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New York State Department of Labor

To: District Superintendents of BOCES
Superintendents of Public School Districts
Principals of Public Schools
Charter School Leaders

Date: January 9, 2024

Subject: **Recent Amendments to Workplace Violence Prevention Law Regarding Schools/
Informational Statewide Webinar on January 18, 2024**

On September 6, 2023, Governor Hochul signed into law Chapter 351 of the Laws of 2023 (S1746/A1120), amending the [Workplace Violence Prevention Law \(Section 27-b of Labor Law\)](#), to extend coverage to public school districts, charter schools, and boards of cooperative educational services (BOCES) which were previously exempted. These changes became effective January 4, 2024, (120 days after becoming law). Please refer to the timeline below regarding implementation deadlines:

- (1) The Employer's Policy Statement must be completed within 30 days of the law going into effect (February 3, 2024).
- (2) The workplace risk evaluation and determination must be completed within 60 days of the law going into effect (March 4, 2024).
- (3) The workplace violence prevention program must be completed within 75 days of the law going into effect (March 19, 2024).
- (4) Employers must be in full compliance with the regulations within 120 days of the law going into effect (May 3, 2024).

To support the education community in implementing the new requirements, the New York State Education Department (NYSED) and New York State Department of Labor (NYSDOL) will be hosting an informational statewide webinar about the new requirements on **January 18, 2024, at 12:30 pm**. To register for the webinar, [click here](#). Note that the maximum capacity for the webinar is 1,000 participants, however, the webinar will be recorded and posted on the NYSED's website at: <https://www.nysed.gov/student-support-services/save>.

If you have questions about the webinar, please contact NYSED's Office of Student Support Services at StudentSupportServices@nysed.gov or (518) 486-6090.

For your information, a summary of the requirements of the Workplace Violence Prevention Law as it impacts school districts, charter schools, and BOCES as well as resources developed by the NYSDOL, is provided as follows:

- Develop and post a written policy statement about the employer's workplace violence prevention program goals and objectives.

- Conduct a risk evaluation by examining the workplace for potential hazards related to workplace violence with an authorized employee representative.
- Develop a written workplace violence prevention program that must be made available to employees, their designated representatives, and the Department of Labor upon request. This written policy is only required for employers with twenty or more full-time permanent employees. The policy must explain how it is to be implemented and must include details about the risks that were identified in the basic evaluation and describe how the employer will address those risks. It must also include a system to report any incidents of workplace violence, among other things.
- Provide training and information for employees regarding the workplace violence prevention program, including any risk factors identified and what employees can do to protect themselves.
- Document workplace violence incidents and maintain those records.
- Annually review all workplace violence incidences with an authorized employee representative (if there is one) to determine what, if any, changes need to be made to the program or identified risk factors.

The NYSDOL has created an [informational website](#) that includes resources for public employers to assist with the implementation of the law, provided below.

- [Guide for Public Employers How to Comply with Workplace Violence Regulations 12 NYCRR Part 800.6¹](#)
- [Sample Workplace Violence Prevention Policy Statement](#)
- [Sample Records Examination](#)
- [Sample Evaluation of the Physical Environment](#)
- [Sample List of Risks and Mitigation Efforts](#)
- [Sample Workplace Violence Prevention Training Outline](#)
- [Sample Workplace Violence Incident Report](#)
- [Public Employer Violence Prevention Regulations](#)

Sincerely,



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¹ Note that among other recommendations, this resource indicates that:

- Safety and health programs developed and implemented to meet other federal, state or local regulations, laws or ordinances are considered acceptable in meeting this requirement if those programs cover or are modified to cover the required topics.
- The regulations do not require the disclosure of information that is otherwise kept confidential for security reasons. The written program may need to explain how to deal with such confidential information.