



## WORKPLACE ANTI-VIOLENCE

[Organization Name] is committed to ensuring the safety and security of all employees and visitors to the workplace. At [Organization Name], there is zero-tolerance for any workplace violence.

This policy outlines the procedures for filing complaints and conducting investigations in accordance with the *Occupational Health and Safety Regulations, 2020* and the *Saskatchewan Employment Act*. If there is a report of workplace harassment or violence, an investigation will be started.

Canada's Criminal Code specifically lays out matters such as violent acts, sexual assault, threats, and behaviours such as stalking. In the event of any of the above, [Organization Name] will immediately contact the police.

### DEFINITION

There is more to workplace violence than physical assault. Workplace violence is defined in Section 3-26 of the *Occupational Health and Safety Regulations* as:

*"the attempted, threatened or actual conduct of a person that causes or is likely to cause injury, and includes any threatening statement or behavior that gives a worker reasonable cause to believe the worker is at risk of injury."*

Violence includes the following:

- Everyone's behavior at work, including the public, customers, employers, supervisors, managers, and coworkers; and
- Incidents, as defined above, that occur at work, on a worksite, or in other work-related areas.

### POLICY

[Organization Name] is committed to providing a healthy, safe and supportive work environment for all employees that is free from workplace violence, and will not tolerate any such incidents that are perpetuated by or against an employee, client, volunteer, vendor or visitor.

In pursuit of this commitment, [Organization Name] will take all reasonable steps to prevent workplace violence and will deal with incidents and complaints made in good faith, in a fair, consistent and timely manner.

### Roles And Responsibilities

#### *Employer*

- Assures that the violence prevention program's procedures are followed. Management is in charge of handling violence complaints.



- Verifies that all contractors, volunteers, and others who interact with the organization follow the policies and procedures.
- Conducts risk assessments on a regular basis in consultation with the Occupational Health and Safety Committee (OHC), or the workers if no committee is present
- In consultation with the OHC, establishes control measures and develops and delivers training and education to all employees.
- Integrates safety practices into daily operations.
- Establishes a reporting procedure for instances of workplace violence.
- Investigates all reports or threats of violence/harassment promptly, objectively, and sensitively.
- Informs the OHC within four days of a workplace violence incident if an employee is unable to work or requires medical attention.
- Makes necessary adjustments
- Provides information about the response metrics.
- Facilitates medical care and support for those who are involved directly or indirectly.
- Reports any serious injuries, fatalities, or dangerous occurrences to the OHS Division (Occupational Health and Safety at 1-800-567-7233), the police (as appropriate), and the OHC.
- Sends a written report to all parties involved within 48 hours of the incident. Includes all details and information required by the Saskatchewan Employment Act and its regulations.
- Reports any accidents that result in a worker missing work, needing medical attention, or performing modified work at a reduced rate or for more than seven days to the Workers' Compensation Board (WCB).

#### *Managers/supervisors*

- Maintains compliance with policies and procedures by enforcing them.
- Recognizes and warns staff of potentially dangerous individuals and situations.
- Investigates workplace violence using the organization's accident investigation procedure and form, with assistance from the police as needed.
- As needed, arranges for employee's medical care(s).
- Briefs of individuals who were directly or indirectly involved in the incident.
- Arranges employee's additional legal counseling with human resource.
- Keeps an eye out for and analyzes incidents to spot trends and develop prevention strategies.
- In the event of a death or critical injury, immediately notify the OHS Division, the police, and the OHC. Within 48 hours, notify all parties in writing. Include all pertinent details.
- Notifies the employer and Workers' Compensation Board (WCB) of workers who require healthcare, earn less than standard pay for standard work, or perform modified work at standard pay for more than seven days.
- Maintains a yearly review of the workplace violence prevention program.

#### *Employees*

- Participate in education and training programs to prepare for workplace violence.
- Recognize and follow violence prevention policies and procedures.
- Report any incidents or injuries caused by violence/harassment, or threats of violence/harassment, to your supervisor or higher authority.
- Notify the OHC/Representative of concerns about workplace violence/harassment.
- Contribute to risk assessments.
- Seek assistance if confronted with violence/harassment or threats of violence.



- Seek medical attention, if needed.
- At least once a year, participate in a review of the workplace violence prevention program.
- Consult the OHC/Representative on developing, establishing, and implementing violence prevention measures and procedures (the violence prevention program).
- Make recommendations to the employer regarding the creation, implementation, and training of policies and procedures relating to violence prevention.
- At least once a year, participate in a review of the workplace violence prevention program.
- The worker-designate should investigate all critical violence-related injuries.
- Review all reports of critical injury or death. Write down the circumstances and details within 48 hours. Review written notices of minor injuries within four days of receipt.

