

Administrative Procedure Name	Workplace Violence Prevention	Administrative Procedure Number	HSA002-04
Effective Date	September 26, 2016	Revision Date, Approved by CAO	January 4, 2024
Related Administrative Procedure or Policy	Workplace Harassment and Discrimination Prevention, Right to Refuse Unsafe Work, Respectful Workplace, Code of Conduct, Rzone Operating Procedure, Progressive Discipline		

Intent:

The Township of Centre Wellington is committed to working with its employees to provide a safe work environment. The Township will not tolerate any acts of violence and will take all reasonable measures to prevent violence and protect employees from acts of violence.

This administrative procedure is intended to maintain a work environment free from workplace violence and recognizes that any form of workplace violence is a health and safety issue within the *Occupational Health and Safety Act*.

Procedure:

A. Scope

This administrative procedure applies to all Township of Centre Wellington employees, elected officials, volunteers, students, contractors, clients of Township services, any person engaged in business with the Township, and visitors to Township properties.

For purposes of this administrative procedure the workplace includes all places where the Township of Centre Wellington does business, including:

- Any land, premises, location or thing at, upon, in or near which a worker works
- Township-sponsored functions and recreational or social events, whether taking place on Township grounds or elsewhere, and
- Travel for Township business.

The Township's *Workplace Harassment and Discrimination Prevention Administrative Procedure* should be consulted regarding issues of personal harassment and harassment related to discrimination.

B. Definition

Workplace violence includes but is not limited to mean:

- 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 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 that could cause physical injury to the worker, and
- Possession of a weapon of any kind at the workplace or while carrying out workplace business or threatening to bring a weapon to the workplace.

C. Domestic Violence

Any employee experiencing violence outside of the workplace as a result of their personal relationship (e.g., spouse/partner, former spouse/partner) that may create a risk of danger to themselves or others in the workplace is strongly encouraged to report such violence so that the Township can take reasonable preventive steps.

If the employer becomes aware, or ought reasonably to be aware, that domestic violence would likely expose a worker to physical harm in the workplace, the Township shall take every precaution reasonable in the circumstances for the protection of the employee.

D. Zero Tolerance

The Township of Centre Wellington values the health and safety of its employees, volunteers and students and expects that its workplaces will be free of workplace violence.

The Township will not tolerate incidents of workplace violence perpetrated against or by any employee, volunteer, student, customer, vendor, contractor, visitor, or any other person at a Township workplace or involved in Township business.

E. Workplace Violence Prevention Program

The workplace violence program is developed and maintained to support the workplace violence prevention administrative procedure. The program includes:

- Assessing the risk of workplace violence that may arise from the nature of the workplace, type of work or conditions of work
- Measures and procedures to control the risks identified in the assessment
- Measures and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur, and
- The Township of Centre Wellington must advise the Joint Health and Safety Committee (JHSC) of the assessment results by providing a copy of the assessment. The assessment will be repeated as often as necessary to ensure the workplace violence administrative procedure and program continue to protect workers from workplace violence, with the review of the assessment at least annually.

F. Responsibilities and Obligations

It is the responsibility of the Township of Centre Wellington:

- To take reasonable preventive measures to protect employees and others in Township workplaces from workplace violence
- To ensure that a workplace violence risk assessment is conducted and address the risks to protect workers
- To ensure that all employees are trained in this administrative procedure
- To post this administrative procedure in a conspicuous place in the workplace
- To ensure that this administrative procedure is communicated to volunteers, students, contractors and other persons who regularly attend Township workplaces
- To establish a process for reporting and responding to incidents of workplace violence and the process is communicated, maintained and followed, and
- To inform the JHSC and the Ministry of Labour, Immigration, Training and Skills Development if a person is killed, critically injured, disabled from performing their usual work or requires medical attention due to workplace violence.

It is the responsibility of managers and supervisors:

- To understand, abide and uphold the requirements of this administrative procedure
- To communicate and review this administrative procedure with the employees they supervise or manage
- To verify that all volunteers, students, contractors and others who regularly attend Township workplaces are aware of this administrative procedure
- To adequately train employees in Township procedures that address the workplace violence risks applicable to the employee
- To encourage employees to report complaints or incidents of workplace violence
- To promptly report all complaints or incidents of workplace violence they receive or witness to their Managing Director and/or Chief Human Resources Officer (CHRO)
- To ensure that every reported complaint or incident is investigated
- To take all reasonable and practical measures to protect workers who report workplace violence or act as witnesses, from reprisal or further violence, and
- To maintain confidentiality whenever possible.

