

Workplace Violence Prevention Policy

*Adapted from a template developed by the Workers Compensation Board of Prince Edward Island

_____ is committed to providing a violence-free workplace where all workers are treated with dignity and respect. _____ will take all reasonable steps to prevent workplace violence or, where elimination is not possible, minimize the risk to workers. Violence in the workplace will not be tolerated.

Workplace violence is the threatened, attempted, or actual use of physical force by a person other than a worker that can cause, or causes, injury to a worker. It also includes the use of threatening statements or behaviors that give a worker reasonable cause to believe they're at risk of injury.

As the employer, _____ will:

- Conduct and regularly review workplace violence risk assessments.
- Implement measures to eliminate or minimize identified risks.
- Inform workers of any known risks of workplace violence.
- Provide information, instruction, training, and supervision.
- Investigate and document all reported incidents of workplace violence.
- Maintain confidentiality to the extent possible.
- Make sure that workers who experience injury resulting from workplace violence are encouraged to seek medical attention.

At this workplace, safety is a shared responsibility. We all have a role to play in preventing workplace violence and supporting a safe work environment.

Supervisors will:

- Enforce this policy and associated procedures.
- Respond promptly to reports or concerns about workplace violence.
- Make sure that incidents are reported, documented, and investigated.

Workers will:

- Follow workplace violence prevention procedures.
- Report all incidents, threats, or concerns as soon as possible.
- Participate in training and cooperate with investigations.

Preventing Workplace Violence

Where a risk of violence is identified, _____ will implement proper measures, which may include:

- Safe work procedures
- Enhanced communication systems
- Working-alone procedures
- Physical workplace modifications
- More staffing or supervision
- Incident response procedure

Reporting and Investigation

Any incident of workplace violence, including the use of threatening statements or behaviour, must be reported to a supervisor as soon as possible so that the proper measures can be taken.

If there is an imminent threat, a violent incident in progress, the presence of a weapon, or any situation where a worker reasonably believes there is an immediate risk of harm, workers must get to a safe location and call 911 without delay. Workers should not place themselves at further risk by trying to intervene.

Information related to incidents of workplace violence will be handled confidentially and disclosed only as necessary for investigation, corrective action, legal requirements, or the protection of workers.

Signature: _____

Date: _____