayor's Department
 - Finance Department
 - Accounts Department
 - Public Safety Administration
 - Public Works Administration
 - Recreation
- Unidentified persons in the Workplace

E. Methods of Workplace Violence Program Prevention:

The City of Saratoga Springs has begun to begin to address issues involving workplace safety as they pertain to the prevention of violence within the workplace. Preliminary remedies include, but are not limited to the following:

1. Access to City Owned and/or Maintained Property:

By controlling the points of entry for employees and visitors, the City may narrow the scope of potential hazards. To secure a workplace properly, the City may limit access to certain vulnerable areas:

- Doors should never be propped open. Convenience should never be a factor.
- A panic button or silent duress alarm may be installed in the reception area, which directly communicates with local law enforcement in the event of a crisis situation. It may be positioned in an area behind the reception desk that can be activated without alerting perpetrator.
- Clear visibility to either the common hallway in a building or the outside landscape will provide better lighting, create more of a deterrent against violent incidents, improve law enforcement's picture in the event of a hostage situation or other similar critical incident and enhance the overall safety of that entry point.
- Concealed weapons are deemed a threatening condition and are prohibited.

2. Use of Identification Badges with the Workplace:

- Employees shall display an Identification Badge with a current color picture visible on the front side of the badge itself with the City seal and employee name.
- It is recommended that whenever an employee's appearance changes substantially; i.e., shaved head, growth of beard, sex change or gender modification, change in hair color, or appearance altering plastic surgery, the picture should be updated.
- The pertinent information that may be included on the City identification badge is full name, badge number/employer identification number, supervisor's name (for authentication purposes), and area access availability.

- City badges should be laminated. Any card, which shows the slightest sign of tampering should be confiscated and the employee restricted from further access until clarification can be validated.
- All badges may be issued upon employment and rescinded at termination, without exception.

3. Bomb Threat Protocol:



**PLACE THIS CARD
UNDER YOUR
TELEPHONE**

QUESTIONS TO ASK:

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

Additional Information on Reverse



Number at which call was received: _____

Time: _____ Date: _____

CALLER'S VOICE:

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Loud | <input type="checkbox"/> Soft |
| <input type="checkbox"/> High | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Angry |
| <input type="checkbox"/> Fast | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Accent (type) _____ | |
| <input type="checkbox"/> Other Characteristics: _____ | |

If voice is familiar, who did it sound like? _____

BACKGROUND SOUNDS:

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Voices | <input type="checkbox"/> Airplanes |
| <input type="checkbox"/> Quiet | <input type="checkbox"/> Trains |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Music |
| <input type="checkbox"/> Street Traffic | <input type="checkbox"/> Factory |
| <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Machinery |
| <input type="checkbox"/> Other _____ | |

THREAT LANGUAGE:

- | | |
|---|---|
| <input type="checkbox"/> Well spoken/educated | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Message read by threat maker |

REMARKS:

Report call immediately to: _____

Phone Number: _____

Date: _____

Name: _____

Position: _____

Phone Number _____

4. Panic Buttons:

A preliminary need has been identified for panic buttons in various locations throughout the workplace with the City Hall structure. Risk assessments will begin to occur to quantitatively measure the need for panic button installation within departmental environments. Department Heads will be consulted to determine how best the Workplace Violence Prevention Program may best meet the needs of the employees working within his/her department on an initial and ongoing basis. If there is a quantitative determination made that panic buttons are needed within a particular departmental location, the Departments of Public Works and Public Safety shall make the determination as to how best to

accommodate the need. Risk and Safety will assist as a liaison to the placement with feedback to Safety Committee on its progress.