It is the responsibility of employees:

- To comply with this administrative procedure at all times to protect themselves and others in the workplace from workplace violence

- To immediately notify their supervisor or other designated person of any incident of workplace violence whether the notifying worker is the victim or not. In the case of an extreme or imminent threat of physical harm to themselves or any person in the workplace, the worker should contact the police
- To participate in training regarding this administrative procedure and Township procedures directed at workplace violence risks in the workplace, and
- To fully cooperate in any investigation of complaints, incidents of workplace violence or breaches of this administrative procedure.

It is the responsibility of the Joint Health Safety Committee:

- To understand their roles and obligations under the *Occupational Health and Safety Act* with respect to workplace violence prevention
- To understand their roles in work refusals as outlined in the *Occupational Health and Safety Act*, and
- To provide recommendations resulting from incidents of workplace violence and workplace violence risk assessments.

G. Reporting and Investigating Workplace Violence

1. Reporting

All complaints or incidents of workplace violence or reprisal must be immediately reported to management and/or the Chief Human Resources Officer (CHRO).

Any person subjected to workplace violence should, where appropriate, go to a safe location at the workplace and report the incident to their supervisor.

All complaints or incidents are to be recorded on the appropriate forms (see appendix) by the reporting person/ employee, the supervisor or manager receiving the report and/or the CHRO.

If the police have not previously been summoned, management and/or the CHRO may report matters involving violent acts, sexual assault, threats and behaviours such as stalking, to the police.

If an incident of workplace violence involves a person who is not an employee of the Township, management and/or the CHRO will report the incident to that person's employer and/or such other person as the Township determines is appropriate in the circumstances.

2. Investigating

All complaints or incidents of workplace violence or reprisal will be promptly investigated by management and/or the CHRO. Where the alleged perpetrator is a Township employee, the investigation will be conducted as quickly and confidentially as possible in the circumstances.

The investigation will include:

- A documented interview with the complainant
- A documented interview with the respondent
- A documented interview with any witnesses with relevant information to provide, and
- Any other step the investigator(s) deems necessary to fully and fairly investigate the complaint or incident.

At the conclusion of the investigation into an incident or complaint, management and/or the CHRO will prepare a written report of the findings of fact and, after evaluating existing policies, procedures, physical premises and devices, employee training, make recommendations to prevent a recurrence. The results of the investigation and any disciplinary or corrective action will be provided in writing to the complainant and the respondent.

Where the respondent is a Township employee, the supervisor of the respondent, in consultation with management and/or the CHRO, will take any necessary disciplinary action. The severity of the disciplinary action, which may include dismissal from employment, will be consistent with the seriousness of the conduct at issue such that more significant discipline will follow more serious conduct or repeated violations of this administrative procedure.

If the allegations are deemed to be serious, an outside investigator may be consulted to conduct an investigation.

It may be necessary for interim measures to be taken while a complaint or incident is being investigated. Such measures will be precautionary, not disciplinary and may include separating the complainant from the respondent by transfer, assignment of different hours, or leave with pay.

H. Confidentiality

The Township recognizes the importance of confidentiality for all parties involved in a complaint of violence. The Township will make every reasonable effort to balance confidentiality with its legal responsibility to provide a workplace that is free from violence.

I. No Reprisal


This administrative procedure prohibits reprisals against employees, acting in good faith, who report incidents of workplace violence or participate in the investigation process. Employees who engage in reprisal or threaten reprisal may be disciplined up to and including dismissal from employment.

Reprisal includes:

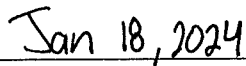
- Any act of retaliation that occurs because a person has complained of or provided information about an incident of workplace violence
- Intentionally pressuring a person to ignore or not report an incident of workplace violence, and
- Intentionally pressuring a person to lie or provide less than full cooperation with an investigation of a complaint or incident of workplace violence.

J. Administrative Procedure Review

This administrative procedure will be reviewed as often as is necessary, but at least annually.



Dan Wilson
Chief Administrative Officer



Date

Authority

Occupational Health and Safety Act, R.S.O. 1990, c. O.1

Appendix

A – Workplace Injury/Incident Report

B – Workplace Violence Incident Report