



New York State Unified Court System

Office of Court Administration

Hon. Joseph A. Zayas
Chief Administrative Judge

Hon. Norman St. George
First Deputy Chief Administrative Judge

Justin A. Barry, Esq.
Executive Director

MEMORANDUM

March 11, 2024

To: District Executives
NYC Chief Clerks
NYC County Clerks

From: Justin Barry *JB*

Subject: Workplace Safety Assessments/Workplace Violence

As you may recall, in 2016, we conducted Workplace Safety Assessments of all court facilities in accordance with the Court System's Work-Safe Program and as mandated by statute. Conducting these assessments is part of our on-going commitment to ensuring the safety and security of our judicial and non-judicial personnel as well as court users and to reduce the potential for safety risks and hazards.

The Work-Safe Office will oversee the local assessment process and coordinate with union representatives who will participate in the site visits. Please designate a contact from your administrative office to work with Captain Jessica Herrera who will be coordinating the assessments with the Deputy Chief Administrative Judge's Offices and the Department of Public Safety. Provide Captain Herrera with the name and contact information of your designee by email at jherrer1@nycourts.gov no later than Friday, May 31, 2024, so that we may begin scheduling the assessments.

The Assessment Tool and Action Plan are available at the following links:

[Workplace Safety Assessment Tool](#)

[Workplace Safety Assessment Action Plan](#)

If you have questions regarding the assessment process or selection of an appropriate local coordinator, please contact Major Frank Casiano at (212) 428-2773.

c: Hon. Joseph A. Zayas
Hon. Norman St. George
Deputy Chief Administrative Judges
Administrative Judges
Chiefs of Staff
OCA Directors
Chief Michael Magliano
Chief Howard Metzdorff
Major Frank Casiano
Captain Jessica Herrera

New York State
Unified Court System

Workplace
Safety
Assessment

WORKPLACE SAFETY ASSESSMENT

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NEW YORK STATE UNIFIED COURT SYSTEM
DIVISION OF HUMAN RESOURCES
WORK-SAFE OFFICE

WORKPLACE SAFETY ASSESSMENT FORM

COURTHOUSE/FACILITY INFORMATION		
Date of Assessment	Courthouse/Facility	County
Courthouse/Facility Address		
Building Occupancy (check all that apply) <input type="checkbox"/> Unified Court System (only) <input type="checkbox"/> Shared with Other Organizations <input type="checkbox"/> Single Story <input type="checkbox"/> Two Floors <input type="checkbox"/> Three Floor <input type="checkbox"/> Four or More Floors		Hours of Operation Days: Hours:
Total Number of Employees	Total Number of Uniformed Employees	
Names of Participants Present at Assessment		
Name	Title	Agency/Union
Completed by: (Name and Title)		
Signature:		
Date:		

WORKPLACE SAFETY TRAINING PROTOCOLS		
Training		
1. Are required Workplace Notices conspicuously posted?	NO	YES
2. Did employees receive mandatory training in the following: Workplace Violence Prevention Exposure Control Right-to-Know Emergency Response Protocol Fire Safety Procedures	NO NO NO NO NO	YES YES YES YES YES
3. Who maintains training records?		
	Workplace Violence Prevention	Exposure Control
	Right-to-Know	Emergency Response Protocol
	Fire Safety Procedures	
Name		
Title		
Phone Number		
Email		
4. Have employees been notified that they can file a report when there may be a workplace safety concern?	NO	YES
Emergency Response Protocol		
5. Protocols are in place for (check all that apply): Active Shooter Hazardous Substances (Biohazards/Chemicals) Building Evacuation / Shelter-in-Place Medical Emergencies Other, please specify:		
6. Is employee emergency contact information updated and maintained?	NO	YES
7. Are there procedures in place to account for employees in the event of an emergency?	NO	YES

