

NYC HEALTH + HOSPITALS WORKPLACE VIOLENCE PREVENTION PROGRAM

Management Commitment and Employee Involvement

POLICY STATEMENT

NYC Health + Hospitals hereby affirms its commitment to providing a safe workplace for its employees and to comply with the New York State workplace violence prevention law and regulations. This Policy Statement governs all NYC Health + Hospitals entities.

This policy is designed to meet the requirements of New York State Labor Law Section 27-b and the Regulations for Public Employers Workplace Violence Prevention Programs, 12 NYCRR Part 800.6, and highlights some of the elements that are found within our Workplace Violence Prevention Program.

Workplace Violence is defined as occupational assaults, homicide, or attempt or threat (physical or verbal) to inflict physical injury occurring where a public employee performs any work-related duty in the course of their employment.

NYC Health + Hospitals Human Resources Division is responsible for:

1. Assisting each NYC Health + Hospitals' entity in evaluating its workplaces to determine the presence of factors that might place its employees at risk for workplace violence; developing and implementing a written workplace violence prevention program; and providing entity employees with information and training, at the time of employee's initial assignment and at least annually thereafter, on the risks of workplace violence in the workplace.
2. Preparing a written workplace violence prevention program that includes information on the workplace violence risk factors identified at each work location, and a description of the methods used at each location to control these risk factors. In addition, ensure each facility displays workplace violence awareness signage in all appropriate languages at designated locations that are prevalent to workplace violence. Such signage will include information about gender-based violence and the New York State Domestic and Sexual Violence Hotline.
3. Implementing a workplace violence prevention program and taking appropriate actions in response to threats or acts of violence against staff. In addition to the workplace violence prevention program, NYC Health + Hospitals Operating Procedure 20-10 and NYC Health + Hospitals facility specific Codes of Conduct have been established to describe expectations for appropriate employee conduct.
4. Ensuring that each NYC Health + Hospitals' entity is designating a Workplace Violence Prevention Coordinator to oversee the workplace violence prevention program. The designated individual must be approved and assigned by central office upon completion of the workplace violence prevention coordinator training, which will be provided annually thereafter. This individual, in administering the program, shall also ensure that any incidents or complaints involving other areas of legal compliance relative to employees, such as domestic or gender-based violence and/or alleged civil rights violations, shall be referred to NYC Health + Hospitals' designated responsible officials for such purposes. Accordingly, where an alleged workplace violence incident or complaint, although initially presented to the workplace violence prevention program coordinator as such, is found to present issues of civil rights violations (including domestic or gender-based violence), such matter will be referred to the NYC Health + Hospitals' relevant Equal Employment Opportunity Officer or Human Resources department for appropriate investigation and response.

In accordance with Title 12 NYCRR Part 800.6 regulations, the workplace violence prevention program shall be developed with the participation of the authorized employee representative. This process shall include participation in workplace violence prevention risk assessment walkthroughs and a review of the Workplace Violence Incident reports. However, in no instance will NYC Health + Hospitals make known, or disclose, to the authorized employee representative, or anyone else outside of NYC Health + Hospitals, any information that could be considered statutorily-protected patient health information, substance or alcohol abuse treatment records, confidential HIV-related information, or mental health treatment clinical information. Such disclosure will only be made if applicable patient authorization(s) to disclose such information has first been obtained, or applicable NYC Health + Hospitals procedures governing the proper and legal disclosure of such information have first been satisfied. This review of the Workplace Violence Incident reports will be conducted at least annually, with the participation of the authorized employee representative, and will have the dual goals of identifying trends in the types of incidents occurring in the workplace and of reviewing the effectiveness of the mitigating actions taken.

Retaliation against any staff member who exercises any right accorded to them pursuant to this policy is prohibited, including any employee who identifies as a victim or survivor of gender-based violence. All NYC Health + Hospitals employees must be provided information on the procedures for reporting workplace violence incidents. In the event of a workplace violence incident, the employee needs to contact the Workplace Violence Coordinator (listed below) and to notify their supervisor or the Administrator on Duty. A copy of the written workplace violence prevention program must be made available to any employee upon request within a reasonable time period.

Revision Date: July 16, 2026

Workplace Violence Prevention Program (“the Program”)**2. DEFINITIONS**

- 2.1 **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.
- 2.2 **Commissioner** – The Commissioner of Labor of the State of New York or their duly authorized representative for the purpose of implementing 12 NYCRR Part 800.6.
- 2.3 **Employee** – An employee working for NYC Health + Hospitals.
- 2.4 **Employer** – NYC Health + Hospitals.
- 2.5 **Gender-Based Violence** – Harm, or threats to harm committed against a person based on actual or perceived sex, gender, sexual orientation, gender identity, or expression, or other such sex/gender-related characteristics, including both domestic violence and sexual violence.
- 2.6 **Imminent Danger** – Any condition or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such danger can be eliminated through the enforcement procedures otherwise provided by 12 NYCRR Part 800.6.
- 2.7 **Retaliatory action** – The discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment in connection with the Program, including against employees who identify as victims or survivors of gender-based violence.
- 2.8 **Serious physical harm** – Physical injury which creates a substantial risk of death, or which causes death or serious protracted disfigurement, protracted impairment of health or protracted loss or impairment of function of any bodily organ or a sexual offense as defined in Article 130 of the Penal Law.
- 2.9 **Serious Violation** – A serious violation of the public employer workplace violence prevention program (WVPP) is the failure to:
- a. Develop and implement a program;
 - b. Address situations which could result in serious physical harm.
- 2.10 **Supervisor** - Any person within the NYC Health + Hospitals who (i) has the authority to direct and control the work performance of an employee, or (ii) has the authority to take corrective action in response to a report of workplace violence.
- 2.11 **Workplace** - Any location away from the employee’s domicile, whether permanent or temporary, in which the employee is authorized to perform any work-related duties in the course of their employment.

- 2.12 **Workplace Violence** - Any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of their employment including but not limited to:
- a. An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
 - b. Any intentional display of force which would give an employee reason to fear or expect bodily harm;
 - c. Intentional and wrongful physical contact with a person without their consent that entails an injury;
 - d. Stalking an employee with the intent of causing fear or material harm to the physical safety and health of such employee, when such stalking has arisen through and in the course of employment.
- 2.13 **Workplace Violence Prevention Program** – An employer program designed to prevent, minimize and respond to any workplace violence, the development and implementation of which is required by Article 2, Section 27-b of the New York State Labor Law and Code Rule 800.6.

3. CONTENTS OF PROGRAM

- 3.1 NYC Health + Hospitals is committed to the safety and security of its employees. NYC Health + Hospitals has numerous policies and procedures in place that are designed to protect employees from workplace violence. This written Program consolidates and summarizes these policies and procedures. NYC Health + Hospitals shall review and update the Program on at least an annual basis. The review(s) and update(s) shall set forth any mitigating steps taken in response to any incident of workplace violence.

4. PERIODIC WORKPLACE ASSESSMENTS

- 4.1 NYC Health + Hospitals shall evaluate (i) the workplace to which employees are assigned, or (ii) workplace concerns identified by employees in field work setting(s), in each case to determine the presence of factors or situations that might place employees at risk of workplace violence.
- 4.2 NYC Health + Hospitals shall consider the factors set forth in Section 6, below, and other factors when conducting its workplace risk evaluations.

5. EVALUATION OF WORKPLACE VIOLENCE RISKS TO NYC HEALTH + HOSPITALS EMPLOYEES

- 5.1 The Workplace Violence Prevention Law (Section 27-b of the Labor Law) requires an assessment of risk factors present in the workplace.
- 5.2 NYC Health + Hospitals has over 40,000 employees.
- 5.3 NYC Health + Hospitals is an integrated healthcare delivery system. NYC Health + Hospitals provides medical, mental health and substance abuse services through its eleven acute care hospitals, five skilled nursing facilities,

six diagnostic and treatment centers, and community based clinics. NYC Health + Hospitals Health and Home Care provides in-home services, and MetroPlus provides primary and preventative care insurance coverage.

