



NY Retail Worker Safety Act (A8947C) Compliance Checklist

Plan Components

The written plan must include and address:

- Outline a list of factors or situations in the workplace that might place retail employees at risk of workplace violence, including but not limited to:
 - Working late night or early morning hours
 - Exchanging money with the public
 - Working alone or in small numbers
 - Uncontrolled access to the workplace
- Outline methods that employers may use to prevent incidents of workplace violence, including but not limited to establishing and implementing reporting systems for incidents of workplace violence.
- Include information concerning the federal and state statutory provisions concerning violence against retail workers and remedies available to victims of violence in the workplace and a statement that there may be applicable local laws.
- Clearly state that retaliation against individuals who complain of workplace violence or the presence of factors or situations in the workplace that might place retail employees at risk of workplace violence, or who testify or assist in any proceeding under the law is unlawful.
- Retail workplace violence prevention policy shall be provided to all employees in writing upon hire and annually thereafter.

Reporting Components

Reporting components must include and address:

- Implementing reporting system for incidents of workplace violence.

Training Components

- The NY Labor Department will produce a basic training module meeting the requirements. Company-created training must include the following.
- Training program addresses conduct by supervisors and any additional responsibilities for such supervisors such as response to emergencies.
- Includes ways to address workplace specific emergency procedures, and training on areas of previous security problems.
- As part of this training, every employer shall communicate to each employee a site-specific list of emergency exits and meeting places in case of emergency.



- Such workplace violence prevention training shall be provided to all retail employees upon hire and on an annual basis thereafter.
- Examples of measures that employees can take to protect themselves when faced with workplace violence from customers or others:
 - Training programs must include de-escalation topics for a retail setting.
 - Active Shooter drills.
 - Emergency procedures and response.
 - Employers with 500+ employees nationwide must provide panic buttons throughout the retail environment and training on their use.

Definitions

Employer: Any person, entity, business, corporation, partnership, limited liability company, or an association employing at least ten retail employees. The term shall not include the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.

Retail Employee: An employee working at a retail store for an employer.

Workplace: Any location away from an employee's domicile, permanent or temporary, where an employee performs any work-related duty in the course of their employment by an employer.

Retail Store: A store that sells consumer commodities at retail and which is not primarily engaged in the sale of food for consumption on the premises.

Panic Button: A physical button that when pressed immediately contacts the local 9-1-1 public safety answering point ("PSAP"), provides that PSAP with employee location information, and dispatches local law enforcement to the workplace. A panic button may be a button that is installed in an easily accessible location in the workplace, or a wearable or mobile phone-based button.