F. Risk and Safety Response and Investigation of Reported Incidents of Workplace Violence:

1. All incidents pertaining to a reported incident of workplace violence within any City departments shall be reported to the Director of Risk and Safety for the investigation and identification of risk and safety issues.
2. The City of Saratoga Springs Police Department shall be immediately contacted if any such incident involves an immediate threat to the safety and welfare of the employee population in accordance with criminal justice statutes. The Police Department will then take control of the incident and any ensuing investigation. Opportunities for improvement identified by the Police Department shall be provided to the Director of Risk and Safety for further action in accordance with this program.
3. All incidents pertaining to employee issues regarding perceived or alleged workplace harassment shall be reported to the Human Resource Administrator or Department Head in accordance with the City's Employee Policy and Procedures Manual. Referrals to Director of Risk and Safety shall be made as pertinent.
4. Workplace Violence Safety Incidents as reported will be tracked, trended and reported to the City Safety Committee on a monthly basis to develop loss prevention and control strategies.
5. The Director of Risk and Safety shall provide each Department Head with the identified workplace violence safety issue and recommend viable solutions for remediation of the issue.
6. The Director of Risk and Safety will present the Department Head's proposed solution to Safety Committee for support and assistance in the coordination of proposed activities.
7. Safety Committee will assist the Department Head with Workplace Violence Prevention Program initiatives as relevant to the issues identified.
8. Safety initiatives will be examined and undertaken on a departmental level before any measure is brought to Safety Committee and City Council for additional funding and/or recommendations.
9. In the event the City Safety Committee identifies trends pertaining to these incidents that pose a liability or financial risk to the City of Saratoga Springs, the Director of Risk and Safety will be responsible for bringing the trend analysis forward to the City Council for review and consideration.
10. Workplace Violence Program training will occur for any substantial change to the City's programming. Updates to the City's Workplace Violence Program will be made available to employees on a quarterly basis if any such changes have occurred through a variety of communication mechanisms available to the City of Saratoga Springs.



**City of Saratoga Springs, NY
Workplace Incident Report**

(Note: Submit completed form to Office of Risk & Safety, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY. Please note that workplace incidents pertaining to employee-employee issues should be reported on a separate form to Human Resources in accordance with City policies.)

Affected Party(s): _____
Supervisor: _____ Depart/Phone Ext. _____

Incident Information:
Date of Incident: _____ Time of Incident: _____
Location of Incident (be specific): _____

Description of Incident: (Narrative)

Has this or a similar incident ever happened to you before? If so, please explain.

If you incurred any injury whatsoever, (physical-emotional) please describe the injury, in detail, and the location of any treatment received.

List all witnesses of the incident:
Name: _____ Department: _____
Contact Number: _____ Cell No.: _____

Was a weapon involved? If so, specify type and to what extent:

Aggressor Information:
Name: _____ Department: (if an employee) _____
Supervisor/Phone Number: (if an employee) _____
Relationship to aggressor: (if stranger, indicated relationship, if any) _____
Had anything occurred in the past to make you feel that this would happen? If so, please explain.

Home address/vehicle information: (if not an employee)

As you see it, does something need to be done to avoid such an incident from happening again? If so, explain.

Report Completed by/Date _____

Reviewed/Approved by/Date _____

Title _____

Title _____

Risk Control

Workplace Violence Prevention

Introduction

The potential for workplace violence crosses the mind of any astute business decision-maker. In addition to its obvious toll on families and community resources, there is an undeniable bottom line business impact from reduced productivity, higher absenteeism and increased turnover. The following information will help you to identify a range of workplace violence prevention measures.

Workplace Violence

In terms of big picture statistics: According to the U.S. Department of Labor National Census, in 2003 there were 631 workplace homicides. Death by homicide has become the second leading cause of fatal occupational injury in the U.S. In addition, approximately 1.5 million people are assaulted in the workplace annually. Clearly, workplace violence has evolved into an important risk management issue for today's businesses.

As an example of the attention given to this topic globally, in December 1999, over 7000 City of Montreal school board employees (teachers, school principals, secretaries and janitors) gathered to discuss ways to prevent workplace violence in their school system. The daylong program included guest speakers discussing causes and over 50 workshops to propose ways to prevent violence.

While, unfortunately, there is no single activity which would prevent all incidents of workplace violence, there are a wide number of prevailing measures which when incorporated into the overall risk management program serve as a reliable foundation for dealing with this risk.

Prevention measures include, but are not limited to:

- Aggression Management
- Alternative Dispute Resolution
- Assertiveness Training
- Basic Facility Security
- Business Travel Practices
- Change Management
- Community Violence Assessment
- Conflict Resolution
- Crisis/Emergency Management
- Customer Service
- Customer Complaints Handling
- Diversity Management
- Domestic Violence Prevention
- Employee Assistance & Wellness Resources
- Hiring/Discharge practices
- Internet/Email Usage Practices

Risk Control

- Night-time Worker Special Training
- Organizational Culture Assessments
- Policies and Procedures for Workplace Violence
- Receptionist/Front-desk Training
- Security for Volunteer Workers
- Stress Management
- Workforce Sensitivity Training
- Workplace Harassment Prevention

Conclusion

Workplace violence prevention requires a wide range of measures and well-rounded input from all organizational areas.

References

Department of Labor, Bureau of Labor Statistics.

