

<i>The Town of Fort Frances</i>	SECTION HEALTH AND SAFETY
<u>WORKPLACE VIOLENCE</u> PROCEDURE	NEW: September 1993 REVISED: September 2003, August 2010, June 2011
Resolution No. 225 (consent) 06/11	Supercedes Resolution No. 406 (consent) 11/07
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1. WORKPLACE VIOLENCE

Workplace violence is defined in the *Occupational Health and Safety Act* as the exercise, or the attempt to exercise, physical force by a person against a worker, in a workplace, that causes or could cause physical injury. It also includes a statement or behaviour that may reasonably be interpreted as a threat to exercise physical force that could cause injury. At the Town of Fort Frances, no forms of violence will be tolerated in the workplace. Efforts will be made to identify possible sources of violence and to implement procedures which eliminate or minimize the risks created by such situations.

The Town is committed to the prevention of workplace violence and to responding appropriately if workplace violence does occur. All managers and employees are responsible for creating and maintaining a safe work environment, free from violence, threats and intimidation.

Workplace violence includes, but is not limited to, the following types of conduct:

- Threats of physical violence or intimidation;
- Attempted or actual acts of physical violence, including actions such as hitting, punching, slapping or kicking;
- Sexual assault; and,
- Acts of physical aggression, such as the deliberate destruction of or damage to property, especially where such actions are meant to intimidate one or more individuals.

Employees who are victims of violent incidents in the workplace are advised to consult a physician for treatment and / or referral for counseling. Victims of workplace violence and witnesses are also encouraged to make use of our Employee Assistance Program (EAP).

2. PREVENTION PROGRAM

At the Town of Fort Frances, we have taken specific measures to implement this Workplace Violence Policy. These measures are referred to as our Workplace Violence Prevention Program. The Program includes specific measures and procedures to control risk of workplace violence, as identified in the section on the Workplace Violence Risk Assessment below.

The Workplace Violence Prevention Program includes measures such as:

- Implementing procedures for How to Complain about Workplace Violence and Harassment (**APPENDIX B**);
- Implementing procedures for how to Deal With a Potentially Violent Person or Situation (**APPENDIX C**),
- Implementing procedures for investigating and dealing with alleged incidents of workplace violence (**APPENDIX B**).

A. Workplace Violence Risk Assessment

We have conducted a workplace violence risk assessment (**APPENDIX A**) and will reassess the risks of workplace violence as required. The results of these assessments are communicated to affected employees and to the Joint Health and Safety Committee, as required. The risks of violence assessed include acts carried out by employees as well as guests, visitors and members of the public.

When conducting the assessment, the following factors are taken into consideration:

- Circumstances specific to our workplace(s) and / or specific roles within the organization; and,
- Circumstances that would be common to similar workplaces.

We will notify you of risks of violence that are specific to the work location, job or shift through training programs and direct contact with your supervisor.

3. INDIVIDUALS WITH A HISTORY OF VIOLENCE

Under the *Occupational Health and Safety Act*, employers have an obligation to warn employees of the identity and personal details of an individual with a history of violent behaviour where there is a risk of workplace violence being perpetrated by that person. Such information will only be provided where the employees concerned could reasonably be expected to encounter that person at work, and where the risk of workplace violence is likely to expose those employees to injury.

Confidentiality will be maintained wherever possible. Information which relates to potentially violent individuals will be shared with employees on a need to know basis. Employees are expected to maintain confidentiality where they are in receipt of this type of sensitive personal information.

4. WORKPLACE VIOLENCE AWARENESS TRAINING

The Town requires all new hires, as part of their orientation program, to undergo workplace violence awareness training. In addition, where we identify specific risks pertaining to your position, work location or shift, you will be provided with additional guidance and instruction. ie) Contents of an Emergency Plan (**Appendix F**), Workplace Violence Quick Reference Sheet (**Appendix G**).

5. DOMESTIC VIOLENCE

No employee should ever be required to put up with violent, intimidating or abusive conduct in the workplace – including violence at the hands of one's current or former spouse or partner. The Town aims to maintain a workplace which is free from the dangers of domestic violence and abuse.

Domestic violence is a crime. It includes, but is not limited to, the following types of behaviour:

- Actual or threatened physical violence or harm;
- Incidents of serious assault and even homicide;
- Sexual assault;
- Stalking or other forms of harassment and intimidation;
- Threats of harm or actual harm carried out against others like the victim's children, friends, family, co-workers, etc.;
- Damaging, destroying or threatening to destroy property belonging to the victim or individuals who are closely associated with the victim.

At the Town, we try to respect employee privacy. We do not wish to intrude into people's personal lives. However, where we are aware of the existence of domestic violence, or where such violence is suspected, and the consequences of domestic violence are likely to spill over into the workplace, we have a legal obligation to intervene in the interests of the individuals concerned and other employees.

Our obligations in this area are as follows:

- To take measures to protect the employee who is a victim of domestic violence from his or her current or former partner while at work;
- To protect other employees from acts of domestic violence occurring in the workplace; and,
- To warn other employees of the identity and personal details of an individual with a history of violent behaviour where there is a risk of workplace violence by that person

Information on potentially violent individuals may include the identities, personal histories and descriptions of current or former partners of Town employees. Confidentiality will be maintained where possible. Information that relates to actual or suspected domestic violence, or violent individuals, will be shared with others only on a need to know basis.

We are also prepared to assist individual employees, either at the request of that individual, or where it becomes clear that there is a likelihood of that person becoming a victim of domestic violence in the workplace.

6. SIGNS AND NOTICES

1. Each Department / Division will ensure that the Violence in the Workplace and Harassment Policy Statement is posted on all safety bulletin boards
2. Each Department / Division will ensure that the 'Zero Tolerance for Violence' sign (**APPENDIX D**) is posted in conspicuous public areas.
3. Each Department / Division will ensure that an emergency contact telephone list is properly completed and posted on the Safety Bulletin Board, at reception areas and in other areas as deemed necessary. (**APPENDIX E**)