VIOLENCE IN THE WORKPLACE

[Organization Name] is dedicated to the safety and security of all individuals. Workplace violence is never permitted at [Organization Name].

This policy aims to protect the health and safety of all employees doing assigned tasks regardless of location and is created in compliance with Prince Edward Island’s *Occupational Health And Safety Act General Regulations*.

DEFINITION

Part 52 of [Prince Edward Island’s *Occupational Health And Safety Act General Regulations*](https://www.princeedwardisland.ca/sites/default/files/legislation/O%261-01G-Occupational%20Health%20and%20Safety%20Act%20General%20Regulations.pdf) (the Act) defines violence as “the threatened, attempted or actual exercise of any physical force by a person other than a worker that can cause, or that causes, injury to a worker, and includes any threatening statement or behaviour that gives a worker reasonable cause to believe that he or she is at risk of injury.”

POLICY

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## **Violence Risk Assessment**

In compliance with the Act, [Organization Name] will conduct a risk assessment of the workplace every X years to determine whether or not there is a risk of worker injury from violence arising from their employment and prepare a Risk Assessment Report accordingly. This assessment is conducted in consultation with the Joint Occupational Health and Safety (JOHS) Committee /Occupational Health and Safety Representative.

The risk assessment shall take into account the following:

* prior experience with violence in that workplace;
* occupational experience with violence in comparable workplaces; and
* the location and circumstances of the employment.

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### Risk Identified

If a risk of injury to a worker from violence in a workplace is identified, [Organization Name] shall implement procedures, policies, and work environment arrangements to either remove the danger of violence against workers in that workplace or minimize the risk of violence against workers in that workplace.

[Organization Name] shall also establish procedures for reporting, investigating, and documenting cases of workplace violence. [Organization Name] shall make this report available to employees. Employees who may be exposed to the risk of violence in the workplace of the nature and extent of the risk will be informed accordingly.

Duty to Inform

Per the Act, unless otherwise prohibited by law, the duty to inform workers includes a duty to provide information related to the risk of violence from persons who have a history of violent behaviour and who may be encountered by a worker in the course of his or her work.

[Organization Name] shall instruct employees who may be exposed to the risk of violence in

* the means of recognition of the potential for violence;
* the procedures, policies and work environment arrangements developed; and
* the appropriate response to incidents of violence in the workplace, including how to obtain assistance.

### Personal Privacy

If the risk is particular to an individual, the *Freedom of Information and Protection of Privacy Act* must be considered, and the subject must remain anonymous.

For each employee who poses a threat, a "Workplace Violence Prevention Plan" shall be prepared. Alternatively, a management-developed form might be used to track a risk-reduction approach. The [Indicate Person] selects which employees must be made aware of the hazard and educates them on the violence prevention plan.

ROLES AND RESPONSIBILITIES

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### Management

* assures that the procedures for the violence prevention program are followed.
* resolves complaints of violence;
* ascertains that all contractors, volunteers, and others with whom the organization deals adhere to the organization's policies and procedures;
* regularly conducts risk assessments in cooperation with the JOHS Committee/Representative;
* establishes control measures in cooperation with the JOHS Committee/Representative;
* creates and conducts training and instruction to all personnel;
* integrates safety practices into regular operations;
* establishes a mechanism for reporting incidents of workplace violence.
* conducts fast, objective, and sensitive investigations into all reports or threats of violence/harassment;
* within x days of a workplace violence event, notifies the JOHS Committee/Representative if an employee is unable to work or requires medical attention;
* makes adjustments as necessary;
* provides information about the response metrics;
* facilitates medical treatment and support for people directly or indirectly affected;
* notifies an Employment Standards Board (ESB) inspector, the police (as appropriate), and the JOHS Committee/Representative of any fatalities or critical injuries;
* within x hours following the incident, sends a written report to all persons involved;
* Notifies the Worker’s Compensation Board (WCB) of PEI of any accidents that result in a worker missing work, requiring medical attention, or performing modified labour at a lower rate or for more than seven days as soon as possible. Serious injuries are to be reported within 24 hours.

Per the act, [Organization Name] employees who report an injury or adverse symptom resulting from workplace violence may consult a physician of the worker’s choice for treatment or a referral.

