



Safety Administrative Policy

Violence

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Approved by: Jim Toye, City Manager

Signature:  **Policy No:** 19

Effective: August 17, 2018 **Replaces:** April 13, 2015

Policy:

The City of Prince Albert maintains a zero policy approach to workplace violence whether between employees, an official (elected or appointed) or a customer in the exercise of workplace responsibilities. All reported incidents of violence shall be reviewed and appropriate action taken

Purpose:

1. Have a written policy in regards to violence in which all employees and officials have a duty to report violence and a right to be safe from violence in the workplace.
2. Provide training and information respecting the violence policy.
3. Establish measures to prevent violence in the workplace.
4. Provide a process to perform risk assessments for all worksites as required.
5. Allow for a process that undertakes thorough investigations of alleged incidents, when appropriate.
6. Holding those within the scope of this policy of inappropriate behaviours accountable.
7. Providing assistance and support to any employee who is involved in incidents of violence including alleged respondents and complainants.

Scope:

This policy applies to all employees, both elected and non-elected, not only during work times, but to any activity on or off company premises which could reasonably be associated with the workplace (i.e. Social events, conferences).

This policy does not limit any employee or elected official from filing a complaint directly with a police force.

Responsibility:

1. **Department Head:**

- a. Identify positions/job duties that have a risk of violence.
- b. Develop and implement procedures that identify the training required, administrative controls, engineering controls or personal protective equipment required to protect workers from violence. Those procedures will be reviewed and/or revised every three years or when there is a change in circumstances that may affect the health and safety of employees.
- c. Maintain a database of individuals known to have a history of violence and ensure that workers are provided with that information, except when prohibited by law. This information will be shared with other department heads, if the circumstances of the situation indicate that another department's staff may also be placed at risk from that same individual/group and that disclosure is not prohibited by law.

2. **Manager:**

- a. Ensure acts of violence are not tolerated in their work unit and where possible are mitigated or prevented.
- b. Ensure workers under their direction are trained on the requirements of this policy. Training will include:
 - i. Means to recognize potentially violent situations
 - ii. Procedure, work practices, administrative controls and engineering controls that have been developed to minimize or eliminate the risk of violence
 - iii. The appropriate response of workers to a situation of violence, including how to obtain assistance.
 - iv. Procedures to report violent incidents.

- c. Provide a work environment that eliminates or mitigates the risk of violence. This responsibility includes providing administrative controls, engineering controls or personal protective equipment as the risks associated with each position dictate. This also includes advising employees of threats made directly towards them or persons in their position.
- d. Ensure all relevant known information related to violence is made available to workers, unless that disclosure is prohibited by law.
- e. Ensure that violent incident reports are completed when required and submitted to the Coordinator-Health, Safety and Environment.

3. **Worker:**

- a. Ensure that violence is not tolerated and where possible is mitigated or prevented. This includes taking any necessary action to remove themselves from violent situations.
- b. Required to promptly report incidents of violence, to their supervisor, whether directed at themselves or another employee and complete the violent incident report.
- c. Any worker exposed to a violent incident consult with their physician for treatment or post-incident counselling. Any time spent in that counselling/treatment will be credited as time at work. No employee shall lose pay or other benefits as a result of work related violence.

4. **Coordinator- Health Safety and Environment:**

- a. Assist Departments in investigating incidents of violence.
- b. Review all violent incident reports and assist departments in identifying appropriate controls for the typical violent situations that may occur in that work unit.
- c. Ensure that the intent and guidelines of this policy is communicated to all Employees.
- d. Ensure that all violent incident reports are placed in a shared drive.

5. **Occupational Health and Safety Committee:**

- a. Review all violent incidents that are reported.
- b. Provide recommendations, as warranted, to ensure employees are protected from violence.

Definitions:

1. **“Workplace”** means any place where business or work related activities are conducted. It includes, but is not limited to the physical work premises (offices or plants), work related social functions (parties, golf games etc.) work assignments outside of city offices or plants, work related travel and work related conferences or training sessions.
2. **“Violence”** means 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 an employee reasonable cause to believe that the employee is at risk of injury.
3. **“Threat”** when a person indicates intent to injure another person or damage property.
4. **“Assault”** when a person applies physical force to another person, whether or not any injury occurs.
5. **“Administrative controls”** are controls that reduce the risk of violence by providing additional support. This would include items like working in teams, changing the location work is done, using security staff or using code words to advise other workers of a situation.
6. **“Engineering controls”** are controls built into the infrastructure including items like lighting, locks, panic alarms, controlled access or video systems.
7. **“Centrex”** is the Sask. Tel phone system that the city uses. It requires us to dial 9 prior to the area code and number to make a call. Cell phones and private phones are not on this system.
8. **“Employee”** includes all staff hired by the City of Prince Albert, elected and appointed officials and contractors conducting work on behalf of the City of Prince Albert.

References & Related Statements of Policy & Procedure:

The Saskatchewan Employment Act

The Occupational Health and Safety Regulations, 1996