## WORKPLACE ANTI-VIOLENCE PROGRAM

### Emergency Procedures

- If you require immediate assistance following an act of violence, are being threatened, or consider yourself to be in imminent danger, contact the police/emergency services immediately by dialing “911” and follow department/facility emergency response procedures (where relevant).
- If you are unable to phone 911 right away, you should:
  - Yell for help.
  - If in a vehicle, honk the horn repeatedly, turn on hazard lights and lock all vehicle doors.
  - If possible, use the vehicle’s emergency alarm.
  - Immediately move to a safe location.
  - Contact a manager/supervisor.

### Conducting a Risk Assessment

[Organization Name] will evaluate workplace violence risks in all jobs and throughout the workplace (with worker participation). It conducts risk assessments annually, as well as when new jobs are created or job descriptions are materially altered.

[Organization Name] will take into consideration specific factors that may contribute to the risk of violence including:

- Working in a community-based setting
- Interaction with the public and/or working with unstable or possibly volatile clients.
- The exchange of money
- Working alone or in small numbers
- Working at night
- Working in a high crime area

Based on the hazard assessment, [Organization Name] will put prevention measures in place to mitigate the hazards.

### Making a Complaint / Complaint Investigation Process

Employees must:



- Immediately report any incident of harassment or violence one is subject to or witnesses to management
- Participate as required in internal and external investigations concerning incidents of workplace harassment or violence.

At [Organization Name], complaints regarding harassment or violence may be brought forward to:

- (Insert Title) or (Insert Title) if one of them is not available.
- An alternate report may be made to (Insert Title) if either of the above are the alleged harasser(s).
- Immediately upon receipt of a complaint, an investigation will begin, and additional information and context will be sought. The investigation may include:
  - A review of the details of the incident;
  - Separate interview(s) with the parties involved and any witnesses;
  - Examination of any relevant documents, emails, notes, photographs, or video;
  - A decision about whether the complaint constitutes workplace violence; and
  - The preparation of a report which summarizes the incident, the steps of the investigation, the evidence collected, and any findings

The employee who disclosed the complaint, as well as the alleged harasser (provided they are both employees of [Organization Name]), will be kept up to date on the investigation and will be notified of the results of the investigation and any subsequent actions to be taken.

Supervisors/Managers must:

- Take appropriate action(s) upon receipt of a complaint of workplace violence or when aware that workplace harassment or violence is occurring such as investigate incidents
- Prevent it from happening again
  - Workers in affected workplaces will be informed of the investigation's findings and any resulting changes to the policy and prevention plan.
  - If changes necessitate retraining of employees, the employer will provide the training.
- Preparing investigation reports and retain them for at least 2 years
- Impose appropriate disciplinary measures in response to substantiated claims of workplace harassment or violence.

All members of management who are aware, or who ought reasonably to be aware that incidents of workplace violence are occurring or are thought to be occurring are obligated to take appropriate action to stop the offending behaviours and actions, even in the absence of a formal complaint.

#### *Medical Aid*

- [Organization Name] will provide medical assistance and counseling to any employee who becomes a victim of violence.
- [Organization Name] will make a written offer of medical assistance and counseling. Every effort will be made to ensure that the employee comprehends this offer at the time it is made.
- At any time, employees have the right to refuse medical assistance and/or counseling.



- If a worker seeks medical attention or counseling, the Saskatchewan Workers' Compensation Board must be notified (WCB). The employee must complete a W1 form, while [Organization Name] will complete an E1 form.

[Organization Name] will ensure that victims of violent incidents do not lose pay or other benefits as a result of seeking treatment or counseling from a physician or other health care specialist during work hours.

### Training

[Organization Name] will provide training to all employees on the following:

- Preventing and mitigating the risk of violence.
- Recognizing situations that may escalate into violence.
- Responding to violent incidents and enlisting the assistance of emergency personnel.
- Observing, reporting, and investigating violent incidents.
- Where permitted by law, [Organization Name] will disclose information about individuals known to have a history of violence to [Organization Name] employees.

### Breaches of Policy

Any employee who is found to have breached this policy by engaging in violence or a form of reprisal; who breaches confidentiality expectations; fails to cooperate with an investigation; makes a complaint in bad faith or supplies falsified information will be subject to appropriate disciplinary action.

Disciplinary action may range from training, counselling, written warning, suspension, work transfer and termination of employment, depending on individual circumstances. Additionally, the organization may pursue criminal charges where warranted.

### Access to the Policy

- [Organization Name] will ensure that this policy statement and prevention plan are distributed to employees during orientation and training.
- [Organization Name] will ensure that copies of this policy are available to employees and that all employees are aware of the locations of copies of the policies throughout the workplace.

### Policy Review

- [Organization Name] will ensure that the policy is reviewed every three years and as necessary in response to workplace events.
- [Organization Name] will ensure that workers are consulted during the review of this policy.
- [Organization Name] will ensure that employees are informed of policy revisions and retrained on the policy's revised elements.