Additional Resources

- Workplace Violence OSHA Summary Sheet (1999), 2 pages. www.osha.gov
- Guidelines for Preventing Workplace Violence for Health Care and Social Service Workers. OSHA Publication 3148 (2004).
- Recommendations for Workplace Violence Prevention Programs in Late-Night Retail Establishments. OSHA Publication 3153 (1998).
- Stress at Work. DHHS (NIOSH) Publication No. 99-101 (1999),
- Violence in the Workplace - Risk and Prevention Strategies. DHHS (NIOSH) Current Intelligence Bulletin 57 (1996, July).
- Workplace Violence: Can You Close the Door on It? American Nurses Association.
- Violence in the Workplace / Oregon, 1991-1995. Department of Consumer & Business Services (1996, December), A Study of Workers' Compensation Claims Caused by Violent Acts, 1991 to 1995.
- Human Resources & Risk Management. University of California - Davis.
- Violence in the Workplace - The Workplace Violence Prevention Resource Center. Minnesota Department of Labor & Industry.
- Violence in Our Lives: Impact on Workplace, Home and Community, Elizabeth Carll (January 1999)
- Violence in the Workplace: Preventing, Assessing, and Managing of Threats at Work, Carol W. Wilkinson (June 1998)
- Risk Business: Managing Employee Violence in the Workplace, Lynn Falkin McClure (September 1996)
- Violence on the Job: Identifying Risks and Developing Solution, Gary Vandenbos and Elizabeth Bulatao (October 1996)

Risk Control

Heat Exhaustion and Heat Stroke Supervisor Talk

When working outdoors in hot weather, workers who do not take precautions can suffer from heat exhaustion or heat stroke. Heat exhaustion is caused by prolonged exposure to high temperatures and inadequate fluid replacement. Heat stroke is the most severe of heat-related problems. It is potentially life threatening because the body's normal mechanisms for dealing with heat stress, such as sweating and temperature control are lost. The following are the symptoms of these diseases and the steps needed to help the victim.

Heat Exhaustion

Symptoms:

The first signs of heat exhaustion are dizziness, weakness, headache, blurred vision, nausea, and staggering. The face becomes pale, there is profuse sweating, weak pulse, and respiration is low. The victim can become unconscious.

Treatment:

When someone shows symptoms of heat exhaustion, immediately transfer that person out of the sun to a darker location or air conditioning. Have the person lie down and keep calm. If victim is conscious, have him drink cool drinks of water or a sports drink (which will replace lost salts) and have the victim drink frequent, small sips. Do not give any beverages containing alcohol or caffeine. Monitor the victim closely. Heat exhaustion can quickly become heatstroke. If symptoms persist and heat exhaustion occurs, call the doctor.

How to Avoid:

Keep fit and take frequent breaks. Stop to rest when you start feeling weak. Increase dietary salt and fluids when working in extremely hot weather. Avoid beverages containing alcohol or caffeine. Use hats and wear light colored clothing.

Heat Stroke

Symptoms:

The victim develops a severe headache, face is red, the skin is hot and dry, no sweating, and the pulse is strong and very fast. The person has a high fever (105 ° -106 ° F) and may become unconscious. Following the fever, there may be confusion, convulsions, coma and even death.

Treatment:

Call 911 immediately, getting the victim professional medical treatment as soon as possible. Meanwhile, place the individual in a room with air conditioning or move to shade. Loosen clothing and cool the victim with the best means available. Follow emergency services directions.

Risk Control

Workplace Bullying and Harassment Programmes

Introduction

Bullying and harassment in the workplace are a significant problem. Apart from causing disruptions to service delivery and productivity, they also can cause emotional and wellness issues for victims and a serious legal exposure for business. This guidance is intended to provide managers with some insight into good practices in addressing this risk issue.

What is Bullying and Harassment?

In a legal context, harassment occurs where a person is subjected to unwanted conduct, which has the effect of (1) violating their dignity or (2) creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Harassment is a form of discrimination. Where it relates to race, sex, disability, religion or belief, sexual orientation, or age (October 2006), it is covered by anti-discrimination legislation.

Bullying overlaps with harassment to some extent. It is usually identified as intimidating, hostile or humiliating treatment by one or more individuals. In terms of bullying and harassment in the workplace, the following list, which is not exhaustive, provides a range of unacceptable behaviours:

- Unnecessary and unwanted physical contact ranging from touching to serious assault;
- Intrusion by pestering, spying, following, stalking, staring and leering; unwelcome advances, sexual innuendo;
- Constant unfounded criticism of the performance of work tasks;
- Unwelcome or lewd references to a person's physical features, figure or dress;
- Suggestive and unwelcome comments or attitudes, insulting behaviour or obscene or offensive gestures;
- Persistently ignoring or patronising a person, isolation or non-co-operation at work, exclusion from social activities.