- 5.4 To determine the potential risks for workplace violence that NYC Health + Hospitals employees may face, NYC Health + Hospitals in consultation with authorized employee representatives, evaluated employee work locations and the work duties of employees.
- 5.5 NYC Health + Hospitals has also reviewed prior reports concerning workplace violence, consulted with Hospital Police directors, conducted an assessment of employee duties, consulted with different levels of employees from department heads, line supervisors, line staff, and has reviewed written correspondence from authorized employee representatives.
- 5.6 After a thorough review of physical facilities (as described below) each NYC Health + Hospitals facility/entity developed a Workplace Violence Prevention Walkthrough Summary. Information regarding the specific assessment of each NYC Health + Hospitals work location is found in Appendix A to this Program.
- 5.7 NYC Health + Hospitals has included authorized employee representatives in facility assessments and has solicited feedback to review the workplace violence prevention program. NYC Health + Hospitals will review its assessments and solicit feedback from authorized employee representatives at least annually. Facility work place violence Incident reports maintained by the Workplace Violence Coordinator are available to authorized employee representatives upon request.
- 5.7.1 **NYC Health + Hospitals Central Office**
 NYC Health + Hospitals "Central Office" supports the mission of NYC Health + Hospitals and is located at:
 - 55 Water St, New York, NY 10041
 - 50 Water St (2 Hanover Sq), New York, NY 10041
- 5.7.2 **Institute for Medical Simulation and Advanced Learning (IMSAL) & IT at Jacobi Medical Center** (1400 Pelham Pkwy S, Bldg. #4, Nurses Residence, Bronx, NY1461)
- 5.7.3 **Culinary Center (Cook Chill Plant)** (599 Kingston Ave, Brooklyn, NY 11203)
- 5.7.4 **Acute Care Facilities**
 Acute care facilities provide a full range of emergency, acute medical and surgical, as well as psychiatric care services.
 - a. NYC Health + Hospitals/Bellevue (462 1st Ave, New York, NY 10016)
 - b. NYC Health + Hospitals/Elmhurst (7901 Broadway, Elmhurst, NY 11373)
 - c. NYC Health + Hospitals/Harlem (506 Lenox Ave, New York, NY 10037)
 - d. NYC Health + Hospitals/Jacobi (1400 Pelham Pkwy S, Bronx, NY 10461)

- e. NYC Health + Hospitals/Kings County (451 Clarkson Ave, Brooklyn, NY 11203)
- f. NYC Health + Hospitals/Lincoln (234 E 149th St, Bronx, NY 10451)
- g. NYC Health + Hospitals/Metropolitan (1901 1st Ave, New York, NY 10029)
- h. NYC Health + Hospitals/North Central Bronx (3424 Kossuth Ave, Bronx, NY 10467)
- i. NYC Health + Hospitals/Queens (8268 164th St, Jamaica, NY 11432)
- j. NYC Health + Hospitals/South Brooklyn (2601 Ocean Pkwy, Brooklyn, NY 11235)
- k. NYC Health + Hospitals/Woodhull (760 Broadway, Brooklyn, NY 11206)

5.7.5 **Gotham Diagnostic and Treatment Centers**

Diagnostic and Treatment Centers provide health care consultation, treatment, and procedure delivery which does not require hospitalization.

- a. NYC Health + Hospitals/Broadway – 815 Broadway, Brooklyn, NY 11206
- b. NYC Health + Hospitals/Cumberland (100 N Portland Ave, Brooklyn, NY 11205)
- c. NYC Health + Hospitals/East New York (2094 Pitkin Ave, Brooklyn, NY 11207)
- d. NYC Health + Hospitals/Gouverneur (227 Madison St, New York, NY 10002)
- e. NYC Health + Hospitals/Morrisania (1225 Gerard Ave, Bronx, NY 10452)
- f. NYC Health + Hospitals/Roosevelt 37-50 72nd Street, Jackson Heights, NY 11372
- g. NYC Health + Hospitals/Sydenham (264 W 118 St, New York, NY 10026)
- h. NYC Health + Hospitals/Segundo Ruiz Belvis (545 E 142nd St, Bronx, NY 10304)
- i. NYC Health + Hospitals/Tremont (1826 Arthur Avenue, Bronx, NY 10457)
- j. NYC Health + Hospitals/Vanderbilt (165 Vanderbilt Ave, Staten Island, NY 10304)

5.7.6 **Long Term Care**

Long term care facilities provide skilled and rehabilitation inpatient care, post intensive and critical care treatment.

- a. NYC Health + Hospitals/Coler (900 Main St, New York, NY 10044)
- b. NYC Health + Hospitals/Dr. Susan Smith McKinney (594 Albany Ave, Brooklyn, NY)
- c. NYC Health + Hospitals/Gouverneur SNF (227 Madison St, New York, NY 10002)
- d. NYC Health + Hospitals/Henry J. Carter (1752 Park Avenue, New York, New York 10035)
- e. NYC Health + Hospitals/Sea View (460 Brielle Avenue, Staten Island, NY 10314)

5.7.7 Community Care

Provides supportive professional health care to clients at their places of residence, and is located at:

- 50 Water Street (2 Hanover Sq), New York, NY 10041

5.7.8 MetroPlus

Provides low or no-cost government sponsored health insurance coverage, and operates at the following locations:

- 50 Water Street (2 Hanover Sq), New York, NY 10041
- 2104 Adam Clayton Powell Blvd. New York, NY 10027
- 209 West 125th Street Realty Assoc LLC New York, NY 10027
- 2221 Church Ave. Brooklyn, NY 11226
- 2211 Church Ave. Realty LLC Brooklyn, NY 11226
- MCO 92-14 Roosevelt Ave. Jackson Heights, NY 11372
- 949-959 Southern Blvd, LLC 953 Southern Blvd. Bronx, NY 10459
- NYC Health + Hospitals/Bellevue (462 1st Ave, New York, NY 10016)
- NYC Health + Hospitals/Coney Island (2601 Ocean Pkwy, Brooklyn, NY 11235)
- NYC Health + Hospitals/Elmhurst (7901 Broadway, Elmhurst, NY 11373)
- Gouverneur Healthcare Services (227 Madison St, New York, NY 10002)
- Harlem Hospital Center (506 Lenox Ave, New York, NY 10037)
- Jacobi Medical Center (1400 Pelham Pkwy S, Bronx, NY 10461)
- Kings County Hospital Center (451 Clarkson Ave, Brooklyn, NY 11203)
- Lincoln Medical and Mental Health Center (234 E 149th St, Bronx, NY 10451)
- Metropolitan Hospital Center (1901 1st Ave, New York, NY 10029)
- North Central Bronx Hospital (3424 Kossuth Ave, Bronx, NY 10467)
- Queens Hospital Center (8268 164th St, Jamaica, NY 11432)
- Woodhull Medical and Mental Health Center (760 Broadway, Brooklyn, NY 11206)
- BNN Fulton Flushing Owner LLC 136-13 Roosevelt Ave. Flushing, NY 11354
- Port Montana Realty Corp 238A Port Richmond Ave. Staten Island, NY 10302

- Client/Patient Homes
- External Clinics/ Diagnostic Centers
- Mobile RV
- Health Centers

5.7.9 **Correctional Health Services**

Correctional Health Services provides health care consultation, evaluation, screening, treatment, and procedure delivery which does not require hospitalization to inmates at Rikers Island and borough Detention Centers. These programs typically provide healthcare in sites owned and maintained by New York City Department of Correction or New York City Police Department.

