



**NJ**

# Workplace Violence Prevention Laws & Regulations



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**ADMINISTRATIVE DIRECTIVE 04-04-05**

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### **Health and Safety**

With the Occupational Safety and Health Act of 1970, Congress created the Occupational Safety and Health Administration (OSHA) to assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and, assistance.

### **Recordkeeping**

Each State agency will be responsible for maintaining records on workplace violence. Injuries resulting from workplace violence shall be reported to the Department of the Treasury, Division of Risk Management and shall be recorded as required under the Public Employees Occupational Health and Safety (PEOSHA) procedures. All incident reports shall be maintained as confidential records, to the extent practicable and appropriate, and kept on file in accordance with State document retention schedules.

### **Training and Education**

Training and education will be provided to all employees to increase awareness about workplace violence. This will include information to help employees understand what workplace violence is, and how it can be prevented. Employees are also encouraged to take Active Shooter training annually and New Jersey State Workplace Violence: Recognize, Prevent, and Report training upon hire and biennial thereafter. Any other associated training on this topic is encouraged.