



NEW YORK STATE
Unified Court System

OFFICE OF COURT ADMINISTRATION

LAWRENCE K. MARKS
CHIEF ADMINISTRATIVE JUDGE

RONALD P. YOUNKINS, ESQ.
EXECUTIVE DIRECTOR

May 5, 2016

To: District Executives
NYC Chief Clerks
NYC County Clerks

From: Ronald Younkings *RY*

Subject: Workplace Safety Assessments

As you may recall, in 2010, we conducted Workplace Safety Assessments of all court facilities in accordance with the Court System's Workplace Violence Prevention 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.

We have revised the Workplace Safety Assessment tool and created a new form, the Workplace Safety Assessment Action Plan, to document steps to be taken to resolve potential concerns identified in the assessment process. Copies of the Assessment tool and Action Plan are enclosed and will be available on the Work-Safe website.

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 Frank Casiano who will be coordinating the assessments with the Deputy Chief Administrative Judge's Offices and the Department of Public Safety. Provide Captain Casiano with the name and contact information of your designee by email at fcasiano@nycourts.gov no later than Friday, May 20, 2016 so that we may begin scheduling the assessments.

If you have questions regarding the assessment process or selection of an appropriate local coordinator, please contact Gregory Salerno at (212) 428-2562.

Enclosures

c: Hon. Lawrence K. Marks
Hon. Fern A. Fisher
Hon. Michael V. Coccoma
Administrative Judges
Barry Clarke, Esq.
John George, Esq.
Maria Logus, Esq.
Maria Barrington
OCA Directors
Chief Howard Metzdorff
Captain Frank Casiano
Gregory Salerno