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APPENDIX 5: WORKPLACE VIOLENCE RISK ASSESSMENTS
Kingston, Leeds and Walton Armories
Conducted: June 10 and 11, 2020

1. Risk assessments were conducted in June 2020 for the armories located in the Kingston HUB: Kingston, Leeds and Walton.
2. The assessments and evaluations were completed in accordance with the Division of Military and Naval Affairs (DMNA) Workplace Violence Prevention Program and New York State Labor Law, Section 27-b, New York State Department of Labor Regulation 12 NYCCR Part 800.6.
3. Three areas were identified as potential risks:
 - a. Lack of Employee ID badges.
 - b. Lack of Visitor badges.
 - c. Lack of clear room identification.
4. The findings were presented to appropriate DMNA management and an action plan has been approved.
5. Proposed risk resolution:
 - a. *Employee ID badges:* the agency will implement a system to provide ID badges to state employees. Implementation is estimated to be completed by the end of the state fiscal year, March 31, 2021. The process involves procuring badges, taking pictures of each employee, and having the badges made at DMNA Headquarters. The badges will then be sent out to each location.
 - b. *Visitor badges:* While COVID-19 is still a high risk this is not a recommended option as minimizing contact and the spread of germs is priority. Currently all visitors are required to sign-in, be health screened and be escorted during their visit in the building. Visitors are not able to roam the facilities freely, so any risk is very minimal. Other options to further identify visitors while at facilities will continue to be reviewed and evaluated.
 - c. *Marking rooms/offices:* Management agreed this was an option that may help minimize risks. This will be a large undertaking to inventory every facility for current markings, identify a vendor or vendors to purchase the room identifiers and complete the process through the agency's purchasing process. This process will begin in the current state fiscal year but is estimated this will not be completed until the end of the state fiscal year, March 31, 2022. Where possible, temporary markings/labels will be utilized until more permanent identifiers can be obtained.