What Should Employers Do?

Employers should institute a formal policy on bullying and harassment. The following items should be included in the policy:

- A clear statement, supported by senior management, that bullying and harassment will not be tolerated;
- Examples of the type of behaviour that might be seen as bullying/harassing;
- A statement that bullying and harassment may be treated as disciplinary offences;
- A reference to the organisation's grievance procedure, in order that the victim of any bullying or harassment is made aware of how and to whom any complaint could/should be made.

Many organisations already have well-written bullying and harassment policies. However, Employment Tribunals frequently comment that organisations fail to take the steps that ensure these policies are translated into practice. Key among these is the need for policies and procedures to be regularly promoted. Additionally, organisations should strive to achieve 'real' involvement of staff, as this allows for shared ownership of the problem and its resolution, and develops trust and confidence between staff and managers.

Risk Control

Risk Assessment and Monitoring Mechanisms

Health and safety legislation requires that a risk assessment be carried out on all significant workplace hazards. These include both physical and psychological hazards, such as, those emanating from bullying or harassment. In carrying out the risk assessment, access to information is an important part of the process. In this regard, existing management information can provide some useful indications of stress-related problems resulting from bullying or harassment. Signs that might alert management to instigate further investigation include:

- sickness absence;
- erratic or poor timekeeping;
- increases in customer complaints;
- increase in grievances;
- poor workplace morale; and
- conflict between colleagues.

Asking individual staff directly is the best way to assess the risks of bullying and harassment in the workplace. This could be achieved by:

- questionnaire;
- interviews;
- focus groups; and
- a combination approach.

It is important to respect the confidentiality of staff and inform them how the information will be used and involve them in subsequent decisions. Surveys can provide numerical data on incidents of bullying and harassment, but this is only a snapshot of the level of incidents at the time of the survey. Other reporting systems should be established to provide ongoing monitoring. These include:

- the use of existing accident forms;
- introducing a special form for bullying or harassment incidents; and
- setting up a confidential telephone reporting system.

Counselling is increasingly recognised as a valuable service in dealing with bullying and harassment as it can give everyone involved in a complaint much needed support and help people to identify the best course of action for them. Sometimes, people are not aware that their behaviour may be unwelcome or cause offence to another. You should have a clearly written and well communicated policy that bullying and harassment are not tolerated, may be illegal and could lead to termination.

Conclusion

Minor tensions can occur in any work team. In healthy organisational cultures, those tensions can be a force for initiating change. But, if unhealthy tensions are not resolved swiftly, bullying and harassing behaviour may take hold. Over reliance on the existence of policy and procedures does not always lead to an early resolution of the problem, particularly if people are reluctant to complain or decide to leave or take long-term sickness absence. The longer the unacceptable behaviour continues, the more detrimental effect on the working environment. It can take many months for the workplace to recover from the negative effects of bullying and harassment. Managers play an important role in implementing an organisation's anti-harassment and bullying strategy. They need to take a proactive approach to resolving conflict.

References

¹ TUC and the CBI carried out by the University of Manchester Institute of Science and Technology (UMIST) early 2000. The study was based on findings from a national sample of 5,300 respondents from 70 organisations.

² Chartered Institute of Management (2005) *Bullying at work: the experience of managers*. Published in association with UNISON and Acas,

Tackling bullying and harassment at work - a trade unionist's guide published by the Labour Research Department, 78 Blackfriars Road, London SE1 8HF.

How to Act Toward a Child Who Discloses

Sexual abuse can be a very difficult thing to accept, especially when it happens to a child. A common reaction to disclosure would be denial, shock, or anger. How the abused child feels about their disclosure depends mainly on the reaction of the adult to whom they had reported the abuse. Thus, care must be taken to remain calm and to show support to the child throughout the disclosure phase.

