



Department of Health

Ministère de la Santé



**DEPARTMENT OF HEALTH POLICY**

***Violence in the Workplace Policy***

<b>TITLE:</b>	Violence in the Workplace Policy	<b>Monitoring:</b>	
<b>Chapter:</b>	Administration and Support	<b>Draft Date:</b>	September 27, 2007
<b>Section:</b>	Human Resources	<b>Effective Date:</b>	November 13, 2007
<b>Subsection:</b>	Occupational Health and Safety	<b>Revision Date:</b>	
<b>Reference #:</b>	1-20-90-40	<b>Next Review:</b>	

**Approving Authority:** Health Management Committee \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

<b>Record of Decision</b>	<b>Approving Body:</b> Health Management Committee
	<b>Agenda #:</b>
	<b>Minute #:</b>
	<b>Meeting Date:</b> November 13, 2007



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1. PURPOSE

1.1 The purpose of this policy is to protect the health and safety of, and minimize risk to, any worker doing assigned duties regardless of the location.

2. APPLICATION

2.1 This policy applies to all employees who in the performance of their duties are at risk of injury from violence.

Departments are responsible for occupational health and safety in their jurisdiction.

Management and workers are required to comply with [Occupational Health and Safety legislation](#), this policy and procedures developed in accordance with it.

3. DEFINITION

In this policy:

3.1 **Violence** means the threatened, attempted or actual exercise of any physical force by a person other than a worker that can cause, or that causes, injury to a worker and includes any threatening statement or behavior that gives a worker reasonable cause to believe that he or she is at risk of injury.

3.2 **Employer** means a person who employs one or more workers and includes a constructor or contractor

3.3 **Worker** means any person employed in a workplace for any purpose in connection therewith.

**4. POLICY**

- 4.1 Deputy Heads are responsible to ensure that a risk assessment of the workplace is conducted to determine whether or not a risk of injury to workers from violence arising out of their employment may be present.
- 4.2 Deputy Ministers shall direct that procedures are developed, implemented, communicated, enforced and evaluated that will protect, as far as is reasonably possible, employees from violence while they work.
- 4.3 A risk assessment shall include a consideration of previous experience of violence in that workplace, occupational experience of violence in similar workplaces and the location and circumstances in which the work will take place.
- 4.4 If a risk of injury to a worker from violence in a workplace is identified by the risk assessment, the employer shall establish procedures, policies and work environment arrangements to attempt to eliminate or minimize the risk of violence to workers in that workplace.
- 4.5 The employer shall provide for reporting, investigating and documenting incidents of violence in that workplace.
- 4.6 The employer shall inform workers who may be exposed to the risk of violence as to the nature and extent of the risk.
- 4.7 The employer shall instruct workers who may be exposed to the risk of violence as to the means of recognition of the potential for violence, the procedures, policies and work environment arrangements regarding violence in the workplace, the appropriate response to an incidence of violence and including how to obtain assistance.
- 4.8 The employer shall ensure that a worker who reports an injury or adverse symptom resulting from workplace violence is advised to consult a physician of the worker's choice as well as complete and file the appropriate Workers Compensation Board claim forms.