- a. Rikers Island Facilities
 - i Eric M. Taylor Center (10-10 Hazen St, East Elmhurst, NY 11370)
 - ii George R. Vierno Center (09-09 Hazen St, East Elmhurst, NY 11370)
 - iii North Infirmary Command (15-00 Hazen St, East Elmhurst, NY 11370)
 - iv Otis Bantam Correctional Center (OBCC) (16-00 Hazen Street, East Elmhurst, NY 11370)
 - v RESH (19-19 Hazen Street, East Elmhurst, NY 11370)
 - vi Robert N. Davoren Complex (11-11 Hazen St, East Elmhurst, NY 11370)
 - vii Rose M. Singer Center (19-19 Hazen St, East Elmhurst, NY 11370)
 - viii West Facility/Contagious Disease Unit (16-06 Hazen St, East Elmhurst, NY 11370)
- b. Enhanced Pre-Arrest Screening Service (EPASS) locations
 - i Bronx Central Booking - (215 E. 161 St, Bronx, NY 10451)
 - ii Brooklyn Central Booking - (120 Schermerhorn St, Brooklyn, NY 11201)
 - iii Queens Central Booking - (125-01 Queens Blvd, Kew Gardens, NY 11415)
 - iv Manhattan Central Booking - (125 White St, NYC, NY 10007)
 - v Staten Island 120th precinct - (78 Richmond Terrace, 2nd floor, Staten Island, NY 10301)
- c. Forensic Psychiatric Evaluation Court Clinic (FPECC) Locations
 - i Bronx Courthouse - Forensic Court Clinic (215 E. 161 St, Bronx, NY 10451)
 - ii Manhattan Courthouse - Forensic Court Clinic (100 Centre Street, New York, NY 10013)

- iii Brooklyn Courthouse - Forensic Court Clinic (320 Jay St. Brooklyn, NY 11201)
- iv Queens Courthouse - Forensic Court Clinic (125-01 Queens Blvd, Kew Gardens, NY 11415)

5.7.10 Community Health Centers

Community Health Center clinics provide health care consultation and treatment which does not require hospitalization. These clinics typically provide healthcare in sites owned and maintained by New York City Housing Authority.

- a. Bedford Community Health Center – 485 Throop Avenue, Brooklyn, NY 11221
- b. Brownsville CHC (259 Bristol Street, Brooklyn, NY 11212)
- c. Bushwick Communicare (335 Central Avenue, Brooklyn, NY 11221)
- d. Corona District Health Center (34-33 Junction Blvd, Jackson Hts., N.Y. 11372)
- e. Crown Heights (1218 Prospect Place, Brooklyn, NY 11212)
- f. Dyckman La Clinica de Las Americas (175 Nagle Ave St, New York, NY 10034)
- g. Greenpoint Community Health Center (875 Manhattan Avenue , Brooklyn, NY 11222)
- h. Gunhill (1012 East Gunhill Road, Bronx, NY 10469)
- i. Jonathan Williams Houses CHC (333 Roebling Street, Brooklyn, NY 11211)
- j. Judson Health Center (34 Spring St, New York, NY 10012)
- k. Lefrak Women’s Medical Center (59-17 Junction Blvd, Corona, NY 11368)
- l. South Queens (114-02 Guy R. Brewer Blvd, Jamaica, NY 11434)
- m. Parsons Communicare Clinic (90-37 Parsons Boulevard , Jamaica, NY 11432)
- n. Ridgewood Medical Center (769 Onderdonk Avenue , Ridgewood, N.Y. 11385)
- o. Roberto Clemente Health Center/Sylvia Del Villard (540 East 13th St, New York, NY 10009)
- p. Springfield Gardens Medical Center (134-64 Springfield Blvd , Springfield Gardens, NY 11413)
- q. St. Nicholas Houses (281 West 127th Street, New York, NY 10027)
- r. Tremont Health Center (1826 Arthur Avenue , Bronx, NY 10457)
- s. Williamsburg Health Center (279 Graham Avenue, Brooklyn, NY 11211)
- t. Women's Medical Center (59-17 Junction Blvd , Corona, N.Y. 11368)
- u. Woodside Medical Center (50-53 Newtown Road, Woodside, N.Y. 11377)

5.7.11 The Nicholas Scoppetta Children's Center (492 First Avenue, New York, NY 10016)

The Children's Center Program provides mental health treatment for children and adolescents in the care of the NYC Administration for Children's Services, which is owned and operated by the NYC Administration for Children's Services (ACS).

5.7.12 Family Court Mental Health Services (FCMHS)

Family Court Mental Health Services provide adults, children and families with court ordered evaluations. The facilities where these services take place are owned and maintained by DCAS. The Security at these facilities is provided by the officers of the Office of the Court Administration (OCA).

- a. FCMHS - Manhattan Family Court (60 Lafayette St, Room 6C13, New York, NY 10013)
- b. FCMHS - Bronx Family Court (900 Sheridan Ave, Room 8D-14/15, Bronx, NY 10451)
- c. FCMHS - Brooklyn Family Court (330 Jay St, Room 3-143, New York, NY 11201)
- d. FCMHS - Queens Family Court (151-20 Jamaica Ave, Room A460, Jamaica, NY 11433)

6. RISKS PERTAINING TO WORKPLACE VIOLENCE

- 6.1 NYC Health + Hospitals has concluded that the following risks may present to NYC Health + Hospitals employees:
 - 6.1.1 Working in public settings;
 - 6.1.2 Working late night and/or early morning hours;
 - 6.1.3 Exchanging money with the public;
 - 6.1.4 Working alone or in small numbers;
 - 6.1.5 Working with clients/patients at privately owned and public locations;
 - 6.1.6 Previous security problems.
- 6.2 All of the listed risks may not apply to all NYC Health + Hospitals employees. Risks such as working in public settings, late night and/or early morning hours, and directly interfacing with members of the public apply to most staff working in facilities. The identified risks faced in working alone or in small numbers apply to staff working in the field such as marketing teams, home care providers, NYC Health + Hospitals' cashiers and a few other individuals who handle cash, etc.
- 6.3 According to National Institute of Occupational Health and Safety (NOISH), healthcare workers are at increased risk of workplace violence. There are many factors that contribute to this situation within the healthcare environment and may include but are not limited to: fear, confusion and stress of patients and

families; the perception by patients and families of long waits for care in clinics or emergency departments; behavioral health factors; prevalence of weapons; substance abuse issues; use of hospitals by the police and criminal justice system; co-worker disagreement and personal issues.

7. CONTROL MEASURES

- 7.1 General Control Measures** - Patients and visitors are responsible for being respectful and considerate of the rights and needs of all NYC Health + Hospitals staff. All patients and visitors are prohibited from the use of acts of verbal or physical aggression towards NYC Health + Hospitals staff.

NYC Health + Hospitals has clearly written codes of conduct for its employees. Staff who violate these guidelines and policies will be subject to disciplinary action.

Reporting of workplace violence has been centralized, as set forth in Sections 9 and 10, below. NYC Health + Hospitals will regularly review and enhance its control measures, where possible.

