



CAMPUS-SPECIFIC TRAINING SUPPLEMENT FOR WORKPLACE VIOLENCE PREVENTION

Please click on the following link: <http://www.citytech.cuny.edu/public-safety/> for information related to City Tech's workplace violence prevention training, including:

- Significant campus risk factors identified in the College's most recent workplace site evaluation.
- Actions taken by the College to address the identified risk factors.
- Specific campus resources and contacts for issues or complaints related to workplace violence.
- How to access our campus WVAT roster and CUNY Policy Statement.
- How to access our College's Workplace Violence Prevention Program.
- Where to direct any questions you may have regarding the information presented in the College's workplace violence prevention training.

As required by the Department of Labor's Public Employee Safety and Health Bureau (PESH), this training is mandatory for all employees.

Additional college-specific information is listed below.

**THE CITY UNIVERSITY OF NEW YORK
NEW YORK CITY COLLEGE OF TECHNOLOGY WORKPLACE VIOLENCE PREVENTION PROGRAM
CAMPUS-SPECIFIC INFORMATION**

HIGH RISK LOCATIONS/RISK FACTORS

This section has been completed by the College, based on the results of the most recent physical site evaluation. It lists the risk factors identified during the physical site evaluation and recommends appropriate measures to address these risks.

Description of Identified Risk Factors

New York City College of Technology invited representatives from each union to participate in a physical site evaluation of the campus on March 7 and 8, 2011. Factors that might place an employee at risk include but are not limited to:

- Offices that handle the exchange of money, including cash, checks, money orders and credit card receipts: Bursar; Controller's Office; Student Accounting Services.
- Offices that handle issues stressful to students, such as the Counseling Center, Registrar, Student Accounts, Academic Advising Offices, Office of Services for Students with Disabilities and Offices of the Deans.
- Offices that handle issues stressful to faculty and staff, such as the Office of Human Resources
- Work sites containing employees who work alone or in small groups: academic offices, faculty offices, entire campus for custodial staff, media technicians, IT support
- Work sites containing employees who work late at night or early in the morning or on weekends: Entire campus for custodial staff and Public Safety staff, Library faculty and staff, faculty

HIGH RISK LOCATIONS/RISK FACTORS

This section has been completed by the College, based on the results of the most recent physical site evaluation. It lists the risk factors identified during the physical site evaluation and recommends appropriate measures to address these risks.

<p>How the identified risk factors have been/are being addressed</p>	<p>In response, the College utilizes the following control measures to eliminate or reduce workplace violence hazards:</p> <ul style="list-style-type: none"> i. Engineering Controls. <ul style="list-style-type: none"> i. Bullet Proof Glass (Bursar), Safes (Bursar/Controller/Student Accounting Services). ii. Card Access, Turnstiles. iii. Video Cameras – Elevators, Elevator Lobbies, Outside Perimeter, Some Interior Stairwells (Library, Vertical Campus Locations). There are over 100 cameras in place at this time. ii. Administrative or Work Practice Controls. <ul style="list-style-type: none"> i. Sign-in/Sign-out procedure for off-hour access ii. At all entry points on campus a Public Safety officer is stationed on a Fixed Post, controlling entry onto campus. iii. Public Safety Officers patrol the campus 24 hours per day, 7 days per week. iii. Personal Protective Equipment (PPE). <ul style="list-style-type: none"> i. Walkie-Talkies (Public Safety/Buildings & Grounds). ii. Emergency Contact for Public Safety from any phone on campus. iii. Panic Buttons
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KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

<p>Campus Office of Public Safety <i>Incidents of workplace violence and behavior that you believe may lead to potential workplace violence must be reported promptly to a supervisor and/or the Office of Public Safety.</i></p>	<p>New York City College of Technology Department of Public Safety</p> <p>Director Lionel Presume 718-260-5552 Lieutenant Efren Maldonado 718-260-5563 Department of Public Safety 718-260-5550</p>
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KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

**Workplace Violence
Advisory Team (WVAT)**

*List of members with
contact information OR
location where this
information is posted
on campus or on the
College web site (i.e.,
URL).*

Workplace Violence Advisory Team – WVAT

Miguel Cairol (VP Administration & Finance) - 718.260.5600
mcairol@citytech.cuny.edu

Efren Maldonado (Lieutenant, Public Safety) - 718.260.5563
EFMaldonado@citytech.cuny.edu

Sandra Gordon (Executive Director, OFSR) - 718.260.5680
sgordon@citytech.cuny.edu

Debbie Waksbaum (Counselor, Counseling Center) -
718.260.5030 dwaksbaum@citytech.cuny.edu

Wayne Robinson (Executive Director for Business Management)-
718.473.8969
wrobinson@citytech.cuny.edu

Catherine McManus (Asst. Prof., Nursing) - 718.260.5665
cmcmanus@citytech.cuny.edu

Cynthia Bink (Director, Counseling) - 718.260.5030
cbink@citytech.cuny.edu

Evans Lespinasse (Asst. Prof., Rad Tech) - 718.260.5294
elespinasse@citytech.cuny.edu

Deborah Boyd (Academic Advisement) - 718.260.5656
dboyd@citytech.cuny.edu

KEY CONTACT INFORMATION AND SPECIFIC CAMPUS RESOURCES

<p>Instructions on accessing your College's Workplace Violence Prevention Program</p> <p><i>Including contact information OR location where this information is made available by the College.</i></p>	<p>Information is available at the following location</p> <p>Department of Public Safety Web site</p> <p>Department of Public Safety main office Namm 109</p> <p>Department of Human Resources Howard Building Room 1102</p> <p>Phone: 718.473.8701</p>
<p>Domestic Violence Prevention Resources</p> <p><i>Including contact information for your campus Domestic Violence Liaison(s). Concerns about domestic violence entering or affecting the workplace may be reported to your DV Liaison, a supervisor or to Public Safety.</i></p>	<p>Efren Maldonado Lieutenant/Public Safety 718.260.5563 EFMaldonado@citytech.cuny.edu</p> <p>Cynthia Bink Director, Counseling 718.260.5030 cbink@citytech.cuny.edu</p>

QUESTIONS?

If you have questions about the information provided in your campus workplace violence prevention training, please contact one of the following representatives at the College.

Name	Title/Department	Phone	Email	Hours of Availability
Efren Maldonado	Lieutenant /Department of Public Safety	718-260- 5550	EFMaldonado@citytech.cuny.edu	6:30a.m.— 2:30p.m. Monday- Friday