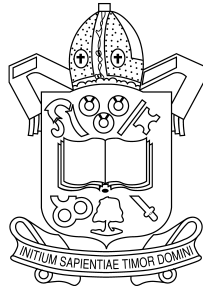


Thorneloe University



Violence Prevention in the Workplace

<u>Category:</u>	Governance
<u>Administrative Authority:</u>	President and Provost
<u>Approval Authority:</u>	The Executive Committee of the Board of Governors
<u>Approval Date:</u>	June 2, 2010
<u>Effective Date:</u>	June 15, 2010
<u>Latest Revision Date:</u>	June 2, 2010
<u>Next Review:</u>	1 year

Bill 168, which amends the *Occupational Health and Safety Act* (OHSA) to require worker protection from violence and harassment in the workplace, came into effect on June 15, 2010. Bill 168 requires an employer to prepare written policies with respect to workplace violence and workplace harassment.

The management of Thorneloe University is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our employees and other affiliated individuals from workplace violence from all sources. Workplace violence is:

- 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 by a person against a worker, in a workplace, that could cause physical injury to the worker.

- A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in workplace, that could cause physical injury to the worker.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to all who are present on Thorneloe University property – faculty, students, staff, users of facilities, visitors, etc. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

There is a workplace violence program that implements this policy (see Appendix 1). It includes measures and procedures to protect employees and other affiliated individuals from workplace violence, a means of summoning immediate assistance and a process for reporting incidents, or raising concerns. (For these measures and procedures, see Appendix 1)

Thorneloe University, as the employer, will ensure this policy and the supporting program are implemented and maintained and that all employees have the appropriate information and instruction to protect them from violence in the workplace.

Every employee must work in compliance with this policy and the supporting program. All employees and other affiliated persons are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. (See Appendix 1.)

The administration pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible. (See Appendix 1.)

Signed: _____ President Date: _____

The “Thorneloe University Harassment and Discrimination Policy” policy should be consulted whenever there are concerns about harassment in the workplace.

Appendix 1: Workplace Violence Procedures¹

1. The University:
 - a. Will dedicate sufficient attention, resources, and time to identify and address factors that contribute to workplace violence including but not limited to, bullying, teasing, abusive, and other aggressive behaviour, and to prevent and protect against it;
 - b. Will communicate to its employees information in its possession about factors contributing to workplace violence;
 - c. Will assist employees who have been exposed to workplace violence;
 - d. Will identify all factors that contribute to workplace violence including:
 - i. Experience in dealing with those factors and with workplace violence including violence in similar workplaces and domestic violence;
 - ii. The location and circumstances in which the work activities take place;
 - iii. The employee's reports of workplace violence or the risk of workplace violence;
 - iv. The University's investigation of workplace violence or the risk of workplace violence; and
 - v. The measures that are already in place to prevent and protect against workplace violence.

2. Assessment and Controls:

The University will assess the risk by taking into account the following:

- a. The nature and design of the work activities, conditions and surrounding environment;
- b. The potential for domestic violence in the workplace;
- c. The frequency of situations that present a risk of workplace violence;
- d. The severity of the adverse consequences to the employee exposed to a risk of workplace violence;
- e. The observations and recommendations of management, the health and safety committee/representative, and of the employees; and
- f. The measures that are already in place to prevent and protect against workplace violence.

Following the assessment of the risk, the University will develop and implement systemic controls to eliminate or minimize risk²:

¹ Ultimate HR Manual Newsletter, October 2008, Number 4, pages 4-5. and Ontario Government Passes Workplace Violence Legislation Newsletter, Hicks Morley, December 10, 2009

² Ultimate HR Manual , CCH Canada Limited, December 2009, Number 55

The University will take reasonable precautions to protect workers who are at risk of physical injury from violence in the workplace.

- a. Managers and supervisors will alert certain workers of the risk of workplace violence from persons with a history of violent behaviour.
- b. The University will provide workers who may encounter such persons at work with as much information as needed, including personal information, to protect the workers from physical injury.
- c. The University acknowledges an employee's right to refuse work if they believe they are at risk of physical injury due to possible workplace violence;
- d. The workplace health and safety committee/representative and others will be notified if a worker is disabled or needs medical attention due to workplace violence.

3. Review:

At least every three years the University will review all measures, policies and procedures put in place to prevent, minimize, and/or control workplace violence to ensure effectiveness or to adjust to any changes that would compromise the effectiveness of those measures, policies, and procedures.

4. Notification and Investigation:

- a. If someone is a witness to or a victim of workplace violence, please call 911 and/or Campus Security immediately, as well as Dr. Robert Derrenbacker, the President and Provost of the University. The President and Provost will investigate the matter.
- b. When the University becomes aware of workplace violence or alleged workplace violence, it will attempt to resolve the matter with the employee as soon as possible.
- c. If the matter is unresolved, the University will appoint a competent person to investigate the workplace violence and provide that person with any relevant information that can be disclosed without prohibition by law and that would not reveal the identity of the persons involved without their consent.
- d. Upon completion of the investigation the organization:
 - i. Will keep a record of the report;
 - ii. Will provide the health and safety committee or representative with a copy of the report providing any relevant information that can be disclosed without prohibition by law and that would not reveal the identity of the persons involved without their consent; and
 - iii. Will adapt or implement controls to prevent a recurrence of the workplace violence.

5. Training:

The University will provide information, instruction, and training on the factors that contribute to workplace violence that are appropriate to the workplace of each employee exposed to workplace violence or a risk of workplace violence.

The information, instruction, and training, includes the following:

- a. The nature and extent of workplace violence and how employees may be exposed to it;
- b. The communication system established by the Organization to inform employees about workplace violence;
- c. Information on what constitutes workplace violence and on the means of identifying the factors that contribute to workplace violence;
- d. The workplace violence prevention measures that have been developed; and
- e. The Organization's procedures for reporting on workplace violence or the risk of workplace violence.