- 7.1.1 NYC Health + Hospitals Facilities** - NYC Health + Hospitals has implemented one or more of the following control measures across all its facilities: the use of access control, security systems, door controls, alarms, lighting, physical barriers between the staff and the public, ID policies and procedures for entry by personnel who do not work at a particular facility and by the public.
- 7.1.2 Working off-site** – Some NYC Health + Hospitals employees work off-site, and have regular dealings with members of the public. NYC Health + Hospitals recognizes that security at off-site locations may not be within the control of the employee. If an employee who is working off-site believes that they are in danger of being physically assaulted, the employee shall immediately remove themselves from the location. If necessary, the employee shall contact 911. As soon as practicable, the employee shall report the incident to their supervisor and the Workplace Violence Prevention Coordinator. NYC Health + Hospitals has implemented policies and procedures for personnel to avoid conflict.
- 7.1.3 Access to the Workplace** - On-site Security Personnel shall ensure that only authorized persons (employees with identification badges, patients, patients with appointments, visitors accompanying patients, and visitors with passes) are permitted to enter NYC Health + Hospitals buildings and/or locations operated by the NYC Health + Hospitals. NYC Health + Hospitals employees may be subject to restrictions on access at a particular site, location, or department.
- 7.1.4 Prohibition on Firearms and Other Harmful Devices** – Employees, affiliate staff, students, volunteers and individuals providing service to NYC Health + Hospitals are prohibited from possessing firearms, switch blades, knives, swords, bats, clubs, any explosive, caustic, incendiary or poisonous substance or device, any type of ammunition and any type of device or object designed to harm another in the workplace including work lockers and/or vehicles used to conduct NYC Health + Hospitals business. This prohibition also applies to employees who are licensed to carry firearms unless specifically authorized by

the President of NYC Health + Hospitals¹. This prohibition does not apply to law enforcement personnel who are authorized by law to carry a licensed firearm and to NYC Health + Hospitals personnel who are authorized to handle and confiscate certain prohibited items and devices as part of their work duties.

The prohibition on firearms and other harmful weapons and devices applies to patients and visitors at NYC Health + Hospitals facilities and NYC Health + Hospitals work locations.

7.1.5 **Prohibitions on Employee Conduct** - Employees shall not engage in workplace violence, including the assault, and threat of physical assault, of co-workers or members of the public.

7.1.6 **Emergency Department Security**- Per NYS amended law 2832-a, all general hospitals shall have at least one off-duty law enforcement officer or trained security personnel be present at all times in the emergency department, subject to emergent circumstance in any hospital that requires an adjustment in personnel.

7.2 **Hierarchy of Control Measures**

7.2.1 Engineering controls are changes to a physical workspace made in order to render it safer. Some examples of these controls are access cards, door locks, alarms, and counters designed to keep physical distance between the employee and others.

7.2.2 Administrative controls (or work practice controls) are changes in work procedures such as written safety policies, rules, supervision, schedules, and training with the goal of reducing the duration, frequency, and severity of exposure to potential risk factors.

7.2.3 Personal Protective Equipment (PPE) Safety equipment issued to help employees in protecting themselves from the hazards of their work environments. For the most part, this type of intervention is not relevant to workplace violence prevention at NYC Health + Hospitals.

8. **MANDATES RELATED TO WORKPLACE VIOLENCE**

8.1 NYC Health + Hospitals personnel are prohibited from taking a Retaliatory Action against any employee that engages in any of the following:

8.1.1 Files a Workplace Violence Report, or makes a verbal report concerning workplace violence.

8.1.2 Files a complaint concerning workplace violence with the NYS Department of Labor, and/or accompanies the Department of Labor during an investigation regarding workplace violence.

8.1.3 Identifies as a victim or survivor of gender-based violence.

¹ Certain visitors may be authorized by law to carry a licensed firearm on NYC Health + Hospitals premises. Please see Operating Procedure 220-17.

9. ORDERS OF PROTECTION AND ACCOMMODATION REQUESTS BASED ON SUCH ORDERS

- 9.1 NYC Health + Hospitals strongly encourages that any Order of Protection secured by a NYC Health + Hospitals employee be submitted to the Hospital Police/Security Director, especially when the person from whom protection is sought is a NYC Health + Hospitals employee and/or is likely to seek entry to the protected employee's work location.
- 9.2 An employee who has secured an Order of Protection and is concerned that the person from whom protection has been sought may attempt to contact the employee at their work location are encouraged to submit a copy of such Order to the Hospital Police/Security Director.
- 9.3 If an employee who has secured an Order of Protection is a victim of gender-based violence, a sex offense or stalking and is concerned that the person from whom protection is sought may attempt to contact the employee at their work location, they may request an accommodation from the Equal Employment Opportunity (EEO) office.
- 9.4 Employees are encouraged to report all violations of Orders of Protection to the New York City Police Department and the Hospital Police/Security Director.

10. REPORTING THE POTENTIAL FOR WORKPLACE VIOLENCE AND INCIDENTS OF WORKPLACE VIOLENCE

- 10.1 Reporting Circumstances Which Present the Potential for Workplace Violence
 - 10.1.1 NYC Health + Hospitals personnel should report circumstances that they believe present a potential for physical violence (assaults and homicides), attempted assaults, threats reasonably perceived to result in physical violence, or other conduct that would be reasonably expected to lead to an assault or a homicide. The employee should submit a [Workplace Violence Incident Reporting Form \(HHC2829\)](#), which is available on the NYC Health + Hospitals Insider (Employee Resources Center) and in hard copy format, to the Workplace Violence Prevention Coordinator, Hospital Police, Human Resources and/or their immediate supervisor. Further information and resources available on the Safety & Wellness page of the Employee Resources Center at ess.nychhc.org.
 - 10.1.2 NYC Health + Hospitals employees who have been the victim of domestic or gender-based violence, a sexual offense or stalking are strongly encouraged to report such incident(s) to the Workplace Violence Prevention Coordinator, Hospital Police, Human Resources Department and/or to the EEO office.
- 10.2 Reporting Incidents of Workplace Violence
 - 10.2.1 NYC Health + Hospitals employees who have been the victim of, or who have witnessed, a workplace violence incident such as a physical assault may prepare a [Workplace Violence Incident Reporting Form \(HHC2829\)](#) and submit it to the Workplace Violence Prevention Coordinator, Hospital Police, Human Resources, or the reporting employee's supervisor.

- 10.3 Reporting Imminent Danger of Workplace Violence
 - 10.3.1 Matters involving imminent danger to any employee shall be reported verbally to the supervisor, Workplace Violence Prevention Coordinator, Hospital Police and/or New York City Police Department by dialing 911, and shall be documented on the Workplace Violence Incident Report.
- 10.4 Reporting Directly to the Workplace Violence Prevention Coordinator
 - 10.4.1 Employees should submit the Workplace Violence Incident Report directly to the Workplace Violence Prevention Coordinator. (See Section 12, below, for further information on the Workplace Violence Prevention Coordinator.)
- 10.5 Privacy Concern Cases
 - 10.5.1 Privacy Concern Cases are those involving (1) an injury or illness to an intimate body part, the reproductive system, or resulting from a sexual assault; (2) mental illness; (3) HIV; (4) needle stick injuries and cuts from sharp objects that may be contaminated with another person's blood or other potentially infectious material; and/or (5) other injuries or illnesses if the employee independently and voluntarily requests that their name be withheld on the Workplace Violence Report.
 - 10.5.2 Employees should submit reports directly to the Workplace Violence Prevention Coordinator if the incident being reported presents privacy concerns.
 - 10.5.3 The Workplace Violence Prevention Coordinator will redact the name of the complainant and will enter "Privacy Concern Case" in place of the complainant's name in the Workplace Violence Incident Report before sharing a copy of such report with anyone other than the representatives of the NYC Health + Hospitals Human Resources Division and the New York State Department of Labor.

11. SUPERVISOR DUTIES

- 11.1 Forwarding the Workplace Violence Incident Report
 - 11.1.1 Every supervisor who has received a Workplace Violence Incident Report (or a verbal report) shall ensure that it is forwarded to the Workplace Violence Prevention Coordinator. All supervisors shall ensure that the report is forwarded on an expedited basis.
 - 11.1.2 The supervisor shall affirmatively seek the guidance of the Workplace Violence Prevention Coordinator on matters that are very likely to lead to an incident of workplace violence.
- 11.2 Other Duties
 - 11.2.1 Supervisors (in consultation with their managers) may take any measures within their authority to correct a potential for workplace violence or to respond to a workplace violence incident including contacting NYC Health + Hospitals Hospital Police and where appropriate, temporarily re-assigning personnel, or referring personnel for discipline.
 - 11.2.2 When appropriate to ensure the effectiveness of control measures such as

lighting or access, supervisors may also request that building repairs be made. This does not relieve supervisors from the duty of completing a Work Order and submitting it to the Department of Facilities Management for required repairs.