- ◆ **Believe the child** - Do not express disbelief about the child's story. Abusers usually tell children that nobody will believe them when they tell. Thus, when a child is told that a trusted adult believes her, they would be encouraged to express their feelings more. The adult's role is not to investigate but rather to listen and provide support.
- ◆ **Be calm** - An adult's expression of strong emotion will make the child blame themselves for causing such feelings. They may think that the adults could not handle knowing what happened and may choose to protect them by keeping silent or taking back what they said.
- ◆ **Assure the child that the abuse is not their fault** - Abusers often tell their victims that it was their fault that the abuse happened, like wearing short clothing or not saying no the first time. Being reassured that it was not their fault would ease the child's feelings of guilt and shame.
- ◆ **Do not give promises or false hopes** - Avoid telling the child that everything will be okay, or promise that you would not tell anyone. An abused child's trust has been broken already and she needs an adult who could help them regain their trust again. It would help to say that what they disclosed would have to be reported, but only to people who could ensure their safety.
- ◆ **Report to authorities** - A child's safety is the utmost concern. If they disclose abuse within the family, contact the NYS Child Abuse Hotline at 1-800-342-3720. If the suspected abuser is not a family member contact your local law enforcement.



Keeping Kids Safe: April is National Child Abuse Prevention Month

Saratoga Center for the Family 359 Ballston Avenue Saratoga Springs, NY 12866 518.587.8008

Recognizing Abuse

Signs & Symptoms

What is Child Abuse?

Child abuse is the mistreatment of a child under the age of 18 by a parent, caretaker, someone living in their home, or someone who works with or around children. It can be physical, sexual, or emotional. Child abuse also includes neglect.

Signs of Child Sexual Abuse

Sexual abuse can include both physical contact and non-contact behaviors. Consider the possibility of sexual abuse when the child:

- ◆ Has difficulty walking or sitting
- ◆ Suddenly refuses to change for gym or to participate in physical activities
- ◆ Reports nightmares or bed wetting
- ◆ Experiences a sudden change in appetite
- ◆ Demonstrates sophisticated or unusual Sexual knowledge or behavior
- ◆ Runs away
- ◆ Becomes pregnant or contracts a Sexually Transmitted Disease (STD)/Sexually Transmitted Infection (STI) - particularly if under age 14
- ◆ Reports sexual abuse by parent or another caregiver

Behavioral Indicators

- ◆ Shows sudden changes in behaviors or school performance
- ◆ Irritability, sadness, angry outbursts, depressive symptoms, anxiety, fearfulness
- ◆ Is overly compliant, passive, or withdrawn
- ◆ Comes to school or other activities early, stays late, and does not want to go home

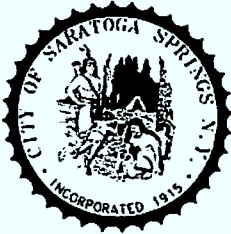
The presence of these signs does not automatically indicate abuse.

Remember, there is no one sign that a child is (or has been) abused.

If you think or suspect your child or a child you know may have been abused, please call:

- ◆ NYS Child Abuse Hotline 1-800-342-3720 or 911

to make a report. Any concerned person can report suspicions of child abuse and neglect.



City of Saratoga Springs' Risk and Safety Manual
Title: Workplace Violence Prevention Panic Button Protocol
Date of Origin: 011708 Safety Committee; Revised 011713
Responsible Party: Risk and Safety and Police Department
Date of Review: As Needed

Title: Workplace Violence Prevention Panic Button Protocol

Policy:

The City has invested Capital Budget monies in panic button technology in several key locations within City owned/maintained buildings in support of the City's Workplace Violence Prevention Program. Protocols associated with the use of installed panic buttons will vary with location depending if the location is within the confines of City Hall which are cellular or in off site remote locations requiring dial up. The protocol as presented identifies the steps needed to regularly maintain the technology in use. The City's Police Department shall control and monitor the City's Panic Button Security System as part of its ongoing law enforcement protection programming.

Protocol:

1. Any department or individual requesting the installation of a panic button shall make a formal written inquiry to the Office of Risk and Safety. Risk and Safety shall forward the request for panic button technology to Police Department personnel assigned to the task of reviewing the request and conducting a security assessment of the location requesting the technology.
2. The Police Department and Director of Risk and Safety will discuss the security assessment with the requestor and collectively decide the best use of technology available. All final determinations for requests for panic button technology will be brought to the Safety Committee as part of the City's Workplace Violence Prevention Programming.
3. Each panic button installed shall be tested on the first Wednesday of each month between the hours of 9AM and 12PM under the express direction and in coordination with Police Department personnel. It will be the responsibility of each individual assigned a panic button to initiate the activation when asked to do so. Each Commissioner and the Mayor shall be responsible for ensuring employees within their control regularly manage the technology governed by this policy.
4. The Police Department shall maintain a written record of such tests and any other activation as part of its normal business records and shall also maintain an up-to-date list of all panic button locations in the Dispatch Area of the Police Station. The written list will be kept in the Police Department Dispatch Area in close proximity to the designated Panic Alarm Station.
5. Panic button tests shall be presented to Safety Committee on a monthly basis.
6. Compliance of the Workplace Violence Prevention Panic Button Protocol shall be the responsibility of the City Safety Committee, each Commissioner and the Mayor.
7. There shall be an annual review of the panic button technology as to its effectiveness, costs of expansion, and costs of maintenance.

