## 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 violence, an investigation will be started immediately.

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.

This policy was implemented (Insert Month and Year). This date will be updated whenever this policy is updated.

DEFINITION

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 behaviour that gives a worker reasonable cause to believe the worker is at risk of injury.”*

Violence includes the following:

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

The Workers’ Compensation Act, 2013 recognizes all forms of psychological injury incurred by a worker, including but not limited to post-traumatic stress disorder (PTSD), arising from their work unless there is evidence to the contrary.

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. [Organization Name] has identified the risks of violence in the workplace and developed procedures to eliminate and minimize the risks to workers.

Management will ensure all workers are aware of violence hazards and are properly trained

to protect themselves.

**Roles And Responsibilities**

*[Organization Name], as the Employer, Must:*

* Inform employees about the nature and risk of violence at their place of employment, and any additional information the employer may have about persons who have a history of violent behaviour who could become a risk to the workers.
* Ensure that the violence prevention program's procedures are followed.
  + Management is responsible for handling violence complaints and initiating the investigation.
* Ensure that all contractors, volunteers, and others who interact with the organization follow the policies and procedures.
* Conduct risk assessments on a regular basis in consultation with the Occupational Health and Safety Representative or Committee.
* In consultation with the OHS Representative or Committee, establish control measures, develop and deliver training and education to all employees.
* Integrate safety practices into daily operations.
* Establish a reporting procedure for instances of workplace violence.
* Investigate all reports or threats of violence promptly, objectively, and sensitively.
* Inform the OHC within four days of a workplace violence incident if an employee is unable to work or requires medical attention.
* Make necessary adjustments to this policy.
* Provide information about the response metrics.
* Facilitate medical care and support for those who are involved directly or indirectly.
* Report 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.
  + Send a written report to all parties involved within 48 hours of the incident.
    - Include all details and information required by the Saskatchewan Employment Act and its regulations.
* Report 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 Are Required to:*

* Maintain compliance with policies and procedures by enforcing them.
* Recognize and warn staff of potentially dangerous individuals and situations.
* Investigate workplace violence using the organization's accident investigation procedure and form, with assistance from the police as needed.
* As needed, arrange for employee medical care.
* Brief individuals who were directly or indirectly involved in the incident.
* Arrange employee additional legal counselling with human resources.
* Keep an eye out for and analyze 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.
* Notify 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.
* Ensure that a review of this workplace violence prevention policy and program is completed at least every three years.

*Employees Must:*

* 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 or threats of violence to their supervisor or another member of management (see Complaint Reporting Section below).
* Notify the OHC of concerns about workplace violence.
* Contribute to risk assessments.
* Seek assistance if confronted with violence 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 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 dialling “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 will conduct 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.

Risk of Violence

[Insert the worksites where violent incidents have occurred previously or have the potential to occur following the completion of the risk assessment. For example: Employees working at [Insert location] between the hours of [Insert Time] to [Insert Time] may be at risk of workplace violence.   
  
[Insert the jobs/roles/titles of employees in the workplace who are at risk of experiencing workplace violence. For example: Employees working alone during the hours of [Insert Time] to [Insert Time] or employees working as [Insert Title/Job] may be exposed to workplace violence].  
  
All employees will be informed about the nature and risk of violence at the workplace and will be provided with any information the employer has about persons who have a history of violent behaviour who could become a risk to the workers.

Making a Complaint / Complaint Investigation Process

Employees must:

* Immediately report any incident of violence one is subject to or witnesses to their immediate supervisor or another member of management.
* Participate as required in internal and external investigations concerning incidents of workplace violence.

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

* [Insert Title] [Insert Contact Information e.g., Phone/Email] or (Insert Title), [Insert Contact Information e.g., Phone/Email].
* An alternate report may be made to [Insert Title], [Insert Contact Information e.g., Phone/Email] if either of the above are the alleged perpetrator.
* Immediately upon receipt of a complaint, an investigation will begin, and additional information and context will be sought.

The investigation will include:

* A review of the details of the incident;
* Separate interview(s) with all 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 perpetrator (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 corrective actions to be taken.

Following a Complaint, Supervisors/Managers Must:

* Take appropriate action(s) upon receipt of a complaint of workplace violence or when aware that workplace or violence is occurring such as investigating 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.
* Prepare investigation reports and retain them for at least 2 years
* Impose appropriate disciplinary measures in response to substantiated claims of workplace 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] recommends that any worker exposed to a violent incident consult their physician for treatment or referral for post-incident counselling.
* [Organization Name] will provide medical assistance and counselling to any employee who becomes a victim of violence.
* [Organization Name] will make a written offer of medical assistance and counselling. 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 counselling.
* If a worker sustains an injury, consults a physician or attends counselling after a violent incident, the Saskatchewan Workers' Compensation Board must be notified (WCB). The employee must complete a W1 form, while [Organization Name] will complete an E1 form. The WCB will open a file, collect reports and make claim benefit decisions.

[Organization Name] will ensure that victims of violent incidents do not lose pay or other benefits as a result of seeking treatment or counselling 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 this policy, program, and all procedures outlined within it are reviewed at least every three years, or 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.