



North Algona Wilberforce Township **Workplace Violence Prevention Policy**

PURPOSE

The purpose of this policy is to establish a North Algona Wilberforce Township (NAW) policy for the prevention, reporting, investigation and control of workplace violence to satisfy the requirements of section 32.0.1(1) of the *Occupational Health and Safety Act (OHSA)*.

POLICY STATEMENT

NAW policy is to take every precaution reasonable in the circumstances for the protection of workers. To protect its workers NAW will develop, maintain and implement a workplace violence program that will include the following components:

- Assessing, and reassessing as necessary, the risks of workplace violence,
- taking measures to control risks identified from the assessment,
- providing workers and other officials with information and instruction on the workplace violence policy and program, and
- responding effectively to incidents and complaints of workplace violence.

APPLICATION AND SCOPE

This policy applies to all employees, elected officials, appointed officials and other persons representing NAW in an official capacity.

This policy covers workplace violence, threats and incidents occurring at NAW workplaces and work-related locations for conducting Township business, which include, but are not limited to lunchrooms, worksites, vehicles, conferences, training venues, business travel, and work-related social events. Workplace violence, threats and incidents include domestic violence that would likely expose a worker to physical injury in the workplace.

Policy Posting and Review Requirement

This policy must be posted conspicuously in every fixed workplace and be reviewed annually by Township Administration.

March 2011 Revision

PRINCIPLES

This Policy is based on the following guiding principles:

- NAW is committed to the prevention of work-related violence, including domestic violence that would likely expose a worker to physical injury.
- All workplace parties must have the appropriate information and instruction to fulfill their obligations under statute and this policy.
- All workplace parties share responsibility for fostering and contributing to a violence-free and respectful workplace.
- Responses to workplace violence incidents will aim to correct identified issues, restore positive and productive work environments and prevent similar incidents.
- All reported incidents or threats of workplace violence are treated seriously and handled promptly with appropriate confidentiality and in compliance with legislative requirements.

Policy Violations

Policy violations include, but are not limited to, engaging in the following behaviours and practices:

- exercise of, or an attempt to exercise, physical force against a worker in a workplace that causes or could cause physical injury, including:
 - assault involving any act, gesture or attempt to apply force that gives reasonable cause to believe there is a risk of injury, whether or not an injury occurs
 - injuring or threatening a worker with an object or a weapon such as a knife, firearm (genuine or replica) or blunt instrument
 - inciting an animal to attack
 - physical intimidation including stalking, throwing objects, gesturing, fist shaking, threatening to, or damaging or destroying property
- a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force in a workplace that could cause physical injury to the worker
- failure of management to assess the risks of workplace violence that may arise from the nature of the workplace, type of work or conditions of work
- failure of management, in keeping with its authority, to respond appropriately to information about workplace violence incidents or complaints
- interference with a workplace violence investigation, including intimidating a complainant, respondent or witness, or influencing a person to give false or misleading information
- threatening, or retaliating against a worker for exercising a right under this policy, or against any other person who is performing a legitimate role under this policy
- frivolous or bad faith allegations, complaints or accusations.

Penalties

Employees found to have violated this policy will be held accountable and may be subject to disciplinary action up to and including dismissal from employment.