ENVIRONMENTAL AND PHYSICAL HAZARDS		
Equipment Safety and Personal Protective Equipment (PPE)		
8. Are employees trained to work with assigned equipment (e.g., x-ray equipment, lab equipment, mail-room equipment)?	NO	YES
9. Is equipment routinely inspected and maintained to meet manufacturers' standards?	NO	YES
10. Are employees provided with proper personal protective equipment (PPE) (e.g., goggles, protective gloves, hearing protection)?	NO	YES
11. Are first aid kits available to employees?	NO	YES
Hazardous Materials: Biohazards, Chemical and Other Environmental Hazards		
12. Is there a protocol for reporting building safety concerns (e.g., building repair issues, tripping hazards, electrical hazards, lighting, flooding)?	NO	YES
13. Are there protocols related to accidental exposure to chemicals, environmental and/or biohazards?	NO	YES
14. Are employees informed of protocols related to accidental exposure to chemicals or other environmental and/or biohazards?	NO	YES
15. Are employees notified when building maintenance will be performed which may present an exposure to chemical or other environmental hazards?	NO	YES
BUILDING SAFETY		
FIRE SAFETY		
16. Does the courthouse/facility have a Fire Command Station?	NO	YES
17. Are there fire extinguishers available on each floor?	NO	YES
18. If required, is there an on-site fire safety director?	NO	YES
19. Are there trained fire wardens on each floor?	NO	YES
20. Are there notices on each floor identifying the fire warden?	NO	YES
21. Are there audible and visible fire alarms located on each floor?	NO	YES
22. Is the fire alarm safety system regularly tested and maintained?	NO	YES
23. Are fire exits and evacuation routes clearly marked?	NO	YES
24. If required, is there a public address system?	NO	YES
MECHANICAL AND STRUCTURAL SAFETY		
25. Is there a telephone or call box in the elevator to summon assistance?	NO	YES
26. Is the inspection schedule displayed in elevators or is there a posted notice indicating the exact location where it can be viewed?	NO	YES
27. Date of last elevator inspection:		
28. Are the following building systems routinely inspected and maintained?		
HVAC System	NO	YES
Boiler	NO	YES
Electrical System	NO	YES
Building Management System	NO	YES
Communications and Fiber Optics	NO	YES
29. Does the courthouse/facility have an emergency generator and/or Uninterrupted Power Supply (UPS) System?	NO	YES
30. Are the electrical, servers and computer closets adequately secured?	NO	YES

SECURITY: COURTHOUSE/FACILITY AND GROUNDS						
BUILDING SECURITY (INTERIOR)						
31. Are all courthouse/facility entrances and exits monitored by uniformed security personnel?		NO	YES			
32. Are magnetometers utilized at this facility?		NO	YES			
33. What areas of the courthouse/facility utilize security surveillance? (check all that apply) <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> Courtrooms Ground Floor/Lobby Area Offices/Chambers Hallways </td> <td style="vertical-align: top;"> Entrances and Exits Windows Basement Public Counters </td> </tr> </table>					Courtrooms Ground Floor/Lobby Area Offices/Chambers Hallways	Entrances and Exits Windows Basement Public Counters
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34. Are there physical barriers between employees and the public (public counter)?		NO	YES			
35. Are there silent duress alarms in the courtrooms?		NO	YES			
36. How often are courtroom security sweeps conducted?						
Firearms Storage: 37. Is there a designated location for the storage of firearms? 38. Are the firearms stored in a secure and restricted area?		Uniformed Personnel NO YES NO YES	Visitors NO YES NO YES			
39. Are there procedures to address mail tampering or suspicious packages?		NO	YES			
BUILDING AND GROUNDS SECURITY (EXTERIOR)						
40. Is the perimeter of the courthouse/facility defined by a fence, wall, bollards, planters or other barrier?		NO	YES			
41. What exterior areas of the courthouse/facility utilize security surveillance? (check all that apply) <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> Roof Garage/Parking Areas Loading Docks/Delivery Entrances Building Facade </td> </tr> </table>					Roof Garage/Parking Areas Loading Docks/Delivery Entrances Building Facade	
Roof Garage/Parking Areas Loading Docks/Delivery Entrances Building Facade						
42. How often are perimeter security sweeps conducted?						
43. Does the building have outside security lighting (e.g., parking, pathways, perimeter, entrances and exits)?		NO	YES			
44. Are exterior windows tempered or laminated?		NO	YES			
WORKPLACE SAFETY						
45. Are there any other concerns that should be addressed to promote a safer more secure workplace? Describe and Include with the Workplace Safety Assessment Action Plan.		NO	YES			



NEW YORK STATE UNIFIED COURT SYSTEM
DIVISION OF HUMAN RESOURCES
WORK-SAFE OFFICE

WORKPLACE SAFETY ASSESSMENT ACTION PLAN

INSTRUCTIONS: COMPLETE ONE FORM FOR EACH WORKPLACE SAFETY RISK IDENTIFIED BY THE WORKPLACE SAFETY ASSESSMENT. PROVIDE SUFFICIENT DETAIL.

WORK LOCATION AND IDENTIFIED RISK PRIORITY	
COURTHOUSE/FACILITY	ACTION PLAN COMPLETED BY: Print Name and Title SIGNATURE DATE
DATE OF ASSESSMENT	LOCATION/AREA OF CONCERN
IDENTIFIED RISK	
REQUIRED ACTION(S)	
WORK-SAFE OFFICE USE ONLY	
MITIGATION <input type="checkbox"/> Immediate <input type="checkbox"/> Long Term <input type="checkbox"/> Not Applicable (explain)	
DATE RESOLVED	
COMMENTS	