

# WORKPLACE VIOLENCE PREVENTION POLICY



**Waterloo Catholic  
District School Board**

## AN EMPLOYEE WHO IS WITNESS TO, OR THE VICTIM OF, AN ACT OF VIOLENCE MUST:

If there is a life-threatening emergency or if there is any question as to whether the violent act was an assault under the Criminal Code **call 911**.

Inform their supervisor immediately  
Complete the Workplace Violence Incident Report Form—Employees

## HOW TO FIND

The Workplace Violence Incident Report Form - Employees, can be found on the StaffNet under Health & Safety > Forms

## REFERENCES

- WCDSB—APH023 Workplace Violence Prevention Policy
- WCDSB—Pamphlet “Are you being harassed?”
- Ministry of Labour - Workplace Violence and Harassment
- WSIB

THE RIGHT TO REFUSE, OR TO STOP WORK WHERE HEALTH OR SAFETY MAY BE IN DANGER.

### The right to **refuse or stop work**

1. is limited in some occupations including teachers, health care providers and emergency personnel. These limits still apply in cases of violence or harassment.

### The right to **refuse or stop work**

2. has been expanded to give a worker the right to refuse to work or do particular work when the worker has reason to believe that workplace violence is likely to endanger himself or herself.

### The employee, pending an investigation, **shall remain**

3. during their normal working hours, in a safe place that is as near as reasonably possible to their work site and be available to assist with the investigation.

**Everyone has the right to work without fear of violence or harassment.** As stipulated in the Occupational Health & Safety Act, everyone in a workplace also has a role to play in ensuring the workplace is safe, healthy and free of violence and harassment.

### Contact Information

**Email: [wcdsb.safety@wcdsb.ca](mailto:wcdsb.safety@wcdsb.ca)**

**Telephone: 519-578-3660**

**Fax: 519-578-3020**

## WHAT IS WORKPLACE VIOLENCE?

### 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 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 a workplace, that could cause physical injury to the worker

## WHERE IS THE RISK OF VIOLENCE THE HIGHEST?

- public or community contact
- working alone, or with just a few people
- working late nights or very early mornings
- handling cash
- protecting or securing valuables
- transporting people and goods
- working with volatile and unstable persons

## WHAT IS SECTION 32 OF THE OCCUPATIONAL HEALTH AND SAFETY ACT?

### Section 32 of the Occupational Health & Safety Act requires workplaces to:

1. Create policies on both workplace violence and workplace harassment.
2. Assess the risks of workplace violence based on the type of workplace, the work being performed and the conditions of work, considering:
  - (a) conditions or activities common to similar workplaces
  - (b) conditions or activities specific to the actual workplace
  - (c) any other legally required elements from other laws or regulations.
3. Advise the Joint Health & Safety Committee of the results and provide a copy if the assessment is in writing to the Committee.
4. Develop and maintain a Program to implement the policy on workplace violence. The Program includes:
  - (a) a plan and procedures to control the risks identified in the assessment that are likely to expose a worker to physical injury.
  - (b) processes and procedures for summoning immediate assistance when workplace violence occurs or is likely to occur.
  - (c) methods and procedures for workers to report incidents of workplace violence or workplace harassment to the employer or supervisor

## WHAT IS SECTION 32 OF THE OCCUPATIONAL HEALTH AND SAFETY ACT? CONTINUED

- (d) processes & procedures on how the employer will investigate and deal with incidents or complaints of workplace violence or workplace harassment.
  - (e) any other legally required elements from other legislation or regulations.
5. Assess the risk of workplace violence as often as necessary to ensure policies and programs continue to protect workers.
  6. Take every precaution reasonable in the circumstances to protect workers from domestic violence that would likely cause physical injury to workers in the workplace. This obligation on the employer arises only if the employer is aware, or ought reasonably to be aware of the situation.
  7. Provide employees with:
    - (a) information and instruction that is appropriate for the worker on the contents of the policy and program with respect to workplace violence and workplace harassment
    - (b) any other legally required information or instruction.
  8. Advise all employees of a person(s) with a history of violent behaviour if:
    - (a) the worker can be expected to encounter that person in the course of his or her work
    - (b) the risk of workplace violence is likely to expose the worker to physical injury.