RECREATION CENTER

Panic Button Testing Protocol

1st Wednesday of Each Month

1. Between 11:00AM and 11:15AM on the 1st Wednesday of each month contact **Mahoney Alarms at (518) 793-7788**
2. Give your office location.
3. Tell Mahoney Alarms you are testing your panic button.
4. Press your panic button.
5. Mahoney Alarms will confirm its correct operation.
6. Mahoney Alarms will reset the alarm.



City of Saratoga Springs' Employee Handbook
Title: Workplace Harassment
Date of Origin: June 21, 2005
**Responsible Party: Human Resource Administrator,
Director of Risk and Safety, and City Attorney**
Date of Review: Annual

Title: Workplace Harassment

Policy:

Sexual Harassment is illegal and a violation of the Civil Rights Act of 1964. The City of Saratoga Springs is committed to its' policy that harassment is not prohibited in any place in which city employees work or conduct business. Conduct that constitutes harassment will not be tolerated from any city employee, appointed official, elected official, volunteer or anyone else who is present in a city work place.

Employees shall report suspected instances of harassment, fraud, illegal betting, falsification of records, or any misconduct to the Human Resource Administrator.

If an employee is a victim of harassment, the City of Saratoga Springs affords the employee with the rights of redress and complaint resolution channels for incidents of harassment. Employees belonging to a bargaining unit of the City of Saratoga Springs shall be entitled to Union Representation for this process.

Guidelines:

1. The City of Saratoga Springs will formulate and maintain a Harassment Policy and Report Procedure.
2. The City of Saratoga Springs Human Resources Department shall furnish a copy of the policy to all employees upon hire.
3. Each new employee will be advised at employee orientation that no one person employed by the City of Saratoga Springs possess the authority to harass another employee.
4. In addition, each Department will display and maintain a copy of the Sexual Harassment Policy and Procedures in the work place.
5. Each employee shall be required to attend a harassment training session at least once in every five years.
6. Supervisory personnel, including Department Heads, shall attend a sexual harassment training session at least once every two years.

Procedure:

1. Any employee of the City of Saratoga Springs shall have the ability to make a formal written complaint to the following persons within **180 days** from the date of the incident:
 - a) the employee's Appointing Authority (Commissioner or Deputy Commissioner)
 - b) the Human Resource Administrator
2. The Human Resource Administrator shall contact the departmental Commissioner upon receipt of a complaint. If the Appointing Authority takes a complaint, he/she shall immediately inform the Human Resource Administrator in writing, providing a copy of the complaint received.

3. The Human Resource Administrator shall handle the complaint and will inform the employee that an internal investigation will commence immediately. The City's policy against harassment will be reiterated. The employee shall be made aware that the appointing authority will be notified.
4. All instances of harassment shall be reported to the Human Resource Administrator.
5. The Human Resource Administrator will provide a copy of the written complaint to the Director of Risk and Safety upon receipt and will continue to advise the Director of Risk and Safety of the status of the investigation underway.
6. The employee shall be assured that retaliation for the reporting of complaints of harassment will not be tolerated, and that such retaliatory conduct should be reported immediately. Any report of retaliatory conduct shall be treated in the same manner as the report of harassment. The Human Resource Administrator will promptly investigate all claims of retaliation. The Director of Risk and Safety shall be consulted in these instances and appropriate action will be taken upon the recommendations provided by both.
7. In recognition of the personal nature of discrimination complaints and the emotional impact of perceived discrimination, the City of Saratoga Springs will attempt to maintain the confidentiality of all complaints and investigations. The employee shall be notified that:
 - confidentiality cannot be promised
 - the alleged offender will be questioned
 - witnesses and other employees of the Department may be questioned
 - appropriate action against the accused will occur if he or she is found to be guilty

For the protection of employees who make a complaint or are accused of prohibited harassment, all witnesses interviewed during an investigation will be advised of the confidentiality requirement of the persons involved. In the event a complaint made under this Policy implicates criminal conduct, the City of Saratoga Springs may be required by law to contact and cooperate with the appropriate law enforcement authorities, or other governmental agencies.

