

TITLE: Workplace Violence	SECTION: HEALTH and SAFETY
DATE: June 24, 2010	POLICY NO.: KDSB-HSF-I-03
APPROVED BY: Resolution No. 2010-53	REVISED:

1. POLICY STATEMENT

The Kenora District Services Board is committed to taking all reasonable steps to ensure the health, safety and dignity of all employees and workers in the workplace. Employees have the right to work in a safe and respectful environment, free from physical violence. Violence will not be tolerated.

This policy is intended to meet all of the standards set out under the Occupational Health and Safety Act and the applicable legislation as it relates to workplace violence.

Workplace Violence is defined as:

- 1) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- 2) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- 3) A statement of behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

This policy applies to all workplace activities, all employees, and shall extend to visitors and clients that are participating in workplace activities including applying for programs, services and benefits to which they may or may not be entitled.

The purpose of this policy is to ensure that:

- 1) Employees understand the definition of workplace violence and that it will not be tolerated;
- 2) Employees understand that threats incidents of violence must be reported;
- 3) Employees understand how and where to find help if they are the subject of or if they witness any violence;
- 4) Employees understand that there are written policies, procedures and programs aimed at protecting them from violence and also preventing occurrences from happening.

2. PROCEDURE

Training and Review

Supervisors will review the Workplace Violence Policy with all new employees during orientation as well as all existing employees once per year at a minimum. Training will be conducted more frequently if:

- 1) an incident of violence has occurred;
- 2) the nature of work or work location has changed or been added to which may change the level of risk.

Discretion for additional training is the responsibility of the Management Team.

The individual responsible for providing orientations to newly hired employees shall ensure that the new employees are aware of possible risks in the workplace and that programs and procedures are in place to address the risk of violence in the workplace.

Risk Assessment

The Safety Representative(s) (JOHSC) will conduct a risk assessment once per year to determine potential risk and ensure safeguards are put in place where possible to protect workers from violence. Risk assessments can take place sooner than one year if there is a significant change in process or work that may put a worker at increased risk and if there has been a violent act. Assessments will be conducted more frequently if:

TITLE: Workplace Violence

SECTION: HEALTH and SAFETY

- 1) an incident of violence has occurred;
- 2) the nature of work or work location has changed or been added to which may change the level of risk.

Discretion for additional assessments is the responsibility of the Management Team.

Incidents of Violence

Each and every incident of violence in the workplace shall be reported immediately to the employee's Supervisor and the local authorities where applicable and will be investigated as part of the commitment under this policy. The Supervisor and/or safety representative shall investigate the incident immediately and make the incident the top priority.

In response to any incident of violence in the workplace, the following actions shall be taken (depending on the nature of the incident a variation of actions may be required):

- 1) Management must ensure the safety of employees, clients, visitors and themselves and contact police if required;
- 2) Ensure proper medical treatment is provided or sent for;
- 3) Contact appropriate government agencies as soon as possible, (Ministry of Labour, where appropriate), to report the incident;
- 4) Contact the Chief Administrative Officer and the Health and Safety Representative (or JOHSC), as appropriate, as soon as possible, to assess who should be involved in the investigation;
- 5) Complete the 'Violent Incident Reporting Form';
- 6) Conduct a thorough investigation, keeping detailed notes of facts, times, witnesses, and witness accounts;
- 7) Based on the results of the investigation, the Supervisor will assess the need for disciplinary action and other actions to prevent reoccurrence including training, workplace assessment.

Employees found to be instigating or participating in violence in the workplace will be disciplined up to and including dismissal.

The Employer is obligated to notify other employees if they will be working in close proximity or contact with an employee with a history of violence or violent outbursts.

Employees reserve the right to refuse work if they feel that they are at risk of real or perceived violence.

Reprisal Prohibited

Any form of reprisal against a worker, who, in good faith, reported a workplace incident of violence is strictly prohibited.

Direct and indirect retaliation for exercising rights under this policy is strictly prohibited and any employee proven to have engaged in retaliation shall be subject of discipline up to and including dismissal.

Implementation of Processes and Procedures

The Chief Administrative Officer shall ensure that appropriate Directives detailing processes and procedures are issued and maintained to implement and carry out the intent of this policy.