

Section 8-1 - Workplace Violence Prevention Program

PURPOSE

The purpose of Workplace Violence Prevention Policy and Program is to ensure that senior management, Supervisors and employees, as well as contractors understand our policy and their roles and responsibilities as they relate to violence prevention in the workplace. In addition, to ensure that risks of violence to employees are identified and eliminated or minimized through the implementation of prevention programs and/or practices.

DEFINITIONS

Workplace Violence

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker;
- a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Domestic Violence

A situation where a person who has a personal relationship with a worker – such as a spouse or former spouse, current or former intimate partner or a family member may physically harm or attempt or threaten to physically harm that worker at work.

PROCEDURE

This policy provides the framework for the development of procedures and programs regarding the prevention of workplace violence. To this end, the following process will be conducted as part of our company workplace violence prevention program:

1) Risk Assessment

Senior Management will ensure a violence risk assessment is conducted (**Refer to Workplace Violence Assessment Form**). Any risks identified through this process will result in the development and implementation of a specific violence prevention plan to address this risk. A review of the risk assessment and violence prevention plan will be conducted by Senior Management or designate on an annual basis. These documents will also be reviewed and changes will be made, if the following situations take place:

- Change in nature of the workplace, type of work or work conditions*
- Workers or Health and Safety Representative/JHSC indicate that procedures or programs in place to address workplace violence are inadequate
- Violent incident has occurred

Note: *Nature of the workplace refers to the physical aspects of the workplace, including exits, entrances, lighting and objects that can be used as weapons. Type of work refers to the tasks workers perform and the workplace parties they interact with (e.g. clients, members of the public, etc.). Work conditions refer to work hours, working alone, the surrounding neighbourhood, etc.

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As part of the violence risk assessment process, the following issues will be considered:

- Past occurrences of violence at that workplace
- Violence incidents that have occurred in similar workplaces
- Potential circumstances and interactions that occur in the course of performing work
- Geographic location and layout of the workplace
- Domestic Violence

A violence prevention plan will be developed that will include the following elements:

- A written Workplace Violence Prevention Policy Statement
- Strategies to minimize and, to the extent possible, eliminate the risk of violence in the workplace
- Training requirements regarding workplace violence for employees, supervisors and contractors
- Procedures for reporting, documenting and investigating incidents of violence

Note: If domestic violence is deemed to be a potential threat to a specific worker, senior management will undertake the appropriate measures to ensure the dissemination of relevant information to select/affected personnel. Company protocol regarding confidentiality of information will be followed.

2) Incident Reporting, Investigation and Follow-up

All workers are required to report any act or threatening statement of violence arising out of their employment, to their respective supervisor.

Senior Management will ensure that all violence incidents are investigated by the appropriate competent designated personnel. Any actions or incidents deemed to be of risk to worker health or well being will be dealt with following progressive disciplinary measures. In addition, local authorities will be summoned where required. This process will be documented and kept on file, and will be used in future risk assessments.

3) Training

General

All employee orientations and if necessary, during safety talks the following items will be reviewed:

- Company Workplace Violence Prevention Policy
- Our expectations of conduct while engaging in work activities
- Violence prevention procedures, correct response procedures
- Workplace emergency procedures and incident reporting procedures

All contractors will be advised of our company policies regarding workplace violence prevention during site orientations and/or safety meetings.

Specific

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Specific training regarding potential workplace violence will be provided to those employees or contractors who are required to work in “high risk” locations as identified through the violence risk assessment process.

4) Roles and Responsibilities

Senior Management

- Ensure that workplace violence prevention policy statement is prepared, and reviewed on an annual basis with all staff
- Ensure that a site specific violence risk assessment is conducted and if necessary, a violence prevention plan is developed and implemented
- Ensure that the workplace violence prevention policy is communicated to all contractors at the workplace
- Report incident to police, Ministry of Labour, JHSC and if applicable, consultant

Health and Safety Coordinator

- Ensure the reporting, investigating and documenting of incidents of violence are established and are in place
- Conduct a site specific workplace violence assessment and if necessary, prepare a violence prevention plan
- Inform staff and supervisor of the nature and extent of the risk of violence
- Take corrective actions and monitor their effectiveness
- Ensure regular evaluation of the workplace violence prevention program (annually, after an incident or if circumstances change)
- Ensure that the Health and Safety Representative/Joint Health and Safety Committee(JHSC) is consulted as part of the violence risk assessment process and during the development of the Violence Prevention Plan
- Report incident to police, Ministry of Labour, Health and Safety Representative/JHSC and if applicable, consultant

Supervisor Responsibility

- Comply with reporting, investigation and documenting procedures
- Facilitate ongoing discussion on workplace violence issues with workers and contractors, as required
- Ensure that appropriate training and education in violence prevention procedures and response procedures is provided to workers and/or contractors
- Provide input into violence risk assessment
- Assist in development and updating of the violence prevention plan
- Review procedures for prevention of workplace violence
- Promote and encourage reporting of violent incidents.

Employee/Worker Responsibility

- Provide input into violence risk assessment
- Attend education and training sessions regarding violence
- Provide input into development of the violence prevention plan
- Follow established procedures for the prevention and reporting of incidents of violence
- Report incidents of violence to your immediate supervisor, JHSC and/or senior management

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- Provide input into incident investigations

5) Program Review

The violence program will be monitored and information from investigations, feedback from workers, supervisors and Senior Management will be used to evaluate its effectiveness. Any weaknesses or opportunities for improvement that are identified through this process will be addressed. Evaluating the program on a regular basis is part of our company's commitment to ensuring a safety and healthy workplace.