8. The investigation procedure shall be fully documented, noting the date, time, place and remarks made about the incident by each individual interviewed.
9. The Human Resource Administrator shall interview witnesses and other personnel who may have knowledge of the complaint or other instances of harassment.
10. Any employee or city official found to have engaged in harassment against another individual employed by the City of Saratoga Springs shall be immediately notified.
11. The Human Resource Administrator will prepare a written report of the investigation. The Director of Risk and Safety and City Attorney shall review the written report of the investigation for possible further action. The Human Resource Administrator shall advise of potential actions to be taken.
12. If the Human Resource Administrator concludes, whether by the admission by the accused employee or by the facts disclosed by the investigation, that conduct constituting harassment has occurred, appropriate action shall be taken in accordance to the New York State Civil Service Law and City of Saratoga Springs Disciplinary Policy.
13. If the Human Resource Administrator is unable to determine whether the actions alleged in the complaint occurred, the accused employee will be informed that the investigation was inconclusive. The accused employee will also be advised that it is against the City of Saratoga Springs policy for any acts of retaliation against the complaining employee to occur.

14. Once the appropriate action to be taken has been determined, both the complainant and the employee in question shall be advised of the action in writing.
15. A reoccurrence of a verified harassment complaint will result in immediate termination proceedings.

Sexual Harassment Policy and Reporting Procedure:

Sexual Harassment is illegal and a violation of the Civil Rights Act of 1964. The City of Saratoga Springs is committed to the policy that sexual harassment is prohibited in each and every work place in which City employees work or conduct business. Conduct that constitutes sexual harassment will not be tolerated by any City employee, appointed or elected official, volunteer or anyone who is present in a City work place. The following are examples of behavior, which constitute sexual harassment:

VISUAL	WRITTEN	POWER	THREATS
Ogling Elevator Eyes Staring Graphic Posters	Love Poems Love Letters Obscene poems Obscene letters	Using positions to request dates, sexual favors, etc.	Loss of job selection process
VERBAL <ul style="list-style-type: none"> • Referring to an adult as a girl, boy, hunk, doll, babe or honey • Whistling at someone, cat calls • Making sexual comments or innuendoes about a person's body • Turning work discussions to sexual topics • Telling sexual jokes or stories • Asking about sexual fantasies, preferences or history • Asking personal questions about social or sexual life • Making sexual comments about a person's clothing, anatomy or looks • Repeatedly asking out a person who is not interested • Making kissing sounds, howling, smacking lips • Telling lies, discussing, or spreading rumors about a person's sex life. 		NON-VERBAL <ul style="list-style-type: none"> • Inappropriate touching • Violating Space • Inappropriate Patting • Grabbing • Pinching • Caressing • Kissing • Giving a massage around the neck or shoulders • Touching a person's clothing, hair or body • Blocking a person's path • Stalking a person • Giving personal gifts • Making facial expressions such as licking lips, winking or throwing kisses • Making sexual gestures through body movements • Possessing sexually explicit material in the workplace including but not limited to computers, posters, calendars, messaging systems, desk paraphernalia and clothing 	

Employees may also report complaints of sexual harassment to either the New York State Human Rights Division or the United States Equal Employment Opportunity Commission. The City of Saratoga Springs recognizes the importance of having a work environment free from sexual harassment, and encourages the use of its complaint resolution procedure by its employees to make the City a comfortable and enjoyable place for all to work.

Appeals:

1. Any complainant or accused party who wishes to appeal the procedure used by the City of Saratoga Springs, may do so within ten (10) days of receipt of the investigation outcome.
2. Each appeal must be made in writing to the City of Saratoga Springs City Attorney.

3. The appeal shall present evidence as to why the investigation procedures were flawed, improper, or otherwise not in compliance with this Policy.
4. The City Attorney, Human Resource Administrator and the Director of Risk and Safety shall review the appeal confidentially.
5. Following a review of that evidence, as well as the information obtained in the investigation process and conclusions derived there from, the City Attorney and the Director of Risk and Safety shall render a decision. The decision shall be final. The appellant shall be notified of the decision in writing.

