

For more information or guidance, please visit the Workers' Compensation page on the NYC Health + Hospitals Insider:



<https://ess.nychhc.org/workerscompensation.html>

Visit ESS/WC Page for injury forms and email directly to [LeavesWC@nychhc.org](mailto:LeavesWC@nychhc.org).

You can show that you care by encouraging your co-worker that has experienced Workplace Violence to:

- + Report the incident
- + Talk about the incident
- + Complete necessary forms
- + Seek additional resources to cope

You can also:

- + Provide non-judgmental listening
- + Keep in contact by phone or visiting



What Resources are available?

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

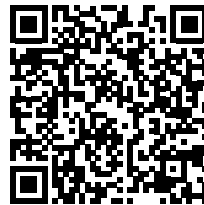
If you have witnessed or experienced workplace violence, please talk with an EAP consultant by phone or by email:

☎ 212-306-7660

✉ [eap@olr.nyc.gov](mailto:eap@olr.nyc.gov)

## HELPING HEALERS HEAL (H3)

Helping Healers Heal is a staff wellness program to support NYC Health + Hospitals' workforce. The program focuses on a proactive approach towards holistic well-being. Many staff encounter challenges and stressors, not only in healthcare, but from all facets of life. H3 aims to support both individuals and teams across all service lines, both clinical and non-clinical, in pursuit of addressing those challenges. The H3 program supports the emotional and psychological needs of our staff through a variety of services, lending assistance to acute reaction to unanticipated and adverse work-related events, reactions to stress, secondary, vicarious, complex, and collective traumatization, as well as compassion fatigue, and burnout.



[https://hhcinsider.nychhc.org/sites/helping\\_healers\\_heal/](https://hhcinsider.nychhc.org/sites/helping_healers_heal/)



**is not a part of the job.**

**Everyone has  
the right to a  
safe workplace.**

**NYC  
HEALTH +  
HOSPITALS**



## What is Workplace Violence?

Workplace Violence is 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:

- + An attempt or threat, whether verbal or physical, to inflict injury upon an employee;
- + Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- + Intentional/wrongful contact with a person without their consent that entails an injury;
- + 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.

## EXAMPLES:

- + Causing or attempting to cause bodily harm or death to another person: Patient becomes physically combative while receiving care; patient pushes employee while conducting rounds; while intervening between two patients employee is punched multiple times.



## What should I do if I experience workplace violence?

- + Immediately inform your supervisor or leadership on duty (i.e. ADN/ AOD)
- + File a Workplace Violence Incident report *Form 2829*. Reports may be filed in PeopleSoft, or by contacting your local Workplace Violence Prevention (WPVP) Coordinator, Hospital Police or Human Resources Director. Visit the Employee Resources Center's Safety and Wellness page to download forms or to find your local WPVP coordinator:



<https://ess.nychhc.org/safetyandwellness.html>

To complete and submit the Workplace Violence Incident Form 2829 in PeopleSoft directly:

1. Go to Employee Self Service (ESS)
2. Click the "Wellness & Safety" tile
3. Click "Add a New Value", then "Add"
4. Complete the Incident Reporting Form
5. Click Submit

Do not become complacent about workplace violence or assume it is just part of the job.

## How do I submit a Workers' Compensation report if I am injured?

- 1 | Seek medical treatment or first aid, if needed;
- 2 | Immediately, you must notify your supervisor of the incident verbally when it occurs: what, when, where, and how you were injured, include who witnessed this incident;
- 3 | Within 24 hours of incident, complete and return the Employee's Notice of Injury (WCD-23) and Election of Rate (DP 2002) form via email directly to [LeavesWC@nychhc.org](mailto:LeavesWC@nychhc.org);
- 4 | To receive treatment for a work related injury you must seek treatment from a NYS Workers Compensation Board Participating Physician;
- 5 | If a health care provider informs you that you cannot return to duty, inform your supervisor and request an extended leave via email to: [HRSSLeaveAdministration@nychhc.org](mailto:HRSSLeaveAdministration@nychhc.org) or with Peoplesoft Employee Self Service Absence Management module.
- 6 | You must inform HRSS Leaves Administration of your extended absence from work and also when you are ready to return to work from your extended absence.
- 7 | To receive treatment for a work related injury you must seek treatment from a NYS Workers Compensation Board Participating Physician.
- 8 | If you are a vendor, contractor or agency staff, please contact your agency's representative for steps to file a Workers' Compensation report.