### Supervisors/Managers

* ensures compliance by enforcing policies and processes;
* recognizes and alerts workers of individuals and situations that may be dangerous;
* conducts workplace violence investigations in accordance with the organization's accident investigation method and form, with the help of the police if necessary;
* whenever necessary, arranges employee's medical treatment(s);
* provides background information on those who were directly or indirectly involved in the incident;
* arranges for additional legal consultation for employees through human resources;
* monitors and analyzes incidents in order to identify trends and establish prevention tactics;
* notifies an ESB inspector, the police, and the JOHS Committee/Representative promptly in the event of a death or catastrophic injury. Notifies all parties in writing as soon as possible and includes all relevant information;
* Notifies the employer and WCB of employees who require healthcare
* All serious injuries are reported to WCB within 24 hours by submitting Form 7
* Filing a report within 3 days of being notified of a work-related illness or injury with WCB
* Conducts an evaluation of the workplace violence prevention program on a yearly basis.

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### Employees

* participate in workplace violence education and training programs;
* recognize and adhere to policies and procedures aimed at preventing violence;
* notify supervisor or higher authority of any occurrences or injuries caused by violence, or threats of violence;
* notify the JOHS Committee/Representative of workplace violence issues;
* contribute to risk assessments;
* if confronted with aggression or threats of violence, seek assistance.
* seek medical assistance immediately;
* participate in an assessment of the workplace violence prevention program;
* consult the JOHS Committee/Representative regarding the development, establishment, and implementation of measures and procedures for preventing violence (the violence prevention program);
* make recommendations to [Organization Name] regarding the development, implementation, and training of violence prevention policies and procedures;

PROCEDURE

## **Workplace Violence Prevention Plan**

By [Indicate Date], each [Organization Name] workplace must have a developed violence prevention strategy that is secure yet accessible to all employees, the JOHS Committee /Representative, and other workplace parties.

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### Review/Revision of Violence Prevention Plan

* If [Organization Name] desires to amend or supplement a "generic" plan, the copies available to employees must also be amended.
* If the change is to a workplace-specific plan, the [Indicate Person] shall collaborate with the JOHS committee or representative to amend the plan.
* Both generic and workplace-specific strategies shall be examined and changed as needed, but no less frequently than every x years.
* Individualised programs for preventing violence should be reviewed on an x-year/s basis.

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### Emergency Response Plan

This document provides an incident response plan developed by [Organization Name] and authorized by the Regional Occupational Health and Safety Committee. Its purpose is to build a strategy for dealing with workplace emergencies during the first thirty minutes. It is included in the Violence Prevention Plan because it discusses how to respond to a violent situation, communicate with others, and document facts.

### Providing Information to Employees

The [Indicate Person] shall ensure that all employees are aware of the existence of the Risk Assessment and Workplace Violence Prevention Plan and shall make these papers available for every employee.

It is vital for the [Indicate Person] to educate new employees about both generic and site-specific violence prevention plans that address possible hazards linked with their job at [Organization Name] locations.

### Training

[Organization Name] shall provide a trainer to teach current, new, and inexperienced employees about the following subjects:

* combating and mitigating the threat of violence;
* recognizing situations that may escalate into violence;
* responding to violent incidents and soliciting the assistance of emergency personnel;
* observing, reporting, and investigating incidents of violence.

### Documentation and Investigation

If an incident of workplace violence occurs, the [Indicate Person] or their designee is responsible for conducting an inquiry and documenting the incident through the completion of an incident report.

The supervisor should be notified if an employee threatens or commits a violent act. Following that, the supervisor is responsible for notifying the Human Resources Department.

The [Indicate Person] is accountable for establishing the cause and implementing preventative actions to avoid a recurrence. Workplace violence must be addressed quickly.

The [Indicate Person] will maintain a file detailing the investigation's findings and corrective/preventive steps taken. The JOHS Committee will conduct an examination and evaluation of the occurrence, its documentation, investigation, and response. This review will be included in the JOHS Committee's minutes. If the incident review identifies the need for an update or a new plan for reducing violence, it will be implemented.

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### Debriefing and treatment

Employees and students exposed to violence will receive appropriate debriefing and are encouraged to seek treatment/counselling from a health professional. [Organization Name] may offer internal resources and/or assistance to employees.