- 11.2.3 The supervisor and/or Human Resources shall refer employees who disclose current or past victim status to the New York State Domestic and Sexual Violence Hotline and/or a local service provider. While referrals are required to be provided by the employer, it is not required for the employee to access services.

11.3 Assessment of Physical Workplace

- 11.3.1 The on-site Workplace Violence Prevention Coordinator, Director of Environmental Safety, Director of Hospital Police/Security, Director of Human Resources and the Director of Facilities Management shall jointly assess the workplace on a yearly basis. Where corrective measures are suggested, a supervisor from the specific location shall report the matter via the department head. Matters to be reviewed by the department head shall include, but not be limited to:

- a. Whether existing engineering control measures are adequate;
- b. Whether existing engineering control measure systems are operational, whether there is a need for additional engineering control measures systems to be installed or updated;
- c. Whether administrative controls are being complied with; and
- d. Whether weapons prohibitions are being complied with and enforced.

12. WORKPLACE VIOLENCE PREVENTION COORDINATOR

- 12.1 The Workplace Violence Prevention Coordinator (WVP Coordinator) is the person responsible for ensuring that the risk evaluation is completed; the Workplace Violence Prevention program is available according to the provisions addressed herein; training is conducted; all Workplace Violence Reports are reviewed; and that the members of the Workplace Violence Prevention Committee receive all required and necessary documentation regarding reported incidents of workplace violence.

- 12.1.1 The WVP Coordinator shall ensure that an annual review of all workplace violence reports is conducted and that a matrix is developed to evaluate risks, to identify trends in types of incidents in the workplace, and review the effectiveness of actions taken to mitigate workplace violence. NYC Health + Hospitals will share the matrix with the authorized employee representative and will solicit feedback via the authorized employee representatives regarding its review at least annually.

- 12.2 The WVP Coordinator shall be NYC Health + Hospitals facility/entity specific. They may be contacted during normal business hours by phone at the phone number or email provided in the Contact List in Section 16.

- 12.3 In case of an emergency outside of normal business hours, the Administrator

on Duty shall be contacted through the facility paging system or Hospital Police at the phone number provided in the Contact List in Section 16.

13. WORKPLACE VIOLENCE PREVENTION COMMITTEE

13.1 NYC Health + Hospitals Facility Workplace Violence Prevention Committee (Committee) shall consist of at least three (3) employees from the following areas: The Facility Workplace Violence Prevention Coordinator, Environmental Safety Department, Hospital Police/Security Department, Facilities Management Department, Human Resources, or designated departments on as-needed basis. Inclusion of CBA representatives in the quarterly Facility Workplace Violence Prevention committee meetings is required.

13.2 The Committee shall meet at least three times per year to review Workplace Violence Reports submitted the previous meeting, unless no reports were submitted during the prior meeting. The Committee may be required to meet more frequently to address reports of imminent danger to personnel. At least three (3) Committee members must be present for the Committee to convene. The Committee may consult with department heads, administration, supervisors, or

other persons on an as- needed basis.

13.3 Complaints of imminent danger or the occurrence of workplace violence shall be reviewed within twenty-four (24) hours of their receipt and the Committee may meet via telephone to review these complaints.

13.4 The Workplace Violence Prevention Coordinator shall inform the affected employee and/or individual who prepared the Workplace Violence Incident Report of its determination. Such determination shall normally be sent via the Workplace Violence Prevention Coordinator. The Committee may communicate its determination directly with the individual who prepared the Workplace Violence Incident Report, if a communication via the Workplace Violence Prevention Coordinator is not appropriate.

13.5 Committee Determination

13.5.1 The Committee is authorized to make recommendations in response to Workplace Violence Incident Reports, which may include one or more of the following.

- a. Recommendations for changes in existing policies/procedures, which shall generally be made with the input of affected department heads, administration and/or supervisors;
- b. Referrals to the NYC Health + Hospitals Office of Labor Relations or Human Resources, for further investigation.
- c. Referrals for counseling, including the Employee Assistance Program
<http://www.nyc.gov/html/olr/html/home/home.shtml>
(212) 306-7660;
- d. Referrals to law enforcement authorities;

- e. Referrals to the EEO Office;
 - f. Any appropriate recommendation/referral based on the facts and circumstances presented.
- 13.6 Any employee or representative of employees who believes that a serious violation of a Workplace Violence Prevention Program exists or that an imminent danger exists shall bring such matter to the attention of the Workplace Violence Prevention Coordinator and shall afford the employer a reasonable opportunity to correct such activity, policy or practice. If, following a referral of such matter to the Workplace Violence Prevention Coordinator's attention, and after a reasonable opportunity to correct such activity, policy or practice, the matter has not been resolved and the employee or representative of employees still believes that a violation remains, or that an imminent danger exists, such employee or representative of employees may file a complaint with the NYS Department of Labor. Instructions for filing such complaints may be obtained on the NYS Department of Labor's website or by contacting the phone number provided in the Contact List in Section 16.

14. EMPLOYEE INFORMATION AND TRAINING

- 14.1 A copy of this Workplace Violence Prevention Program shall be maintained on the NYC Health + Hospitals' Intranet. The Workplace Violence Prevention Coordinator, Supervisors, or the AOD shall make a printed copy of this program available to employees at the time of hire and annually thereafter. Requests made by authorized employee representatives shall be referred to the Workplace Violence Prevention Coordinator.
- 14.2 Training
- 14.2.1 NYC Health + Hospitals shall administer training to employees, upon initial assignment with NYC Health + Hospitals and on an annual basis that covers the following:
- a. The Workplace Violence Prevention Law and Code Rule 800.6;
 - b. The NYC Health + Hospitals Workplace Violence Prevention Policy and Program, including that such policy and Program is accessible to all employees;
 - c. Risk factors identified during the risk assessment;
 - d. Measures employees can take to protect themselves from workplace violence;
 - e. Measures that NYC Health + Hospitals has adopted to protect employees from workplace violence; and
 - f. How to report workplace violence;
 - g. Active Shooter Awareness; and
 - h. Other information as necessary shall be provided to affected employees

whenever significant changes are made to the workplace violence program.

15. ADDITIONAL INFORMATION RELATED TO THE PREVENTION OF WORKPLACE VIOLENCE

- 15.1 Employees should seek to avoid and de-escalate situations that could result in workplace violence. Employees are strongly encouraged to avail themselves of the following resources:
- 15.1.1 **Training** - Training shall be administered upon initial employment and at least annually.
- 15.1.2 **Equal Employment Opportunity Office (“EEO”)** - If an employee believes that they have been a subject of employment discrimination, the employee is welcome to file a complaint with the facility/entity’s EEO office. Victims of gender-based violence, a sexual offense, or stalking have specific rights under the EEO laws and may be eligible for a work-related accommodation. The EEO office should be contacted for further details.
- 15.1.3 **Grievance Process** - Certain work related disputes may be appropriate for the filing of a grievance. Employees are strongly encouraged to contact their union representatives for guidance.
- 15.1.4 **Law Enforcement** - Workplace violence (e.g., physical assaults) is a crime. Employees who believe that they are the victim of a crime should contact Hospital Police and/or call 911 where applicable.
- 15.1.5 **NYS Department of Labor** - Employee or representatives of employees may file a complaint with the NYS Department of Labor. Instructions for filing such complaints may be obtained on the NYS Department of Labor’s website or by contacting the phone number provided in the Contact List in Section 16.
- 15.1.6 **NYS Office for the Prevention of Domestic Violence** – Supervisors and Human Resources may reach out to the NYS Office for the Prevention of Domestic Violence for technical assistance and support in developing a policy against gender-based violence.
- 15.1.7 For telephone numbers of these resources, please see the phone numbers provided in the Contact List in Section 16.

