

# Workplace Violence & Harassment Prevention

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# Overview

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- Context
- Overview of Legislation and CGS Policy and Program
- Violence Risk Assessment and Action Plan
- Implications for Council

# Why Violence Prevention Legislation?

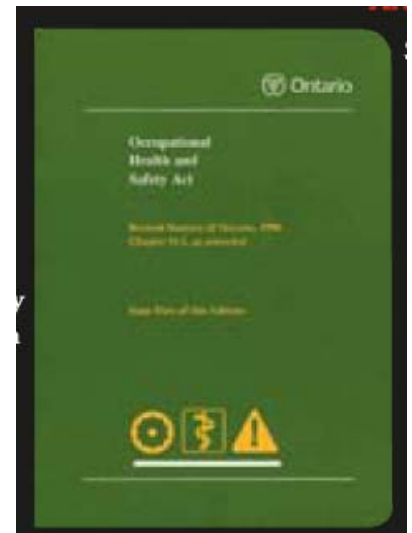
## Violence with Tragic Consequences in the Workplace

- Ottawa Transit: Recommendations from OC Transpo inquest included the need for the Province to create a regulation to address workplace violence
- Dupont Case: Lori Dupont, a Nurse at the Windsor Hotel Dieu Grace Hospital was killed by her estranged husband
- City of Ottawa: Douglas Beardshaw, Outdoor Rink Attendant

# New Legislative Requirements

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- The Occupational Health and Safety Act was recently amended with changes in force and effect on June 15<sup>th</sup>, 2010
- The legislation places responsibility on Employers to take steps to create a workplace free from violence and harassment



# New Legislative Requirements

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- Every Employer in Ontario must now prepare and review, at least annually, a Policy on Workplace Violence and Harassment
- Employer must assess the risks of violence and develop an action plan to control identified risks likely to expose Workers to physical injury
- Violence in the workplace includes domestic violence

# CGS Violence and Harassment Prevention Policy & Program

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The City of Greater Sudbury has taken the following steps to prevent Workplace Violence and Harassment:

- Joint Policy and Program in place that meets the legislative requirements
- Training conducted for all Supervisors on new Policy and Program, including table top exercise on how to evaluate workplace for risk of violence
- Information pamphlets and notices distributed to all Employees

# CGS Violence and Harassment Prevention Policy & Program

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- CGS is committed to a safe workplace free from violence and takes a zero-tolerance position for workplace violence and harassment
- Policy applies to:
  - All places where CGS business occurs
  - All CGS Employees, Visitors, Contractors, Citizens, Volunteers, Vendors and Council

# CGS Violence and Harassment Prevention Policy & Program

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- Defines Workplace Violence as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- Defines Harassment as:
  - A 'course' of vexatious (*disturbing or bothersome*) comment or conduct against a Worker in a workplace that is known or ought reasonably to be known to be unwelcome



# CGS Violence and Harassment Prevention Policy & Program

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## Worker:

- Act in a respectful manner and not engage in any acts of violence or harassment in the workplace
- Comply with this Policy and Program at all times
- Know how to seek immediate assistance and how to report incidents of workplace violence or harassment
- Right to Refuse applies for violence

# Risk Assessment and Action Plan

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- Requirement to conduct a risk assessment for workplace violence
- Operating Departments in process of completing thorough violence risk assessments
- Actions must be taken to minimize risks as identified (formal, written action plan)



## Next Steps

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- Additional education and training for Employees
- Additional Supervisory training
- Completion of Risk Assessments and Action Plans
- Supportive environment initiatives
  - Respect in the Workplace:  
Communication campaign with focus on increasing awareness within organization and within the community
  - Conflict Resolution

# Summary

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- In OHS legislation, obligation always existed for Supervisor to 'take every precaution reasonable under the circumstances to protect the Worker'
- Harassment and Discrimination Policy still in existence for OHRC prohibitive grounds
- Bill 168 provides more stringent and clearer guidelines for doing so and adds the concepts of Workplace Violence, Harassment and Protection from domestic violence in the workplace

Questions?



# CGS Violence and Harassment Prevention Policy & Program

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## **Policy Requirements**

- Posted on all CGS H&S bulletin boards
- Must be reviewed annually by H&S Section and Violence Sub-Committee
- Operating Departments must complete a thorough violence risk assessment
- Actions must be taken to minimize risks as identified (formal, written action plan)
- Copy of risk assessment to be forwarded to H&S Section

# CGS Violence and Harassment Prevention Policy & Program

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## **Policy Requirements**

- Risk assessments will be forwarded to and reviewed by the respective JHSCs
- Risk assessment will be required to be reviewed as often as necessary to ensure there are no increased or additional risks
- All CGS Employees must be trained in the Policy and Program (OD, Safety & Wellness section to provide information)

# CGS Violence and Harassment Prevention Policy & Program

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## **Policy Requirements**

- All incidents of violence and harassment must be reported, investigated and steps taken to protect the Worker and minimize violence and harassment
- Procedures must be developed and communicated on how to seek immediate assistance
- Police shall be called where situation warrants
- Information sharing required where Workers are at risk



# CGS Violence and Harassment Prevention Policy & Program

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## **Policy Requirements**

- Only information necessary to protect the Worker may be shared
- Balance between competing interests



# CGS Violence and Harassment Prevention Policy & Program

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## **Policy Requirements**

- Copies of reports, investigations and resolutions (violence, not harassment) must be forwarded to H&S Officer
- Employees may now refuse work where he/she believes that workplace violence is likely to endanger themselves or someone else
- Regular Work Refusal protocols will apply



## CGS Violence and Harassment Prevention Policy & Program

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- Ensure risk assessments are completed
  - Provide tools/training to implement program
  - Ensure all Employees are trained
  - Ensure Policy is posted on H&S Boards
  - Provide workers with information related to a risk of violence from a person with a history of violent behaviour
  - Ensure an annual review of the Policy
  - Provide reporting and investigation process
  - Provide reasonable resources to address risks
  - Promote Zero Tolerance climate for violence



# **Program Responsibilities**

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**Worker :**