Nothing set forth in the Appeal Process above shall be construed to in any way confer upon either the complainant(s) or the person(s) accused of violating this Policy any right to appeal the City of Saratoga Springs determination as to appropriate disciplinary and/or corrective action to be taken on meritorious complaints. In this regard, the City of Saratoga Springs at all times retains sole discretion to determine the appropriate disciplinary and/or corrective action to be taken with regard to a meritorious complaint.

Recordkeeping:

The City of Saratoga Springs shall maintain a written record of all complaints of discrimination and/or harassment for a period of three years in the Human Resource Office. The City of Saratoga Springs shall also document the steps taken with regard to investigations, as well as conclusions reached and remedial action taken, if any. The City of Saratoga Springs shall also maintain these documents for a period of three years after final date of resolution. The City of Saratoga Springs records regarding alleged discrimination shall be maintained separate and apart from personnel records.

Complaint of Alleged Discrimination/Harassment

This form is to be filed as part of the City of Saratoga Springs procedure to initiate a complaint of alleged discrimination or harassment prohibited by the City of Saratoga Springs Workplace Harassment Policy.

Please Print or Type

1. Your Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone Number: () _____ Cell Phone () _____
Department of employment with City of Saratoga Springs: _____

2. Alleged Date of Incident (s) : _____

3. Name, office address and job title of the individual who allegedly discriminated against you or harassed you. (If more than one, list all).

Name: _____

Office/Title: _____

4. Describe the incident that occurred and your reason for concluding that each was an incident of discrimination/harassment (use extra sheet if necessary). Please include: dates, time, frequency and location.

5. Identify all persons who witnessed the incidents describe in "3" above.

6. Have you also filed this charge with a federal, State or Local Government?

No _____ Yes _____

7. Have you filed this charge with any other official in the City of Saratoga Springs? No _____

8. I swear or affirm that I have read the above complaint and that it is true to the best of my knowledge, information and belief.

Signature _____

Date _____

CAMP SARADAC

FORMS



CITY OF SARATOGA SPRINGS, NY
2013 INCIDENT REPORT

Date of Occurrence:	Time of Occurrence:	Date Reported:	Time Reported:
Employee's Completing This Form:			
Employee's Contact No.:			
Specific Location of Incident:			
Condition of Area Where Incident Occurred:			
Weather Conditions as Applicable:			
Character of Case: <input type="radio"/> INCIDENT <input type="radio"/> PROPERTY DAMAGE <input type="radio"/> COMPLAINANT PROPERTY DAMAGE <input type="radio"/> THEFT			
Description of Incident/Damage/Issue:			
Complainant Injury/Damage/Issue:			
Complainant Name:		Complainant Telephone No.:	
Complainant Address:			
Witnesses' Names/Addresses/Telephone Numbers:			
City Property Damage:			
Employee Statement: (Briefly describe the nature of the accident and the circumstances that resulted in damage to Private or City owned property.)			
Supervisor's Statement:			
Police Report Filed:		Date:	Case No.:
Employee Signature/Date:			
Supervisor's Signature/Date:			

Please return the original of this incident report to:
Office of Risk and Safety, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866

NEW YORK STATE
OFFICE OF CHILDREN AND FAMILY SERVICES
RECORD OF FIRE DRILLS FOR CHILD DAY CARE

PROVIDER/PROGRAM: _____

ADDRESS: _____

❖❖❖ It is recommended that you alternate exits and days with each drill ❖❖❖

DATE (Check Day)	TIME		NUMBER OF CHILDREN	NAME OF PERSONS CONDUCTING DRILL	EXIT ROUTE FOLLOWED P=Primary S=Secondary O=Other (Please Specify)			COMMENTS (Include any special conditions)
	Start	End			P	S	O	
1. <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F / /					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F / /					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F / /					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F / /					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F / /					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F / /					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F / /					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F / /					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F / /					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Camp Saradac Lesson Plans

Date _____

Counselors _____

Group _____

8:45-9:00

9:00-9:30

9:30-10:00

10:00-10:30

10:30-11:00

11:00-11:30

11:30-12:00

12:00-12:30

12:30-1:00

1:00-1:30

1:30-2:00

2:00-2:30

2:30-3:00

3:00-3:30

3:30-4:00

4:00-4:30

4:30-4:45

Discipline Notice

Child's Name _____ Group _____
Staff Member _____ Date _____
Time _____ 1st 2nd 3rd Notice

Nature of Infraction:

Interventions Done By Staff Member:

Administrative Action:

Conference with child Assigned Time Out
 Call Home Suspension
 Conference with Parent on _____

Notes/Comments:

Next Action will result in:

Signature _____ Date _____ Time _____