16. IMPORTANT PHONE NUMBERS**16.1 Call Hospital Police/Building Security to report threats or physical assault.**

Facility	Hospital Police / Security Contact
NYC Health + Hospitals/Bellevue	Ext. 6191
NYC Health + Hospitals/Belvis	Ext. 1818
NYC Health + Hospitals/Coler	Coler 212-848-6969, Cisco Phone Ext. 8-6969 or Cisco Phone E Button Emergency
NYC Health + Hospitals/Community Care	911, 212-442-3974, 212-442-3872 & 212-442-3871
NYC Health + Hospitals/Cumberland	Ext. 8028 and Ext. 311
NYC Health + Hospitals/Correctional Health Services	347-774-7000
NYC Health + Hospitals/East New York	Ext. 501
NYC Health + Hospitals/Elmhurst	Ext. 1945
NYC Health + Hospitals/Gouverneur	Ext. 7111
NYC Health + Hospitals/Harlem	Ext. 2500
NYC Health + Hospitals/Henry J. Carter	Ext. 6-2222
NYC Health + Hospitals/Jacobi	Ext. 3-5667
NYC Health + Hospitals/Kings County	Ext. 4300
NYC Health + Hospitals/Lincoln	Ext. 5757
NYC Health + Hospitals/MetroPlus	911, 212-442-3974, 212-442-3872 & 212-442-3871
NYC Health + Hospitals/Metropolitan	Ext. 7302
NYC Health + Hospitals/Morrisania	Ext. 2720
NYC Health + Hospitals/North Central Bronx	Ext. 5-3035
NYC Health + Hospitals/Queens	Ext. 2300
NYC Health + Hospitals/Sydenham DTC	Ext. 6583
NYC Health + Hospitals/Sea View	Ext. 3245
NYC Health + Hospitals/South Brooklyn Health	Ext. 4422, 7777, 2580
NYC Health + Hospitals/Susan McKinney	Ext. 7245
NYC Health + Hospitals/Vanderbilt	718-616-0999
NYC Health + Hospitals/Woodhull	Ext. 8028 and Ext. 311
NYC Health + Hospitals/Central Office	55 Water St: 911; 646-568-3479 50 Water St: 911; 212-344-9447 Cook Chill: 718-245-4300 Manhattan Family Court: 646-386-5030 or 646-386-5026 Bronx Family Court: 718-618-2270 Brooklyn Family Court: 347-401-9650 Queens Family Court: 718-298-0117 or 718-298-0118

16.2 Facility Workplace Violence Prevention Coordinator Contact List:

Workplace Violence Prevention Coordinators and Associates			
Facility	Name	Telephone	Email Address
NYC Health + Hospitals/Bellevue	Kevin Clark	212-562-6191	Clark16@nychhc.org
NYC Health + Hospitals/Segundo Ruiz Belvis	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/Broadway	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/Central Office	Kevin Bryant (Culinary Center) Vincent Martinos (Brooklyn, Queens & SI)	212-939-2501 718-245-3174 718-616-4424	Kevin.Bryant@nychhc.org martinov@nychhc.org
NYC Health + Hospitals/Coler	Vito Aleo Tiffany Carter	212-848-5617 212-848-5618	Vito.Aleo@nychhc.org Tiffany.Carter@nychhc.org
NYC Health + Hospitals/Community Care	Sophia Isaac	718-963-8170 212-323-2376	Sophia.Isaac@nychhc.org
NYC Health + Hospitals/Correctional Health Services	George Strachan Melissa Pressimone	646-614-1904 646-614-0313	strachag1@nychhc.org pressimm@nychhc.org
NYC Health + Hospitals/Cumberland	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/East New York	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/Elmhurst	Jymal Sturdivant Anthony Stephens Tanya Moore	646-615-6705 718-334-2161 718-334-2097	sturdivj1@nychhc.org STEPHENA1@nychhc.org Tanya.Moore@nychhc.org
NYC Health + Hospitals/Gouverneur	Vitol Aleo Santa Lay	212-848-5617 646-851-8447	Schembra@nychhc.org Santa.lay@nychhc.org
NYC Health + Hospitals/Harlem	Kharl Pinnock	646-761-1345	pinnockk@nychhc.org
NYC Health + Hospitals/Henry J. Carter	Salvatore Manna	646-771-4419	mannas1@nychhc.org
NYC Health + Hospitals/Jacobi	George Pagan Nibhana Hasso	212-939-2602 718-918-7563	George.Pagan@nychhc.org Nibhana.Hasso@nychhc.org
NYC Health + Hospitals/Kings County	Kevin Bryant Fatima Williams	718-245-3174 718-245-3100	Kevin.Bryant@nychhc.org Fatima.Williams@nychhc.org
NYC Health + Hospitals/Lincoln	Adrian Melendez Alcidez Diaz	718-579-5151 718-579-5757	Adrian.Melendez@nychhc.org diaz11@nychhc.org
NYC Health + Hospitals/MetroPlus	Victoria Cantrella	212-908-8468	cantrvi@metroplus.org LR@metroplus.org

NYC Health + Hospitals/Metropolitan	Brian Lewis	212-423-6202	lewisb12@nychhc.org
NYC Health + Hospitals/Morrisania	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/North Central Bronx	Jose Nunez	646-815-8054	davilaro@nychhc.org
NYC Health + Hospitals/Queens	Luis Acevedo Takina Jones	718-883-2306 718-883-2307	acevedol7@nychhc.org JONESTA@nychhc.org
NYC Health + Hospitals/Roosevelt	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/Sydenham	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/SeaView	Hilda Valentin Paula Ferramosca	718-317-3045 718-317-3245	Hilda.Valentin@nychhc.org ferramop@nychhc.org
NYC Health + Hospitals/South Brooklyn Health	Vincent Martinos Charles Ryan	718-616-4424 718-616-4422	martinov@nychhc.org ryanc5@nychhc.org
NYC Health + Hospitals/Dr. Susan Smith McKinney	Kevin Bryant Bert Grant Fatima Williams Brigid Gonzalez	718-245-3174 718-245-3100 718-245-3100 646-996-2123	Kevin.Bryant@nychhc.org Grantb9@nychhc.org Fatima.Williams@nychhc.org Brigida.Gonzalez@nychhc.org
NYC Health + Hospitals/Tremont	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/Vanderbilt	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/Woodhull	Rachel Evans	718-963-8028	Rachel.Evans@nychhc.org

16.3 Community Health Centers Workplace Violence Prevention Coordinator Contact List:

Site	Name	Phone	Email
Bedford Community Health Center	David Barton	347-461-1790	bartond1@nychhc.org
Brownsville CHC	David Barton	347-461-1790	bartond1@nychhc.org
Bushwick Communicare	David Barton	347-461-1790	bartond1@nychhc.org
Corona District HC	David Barton	347-461-1790	bartond1@nychhc.org
Crown Heights	David Barton	347-461-1790	bartond1@nychhc.org
Dyckman La Clinca de las Americas	David Barton	347-461-1790	bartond1@nychhc.org
Greenpoint CHC	David Barton	347-461-1790	bartond1@nychhc.org
Gunhill	David Barton	347-461-1790	bartond1@nychhc.org
Jonathan Williams Houses CHC	David Barton	347-461-1790	bartond1@nychhc.org
Judson HC	David Barton	347-461-1790	bartond1@nychhc.org
South Queens	David Barton	347-461-1790	bartond1@nychhc.org
Parsons Communicare Clinic	David Barton	347-461-1790	bartond1@nychhc.org
Ridgewood Medical Center	David Barton	347-461-1790	bartond1@nychhc.org
Roberto Clemente HC/Sylvia del Villard	David Barton	347-461-1790	bartond1@nychhc.org
Springfield Gardens Medical Center	David Barton	347-461-1790	bartond1@nychhc.org
St. Nicholas Houses	David Barton	347-461-1790	bartond1@nychhc.org
Tremont Health Center	David Barton	347-461-1790	bartond1@nychhc.org
Williamsburg CHC	David Barton	347-461-1790	bartond1@nychhc.org
Lafrak Women's Medical Center	David Barton	347-461-1790	bartond1@nychhc.org
Woodside Medical Center	David Barton	347-461-1790	bartond1@nychhc.org

