

POLICY: **PREVENTION OF VIOLENCE IN THE WORKPLACE** POLICY #: **B-OHS-02**

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| COMMITTEE: | Human Resources | PASSED: | 13 May 2010 |
| TOPIC: | Occupational Health and Safety | AMENDED: | 26 March 2015 |
| | | REVIEW PERIOD: | As required. |

PURPOSE

The Library Board is committed to actively encouraging the prevention of violence in the workplace and the promotion of a violence free environment. Any act or threat of violence against employees and/or Library users and members of the public is unacceptable and will not be tolerated.

The establishment of effective procedures shall ensure that every reasonable step is taken to identify the source of such action or threat, and to promote working conditions which will minimize, reduce or eliminate the potential for violent incidents or threats of violence to occur within library operations or facilities.

ROLES AND RESPONSIBILITIES

Managers are responsible to ensure that processes and procedures are implemented to minimize, reduce or eliminate the potential for violent incidents, and that all employees are aware of and follow the Workplace Violence Prevention Program.

Supervisors shall cooperate and ensure that all employees are made aware of hazards, follow the prescribed procedures for the management of such incidents and are adequately trained in the recognition and management of potentially violent incidents to protect themselves against acts or threats of violence.

Employees shall cooperate and follow prescribed procedures for the management of such incidents, willingly participate in the investigation, control and elimination of such occurrences and are immediately obliged to report threats or incidents of violence.

By working together and sharing these responsibilities, the Library will promptly investigate reported incidents or threats of violence in an objective and sensitive manner. Corrective action necessary to prevent the recurrence of similar incidents will have the highest priority.

The Library's Workplace Violence Prevention Program includes:

1. Written Policy
2. Risk Assessments

3. Prevention Procedures
4. Worker and Supervisor Training
5. Procedure for Incident Reporting
6. Incident Follow-up and Worker Support
7. Program Review