

Policy History
Policy No. SR9
Approving Jurisdiction: President
Administrative Responsibility: Vice President Finance & Administration/Associate Vice President Human Resource Services
Effective Date: March 2002

Violence in the Workplace Policy

POLICY STATEMENT

Kwantlen Polytechnic University is committed to the prevention of violence and in the promotion of a violence free environment. Any act of violence or threatening behaviour against employees is unacceptable and will not be tolerated.

Every Kwantlen Polytechnic University employee has an obligation to report any information that is important to the safety and security of Kwantlen Polytechnic University and/or its students and employees.

Kwantlen Polytechnic University is committed to establishing and maintaining a Workplace Violence Prevention Program which will include but not be limited to:

1. investigating reported incidents of violence in a prompt, objective, and sensitive manner;
2. taking necessary corrective action; and
3. assisting in providing appropriate support for victims.

No individual shall be penalized in any way for making a complaint or giving evidence in an investigation regarding violence unless the charge proves to be malicious and without foundation.

PURPOSE

The purpose of this policy is to ensure that:

1. individuals are aware of the seriousness with which Kwantlen Polytechnic University views violence towards its workers;
2. individuals are advised of the assistance available to them and the recourse they may take should they believe they are subjected to, or become aware of situations involving violence.

DEFINITIONS

For the purposes of this policy and as defined by the WorkSafeBC, "violence means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behaviour which gives a worker reasonable cause to believe that the worker is at risk of injury."

A threat against a worker's family that is a result of the worker's employment is considered a threat against the worker. Incidents of violence may not necessarily occur on the job site. These incidents are considered workplace violence if they arise out of the worker's employment.

PROCEDURES

Each Division shall develop specific procedures for responding to incidents where the worker believes they are at risk due to an act of violence. All staff need to understand and be trained in these procedures. These procedures will detail:

1. when security or police is to be called.
2. when panic alarms (if available) are to be used.
3. the importance and process of completing an incident report form.

RESPONSIBILITIES

Employer

The Employer shall ensure the adequate direction and instruction of workers in the safe performance of their duties. They will also:

1. take appropriate action to eliminate or minimize the risk to workers from violence,
2. establish procedures for reporting, investigating and documenting incidents of violence in accordance with WorkSafeBC regulations,
3. notify any workers who may be exposed to the risk of violence, of the nature, and extent of the risk. This includes providing information about people who have a history of violent behaviour whom workers are likely to encounter in the course of their work,
4. ensure that corrective actions are taken in response to incidents of violence,

5. consult with the Ancillary Services Manager, Occupational Health and Safety Committee, and appropriate Supervisors to determine what action is necessary to eliminate or minimize any risk of violence.

Supervisor

It is the responsibility of every employee engaged in a supervisory function to ensure that all persons who are under their direction are properly trained in the safe performance of their duties and for ensuring that their work is performed without undue risk. Supervisors/Managers will:

1. immediately notify Facilities of an abusive or threatening client,
2. evaluate and establish procedures and work environment arrangements specific to each department,
3. conduct and document periodic risk assessments and annual reviews,
4. instruct workers and maintain training records,
5. inform workers of the nature and extent of any known risks of violence,
6. advise workers reporting an injury or adverse symptom as a result of an incident of workplace violence to consult a physician of the worker's choice for treatment or referral, and inform that worker of the availability of EAP,
7. assist in the investigation of any violent incidents and ensure that any corrective action is taken without undo delay,
8. arrange scheduling to minimize the likelihood of somebody working alone, or if this is not feasible provide a means of periodically checking the well being of the worker.
9. ensure that an Incident Report form is completed and sent to Facilities/Security.

Worker

Each employee of Kwantlen Polytechnic University assumes the responsibility to comply with the Industrial Health and Safety Regulations. Workers will:

1. follow procedures and participate in making the working environment safe,
2. report any incidents of violence or threatening behaviour to Facilities and to their supervisor,
3. immediately notify other departments and/or individuals of an abusive or threatening client who may present an immediate threat to them, if their supervisor is unavailable to do this.
4. assist Facilities in completing an Incident Report form. Retain copies and information pertaining to the incident on file.
5. take precautions necessary for their protection.

Occupational Health & Safety Committee

The members of the committee will:

1. assist in the development and regular audit of Kwantlen Polytechnic University's Workplace Violence Prevention Program including this policy,
2. assist in an incident investigation, with the area supervisor, the Facilities Director and/or Facilities Manager, and
3. assist in conducting follow-up to insure corrective action is taken

Facilities Director/Ancillary Services Manager

The Facilities Director being responsible for security issues will:

1. immediately notify other departments and/or individuals of an abusive or threatening client who may present an immediate threat to them.
2. ensure the thorough completion of incident reports forms.
3. forward copies of the incident report form to the Occupational Health and Safety Committee, Vice President Human Resource Services, Facilities Managers, Unions and the appropriate Supervisor.
4. contact the Freedom of Information Officer to request the release of any available pictures or vital information of the individual involved to employees who may be at risk.
5. conduct an investigation, with the Facilities Manager, area Supervisor and Occupational Health and Safety Committee member, ensuring all pertinent details are recorded.
6. coordinate investigation with police.
7. take possession of any exhibit (weapon, etc.) ensuring continuity.

Vice-President, Human Resource Services

If a student is involved in a threatening incident, the Vice President Human Resource Services will ensure that an investigation is conducted and disciplinary action, where appropriate, will be applied as outlined in the Policy ST7 *Student Conduct (Non-Academic)*. Offenses covered by the Criminal Code of Canada shall be dealt with through the Courts of Law.

RELATED POLICIES:

SR8 *Emergency Response to Inappropriate, Disruptive or Threatening Behaviour*
ST7 *Student Conduct (Non-Academic)*