16.4 Facility Chiefs of Hospital Police Contact List:

Facility	Name	Phone	Email
NYC Health + Hospitals/Bellevue	Juan Checo (Interim)	718-245-3678	Juan.checo@nychhc.org
NYC Health + Hospitals/Belvis	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/Broadway	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/Central Office	Juan Checo	718-245-3678	Juan.checo@nychhc.org
NYC Health + Hospitals/Coler	Vito Aleo	212-848-5617	Vito.Aleo@nychhc.org
NYC Health + Hospitals/Community Care	Juan Checo	718-245-3678	Juan.checo@nychhc.org
NYC Health + Hospitals/Correctional Health Services	George Strachan	646-614-1904	Strachag1@nychhc.org
NYC Health + Hospitals/Cumberland	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/East New York	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/Elmhurst	Tanya Moore	718-334-2097	Tanya.Moore@nychhc.org
NYC Health + Hospitals/Gouverneur	Vito Aleo	212-848-5617	Vito.aleo@nychhc.org
NYC Health + Hospitals/Harlem Hospital	Kharl Pinnock	646-761-1345	Pinnockk@nychhc.org
NYC Health + Hospitals/ Carter	Salvatore Manna	646-771-4419	mannas1@nychhc.org
NYC Health + Hospitals/Jacobi	George Pagan	212-939-2602	George.Pagan@nychhc.org
NYC Health + Hospitals/Kings County	Kevin Bryant	718-245-4300	Kevin.Bryant@nychhc.org
NYC Health + Hospitals/Lincoln	Adrian Melendez	718-579-5757 718-579-5151	Adrian.Melendez@nychhc.org
NYC Health + Hospitals/MetroPlus	Juan Checo	718-245-3678	Juan.checo@nychhc.org
NYC Health + Hospitals/Metropolitan	Angel Vasquez	212-423-7457	Angel.Vasquez@nychhc.org
NYC Health + Hospitals/Morrisania	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/North Central Bronx	Jose Nunez	718-519-3040	Jose.Nunez@nychhc.org
NYC Health + Hospitals/Queens	Luis Acevedo	718-883-2307	acevedol7@nychhc.org
NYC Health + Hospitals/Roosevelt	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/South Brooklyn Health	Vincent Martinos	718-616-4424	Martinov@nychhc.org
NYC Health + Hospitals/Sydenham	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/SeaView	Hilda Valentin	718-317-3045	Hilda.Valentin@nychhc.org
NYC Health + Hospitals/Susan McKinney	Kevin Bryant	718-245-3174	Kevin.Bryant@nychhc.org
NYC Health + Hospitals/Tremont	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/Vanderbilt	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/Woodhull	Rachel Evans	718-963-8028	Rachel.Evans@nychhc.org

* - Use only during business hours.

16.5 Facility Safety Director Contact List:

Facility	Name	Phone	Email
NYC Health + Hospitals/Bellevue	Kevin Shao	212-562-6520	Kevin.Shao@nychhc.org
NYC Health + Hospitals/Belvis	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/Coler	Jose Rodriguez	917-662-1943	RODRIGJ2@nychhc.org
NYC Health + Hospitals/Correctional Health Services	George Strachan	646-614-1904	Strachag1@nychhc.org
NYC Health + Hospitals/Cumberland	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/East New York	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/Elmhurst	Karl Gray	718-334-3435	GRAYK@nychhc.org
NYC Health + Hospitals/Gouverneur			
NYC Health + Hospitals/Harlem	Robert Knapp	929-996-1382	Knappr1@nychhc.org
NYC Health + Hospitals/Henry J. Carter	Karen Miller-Aponte	917-681-0987	Karen.Miller-Aponte@nychhc.org
NYC Health + Hospitals/Jacobi	Kevin O'Donnel	718-918-3939	Odonnek2@nychhc.org
NYC Health + Hospitals/Kings County	Peeyush Amatya	718-245-5218	Peeyush.amatya@nychhc.org
NYC Health + Hospitals/Lincoln	Charles Aviles	718-579-5544	Charles.aviles@nychhc.org
NYC Health + Hospitals/Metropolitan	Anthony Garib	212-423-6717	Gariba1@nychhc.org
NYC Health + Hospitals/North Central Bronx	Brian Garrett (interim)	718.519.4923	Brian.Garrett@nychhc.org
NYC Health + Hospitals/Queens	Nick Manolache	718-883-2999	MANOLACN@nychhc.org
NYC Health + Hospitals/South Brooklyn Health	Edgar Rico	347-931-4824	ricoe@nychhc.org
NYC Health + Hospitals/Sydenham	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/SeaView	Scott Rasnow	718-317-3336	Scott.rasnow@nychhc.org
NYC Health + Hospitals/Susan McKinney	Lajenna Bartley	718-245-7070	BartleyL2@nychhc.org
NYC Health + Hospitals/Vanderbilt	David Barton	347-461-1790	bartond1@nychhc.org
NYC Health + Hospitals/Woodhull	Michael Maffuccio	718-963-5874	maffuccm@nychhc.org

* - Use only during business hours.

16.6 Call **911** to report threats or physical assault if unable to reach Hospital Police.

16.7 NYS Office for the Prevention of Domestic Violence

Website: <https://opdv.ny.gov/>

Address: NYS Office for the Prevention of Domestic Violence
80 S Swan St # 1147
Albany, NY 12210

NYS Department of Labor

Website: <http://www.labor.ny.gov/home/>

Address: NYS Department of Labor
Building 12
W.A. Harriman Campus
Albany, NY 12240

NYS Department of Labor Division of Safety and Health (DOSH) - Public Employee Safety and Health Bureau (PESH)

Website: https://labor.ny.gov/workerprotection/safetyhealth/DOSH_PESH.shtm

Address: One Hudson Square
75 Varick Street (7th Floor)
New York, NY 10013

Telephone: (212) 775-3554

Fax: (212) 775-3542

17. OTHER DEPARTMENT POLICIES/REFERENCE MATERIAL

17.1 NYC Health + Hospitals Policy and Procedures

NYC Health + Hospitals Guidelines and Facility Code of Conduct Policy

NYC Health + Hospitals Guidelines and Facility Disruptive Behavior Policy

NYC Health + Hospitals Assertive Community Treatment (ACT) Program Practice Guidelines
Safety Plan

NYC Department of Correction's 14-Point Anti-Violence Agenda

17.2 Other Procedures/Manuals

Civilian Code of Conduct

NYC Health + Hospitals Equal Employment Opportunity Policy

NYC Health + Hospitals Hospital Police Procedure Manual

BY ORDER OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER

APPENDIX A
RISK ASSESSMENTS

Full Risk Assessments for: Central Office; Acute Care facilities; Diagnostic and Treatment Centers; Long Term Care; Community Care; Metroplus; Correctional Health Services; School Based Programs; Community Health Centers and Correction-Based Programs are located on the Employee Resources Center [Safety & Wellness](#) page.

APPENDIX B
GENDER-BASED VIOLENCE AND THE WORKPLACE

Effective November 5, 2022, New York State Finance Law § 139-m requires bidders who wish to participate in the student loan forgiveness applications for the Office of Mental Health LRP Program to certify NYC Health + Hospitals (NYC H+H) has a written policy and process addressing gender-based violence.

What is Gender-Based Violence

Gender-based violence occurs within a broad spectrum of relationships; therefore, NYC Health + Hospitals will take appropriate measures to prevent and/or address gender-based violence as it impacts the workplace. NYC H+H recognizes the rights of victims to have self-determination and the need to respond in a survivor-centered, trauma-informed, and culturally responsive manner. This policy shall apply to all victims of gender-based violence, regardless of where the incidents took place.

Gender-Based Violence is defined as violence or threats that happen because of someone's sex, gender, sexual orientation, gender identity or expression, or other related characteristics. Gender-based violence is an umbrella term that includes domestic violence, sex-based discrimination, sexual harassment, sexual assault, and sexual violence, and can also include stalking or human trafficking.

Gender-based violence can be physical, financial, sexual, or emotional, and may have tragic, sometimes fatal results. It can also result in lost productivity, increased health care costs, absences, and turnover.

Confidentiality

NYC Health + Hospitals recognizes and respects the employee's right to privacy and confidentiality. All information, including details an employee shares about being a victim, shall be kept confidential to the extent permitted by law without the employee's written permission, unless doing so creates a substantial risk of imminent danger to the victimized employee, other employees, or the worksite. If such a situation arises, NYC Health + Hospitals will:

1. Inform the victimized employee of the actions NYC Health + Hospitals will take.
2. Share information only with the specific employees who need to know.
3. Limit the information shared to only what is necessary.

Survivor Rights

Employees have the right to:

1. Disclose or not disclose experiences or details of gender-based violence.
2. Ask for reasonable accommodations to address concerns related to gender-based violence.
3. Be free of discrimination and retaliation in seeking such accommodation.
4. Access gender-based violence services.

NYC Health + Hospitals may require an employee to provide documentation, such as an attestation, to substantiate their need for an accommodation or to use leave.

Gender-Based Violence Liaison (GBVL) Responsibilities

1. NYC Health + Hospitals shall designate the Chief Human Resources Officer, Human Resources Director, or designee to serve as the gender-based violence liaison (GBVL) per site/facility. The GBVL will assist victimized employees with referrals to local service providers.
2. The GBVL will increase awareness around gender-based violence and create an informed workforce by posting designated information in such places where employees can utilize the information without having to request it or be seen removing it, including, but not limited to: NYC H+H internal and external Employee Resources Center webpages, employee newsletters, and other common areas within each site. The posted information should include:
 - a. Employee Assistance Program (EAP) information, if applicable,
 - b. GBVL/Human Resources staff contact,
 - c. NYS Domestic and Sexual Violence Hotline Number (1-800-942-6906), Chat and Text Line (1-844-997-2121), and **OPDV.NY.GOV**
 - d. Contact information for local gender-based violence programs.
3. Ensure victimized employees know and understand this policy and their rights, including all possible options available to them, and are aware of his/her rights to request an accommodation through EEO.
4. Offer support via referral to those victimized by:
 - a. Providing information on available sources of services and assistance for victims and survivors, such as the New York State Domestic and Sexual Violence Hotline or local victim services provider, Employee Assistance Program (EAP), or Helping Healers Heal (H3).

- b. Educate employees on disciplinary practices that may be implemented in the event of retaliation for reporting or used with employees who commit acts of gender-based violence. Assist supervisors to ensure that all employees who knowingly violate this policy are held accountable.
- 5. Include this policy as part of mandatory Annual Workplace Violence Prevention Training module and provide to all new employees during new employee orientation.

APPENDIX C

Gender-Based Violence Liaison Support and Referral Process

Purpose:

To provide a safe, confidential, and supportive process for employees experiencing gender-based violence (GBV) to access assistance, workplace accommodations, and external resources.

Gender-based violence can be physical, financial, sexual, or emotional, and may have tragic, sometimes fatal results. It can also result in lost productivity, increased health care costs, absences, and employee turnover. Even when the harm occurs outside of work, NYC Health + Hospitals supports employees facing gender-based violence through responsive personnel policies that mitigate the impact of such violence on employees as well as the effects on the business or organization.

Definition:

Gender-Based Violence is any violence or threat that happen because of someone's sex, gender, sexual orientation, gender identity or expression, or other related characteristics. Gender-based violence is an umbrella term that includes domestic violence, sex-based discrimination, sexual harassment, sexual assault, and sexual violence, and can also include stalking or human trafficking.

Gender-based Violence Liaison: NYC Health + Hospitals shall designate the Chief Human Resources Officer, Human Resources Director, or designee to serve as the gender-based violence liaison (GBVL) per site/facility. The GBVL will provide support and assist victimized employees with referrals to local service providers.

Gender-Based Violence Referral Process:**Step 1: Disclosure/Initial Contact**

1. The employee contacts the Gender-based Violence Liaison (Chief Human Resources Officer (CHRO) or HR designee) to disclose they are experiencing gender-based violence.
2. Disclosure can be made via: email, phone call, in-person meeting, or referral by supervisor.
3. Employees are not required to provide detailed evidence at this stage.

Step 2: Immediate Response by GBVL

1. Upon notification, the GBVL will:
 - a. Respond promptly to employee. The GBVL will ensure the employee knows this communication is 1) confidential and 2) non-judgmental.
 - b. Assess immediate safety concerns, including: workplace safety risks and threats.
2. If there is immediate danger, the GBVL will inform Hospital Police.

Step 3: Needs Assessment

1. The GBVL will conduct a private discussion to assess the impacted employee's needs, such as:
 - a. Workplace safety concerns
 - b. Time off needs
 - c. Schedule adjustments
 - d. Emotional/mental health support
 - e. Other concerns
2. Based on the Needs Assessment, the GBVL will provide referrals to the appropriate internal and external resources.
 - a. Accommodations related to schedule adjustments, time off and/or workplace locations will be referred to EEO.
 - b. Workplace safety concerns related to physical threats will be referred to Hospital Police.
3. Emotional/mental health concerns will be referred to the Employee Assistance Program (EAP), Helping Healers Heal (H3), and NYS Domestic and Sexual Violence Hotline Number (1-800-942-6906), Chat and Text Line (1-844-997-2121) and OPDV.NY.GOV, as appropriate.
4. The employee is not obligated to contact the referrals.

Step 4: Safety Planning

As appropriate, and in conjunction with Hospital Police, the GBVL will collaborate with the employee to develop a workplace safety plan, which may include:

1. Emergency contacts
2. Safe entry/exit strategies for the workplace
3. Communication protocols if the perpetrator attempts to contact the workplace
4. Photograph of perpetrator in Hospital Police and department, as deemed appropriate

Step 5: Documentation and Follow-up

The GBVL is to document the interaction in a secure and confidential file. This information is only on a need-to-know basis and no information is disclosed without the employee consent unless required by law.

The GBVL is to follow-up with the impacted employee at agreed intervals and continue to offer support and resources.

Step 6: Training and Awareness

The GBVL will increase awareness around gender-based violence and create an informed workforce by posting designated information in such places where employees can utilize the information without having to request it or be seen removing it, including, but not limited to: NYC H+H intranet, employee newsletters, and employee lounge areas. The posted information should include:

1. Employee Assistance Program (EAP) information, if applicable,
2. Human Resources staff contact,
3. NYS Domestic and Sexual Violence Hotline Number (1-800-942-6906), Chat and Text Line (1-844-997-2121), and **OPDV.NY.GOV**
4. Contact information for local gender-based violence programs.

NYC Health + Hospitals will provide training on gender-based violence as part of the new employee orientation and annual mandatory Workplace Violence Prevention training module.